

## DATES FOR YOUR DIARY – JANUARY 2022

Tuesday 4<sup>th</sup> – Teacher Training Day

Wednesday 5<sup>th</sup> – Preschool reopens at 08:45

## COVID-19

If your child feels unwell, has a continuous cough, high temperature, loss of, or changes in their normal sense of taste or smell, please do not send them to Preschool. For any guidance and information please use the link below.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

## MORNING & AFTERNOON SNACKS



Please send you child to Preschool with a healthy snack for both the morning and afternoon break. **Please note we are a nut free setting.**

Some ideas of what you could pop in your child snack box: fruit, yoghurt (not with chocolate), vegetable sticks & hummus, granola bars, jelly, hard boiled eggs, cheese & crackers, a ham/cheese/tuna sandwich, rice cakes, plain popcorn. We provide milk at morning snack and water is always available. Please **do not** send in any chocolate, sweets or crisps.

You can visit: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes> for ideas.

*We would still very much welcome, on special occasions (e.g., birthdays), any homemade cakes, scones or a fruit salad to share with the group!*

## SCHOOL LUNCHES

Pre-school children are welcome to stay for lunch. The cost for lunch is **£2.00** per day. Payments for lunch must be made online. You can pay weekly, monthly or half termly. The information you need is:

Account number: 53023915

Sort code: 20-58-25

Account Name: Northumberland County Council

Reference: **You must** put the following in the reference box: 2246, then your child's initials, then 320005  
For example for me this would be - Reference: 2246JH320005. This reference enables us to track all your lunch payments.

Once you have made an online payment, please email Carol, (school secretary) to let her know and the amount you've paid and when. ([carol.flatman@cambo.northumberland.sch.uk](mailto:carol.flatman@cambo.northumberland.sch.uk)).

## OUTDOOR CLOTHING & INDOOR SHOES

Please can we remind you to ensure your child has appropriate named clothing in Pre-school, **e.g., woolly hat and gloves, wellies, change of clothes etc.** Please also send in a named water bottle. We would also ask that your child has a pair of indoor only shoes. Footwear can get rather wet/dirty after we've been having fun outside and it would really help if they had some indoor shoes to change into – these could be plimsolls, crocs or slippers etc.



## PRE-SCHOOL PRICES

A small charge is made to our friends who are under three years of age, who do not receive funding. Fees of £10.00 for each 3-hour session can be paid sessionally, weekly or half termly.

**All regular sessions must be paid for even if your child does not attend, e.g.**

- Session fees are still due for payment in the case of holidays.
- Session fees are still due in the case of sickness.
- If pre-school is unable to open (for example, due to adverse weather conditions), fees are not payable.

If your child is unable to attend one of their regular sessions during the week – we may not be able to offer an alternative session, please ensure you discuss this, wherever possible, in advance with your key worker, Sarah or me.

## ON-LINE BANKING - PAYING FOR PRE-SCHOOL SESSIONS & UNIFORM

Please pay for your Pre-school sessions and any uniform online, the information you need is:

Account: Cambo Pre-school, Sort code: 30-95-76, Account Number: 01881111. **Please use your family name as reference.**

## CHANGE OF DETAILS

If your details change e.g., address, email/mobile phone number, can you please let a member of our staff know so we can update our records.

## PRE-SCHOOL DROP OFF AND COLLECTION

All drop off and collections will be carried out in the car park. Please can you ensure you drop off and pick up promptly, if for any reason you are going to be late in dropping off/picking up, please let us know by calling or texting the **Pre-school mobile 07887 409641**. (Please also refer to our Late Pick-Up Policy).

## COLLECTING YOUR CHILD BEFORE OR AFTER LUNCH

Please remain in the car park and a member of Pre-school staff will bring your child to you.

## LATE PICK-UP

On the first occurrence of being late, the lateness will be recorded on a 'Late Collection' form and signed by the member of staff on duty and by another member of staff to witness the time of collection. You will be told by the member of staff on duty that a lateness record has been added.

The 2nd and subsequent occurrences will incur a £5.00 fee for the first 5 minutes late (or part thereof) and a further £5.00 for each subsequent 5 minutes (or part thereof), any late collection fees incurred will be added to your next half terms invoice.

## CONTACTING PRE-SCHOOL

Please could we ask that you **always** contact Pre-school on **07887 409641**, in the first instance, with any information/changes regarding your child. **The school office SHOULD NOT be contacted unless it is an emergency** and you have been unable to contact Pre-school.

## ABSENT OR SICK CHILDREN

If your child will not be attending Pre-school, we would be grateful if you could **ring, email or text** us to let us know – **Pre-school Mobile: 07887 409641**.

If your child has had sickness or diarrhoea, please allow 48 hours before they are brought back to Pre-school. If they have any infectious illnesses such as chickenpox, could you please let us know so we can alert other parents.

If your child takes poorly during Pre-school, staff will judge whether they need to be taken home and will inform parents in the first instance. Please be aware that we cannot administer Calpol etc, or any other medication, unless it is prescribed by a doctor and have completed a Preschool medical consent form.

## **TAPESTRY – PRE-SCHOOL’S ONLINE PERSONAL LEARNING JOURNAL**



Tapestry is our online personal learning journal. It really is the best way to see what fun your child is having within our setting. We post both pictures and videos of what we are doing, and we'd love you to comment on these. You can also post your own pictures and videos of your time at home. If you would like to view Tapestry before you sign up, please ask a member of the Pre-school Team.

### **KEY PERSON**

Each child within Cambo Pre-school has a key person. A key person is an important person in your child's life whilst at pre-school. This person will help to settle your child in and build a good relationship with both you and your family and the child. Parents/carers should take the time to build on this relationship at any given chance, for example, discussing any important events in their child's life, or any difficulties their child may be experiencing.

The key person oversees their key child's development record; however, this does not mean that other members of staff will not be adding to the record as well. A key person is able to identify any gaps in a child's development and plan to meet the child's individual needs. A key person oversees gathering information from parents/carers. They will also communicate with other professionals, as necessary.

Your child's key person will work with your child, help them learn and encourage them to achieve. They will get to know your child well, become attuned to their likes, dislikes, attitudes, and preferences and will provide your child with particular support at key times.

If you are unsure of whom your child's key person is, please speak to a member of the team as soon as possible.

### **PRESCHOOL AND STAY & PLAY FACEBOOK PAGE**

We have a Secret Facebook page for Preschool and Stay & Play parents. It was created to aid discussions and to allow parents and staff to put forward ideas, have debates and hopefully endeavour to improve and progress Pre-school. All important information will still be emailed to parents. Facebook is here to allow group discussions, pass on information and answer questions easily. If you would like to join the page, please speak to a member of the Team.

### **HEAD LICE**

Please keep checking your child's head for lice and inform a member of staff if your child has head lice.

### **STORY BOXES/RHYMING BOXES – LEARNING AT HOME INITIATIVE**

We will be sharing our story and rhyming boxes with you! They consist of favourite Pre-school stories with props which can be shared at home. All the children will have the chance to bring them home for a few days. Please feel free to add to any the boxes we send home to you.

### **THE EARLY YEARS PUPIL PREMIUM FUNDING**

Early Years Pupil Premium provides an extra 53p per hour for 3- and 4-year-old children whose parents are in receipt of certain benefits, or who were formally in local authority care, but who left care because they were adopted or were subjected to special guardianship or child arrangement order. This means an extra £302 a year for our setting, for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

**Who is eligible for Early Years Pupil Premium?** 3- and 4-year-old children will be eligible for this funding if they, or their parents, meet one of the following criteria:

- Income support.
- Income based Jobseeker's Allowance.
- Income related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).

- Working Tax Credit run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit.
- If they have been 'looked after' for 1 day or more.
- If they have been adopted from care.
- If they have left care under a special guardianship order of residence order.

If you believe you may be eligible, please let me know as soon as possible and I will let you know what we need to do next to secure this funding.

If you have any questions, please do not hesitate to ask me.

## COMPLAINTS PROCEDURE

We have a Complaints Policy for parents to follow within our Wraparound Policies. These are held in our file in the Wraparound cupboard, or you can view online at our website <http://www.cambo-preschool.com/>

We also display Ofsted contact details on our noticeboard in our preschool outdoor area for parents who have any queries or issues regarding Early Years.

## PARENT HELPERS *(Currently on hold due to COVID-19)*



We always welcome any parent/carer wanting to help in Pre-school, it could be to read a story, sing some songs, anything you like! Please see a member of staff if you are interested and can spare the time. If you would like to be a regular helper in Pre-school, you will need to have a DBS check. This is part of our Safeguarding Policy for adults who come into contact with children on a regular basis and is a statutory requirement. If you need more details, please see a member of staff.

## EMAIL

Sending correspondence via email helps us reduce printer ink cost as well as saving paper etc. If you would prefer to receive a hard copy of our correspondence, please speak to your key person.



## EASYFUNDRAISING

Please remember to help raise money for Preschool funds when shopping by going through Easyfundraising when doing your shopping online. You can download the app to your mobile to make it easier to use. For more details please don't hesitate to ask.

Link - <https://www.easyfundraising.org.uk/causes/cambopreschool/>

## STAY & PLAY – CHARGES

It will run every Tuesday 13:30 – 15:00 and is led by Sarah Sayer & Sharon Birdsall.

### Current fees:

- Up to and including 12 months: **50p**
- 13-23 months: **£1.50**
- 24-48 months: **£2.50**

**Fee for S&P Snack:** 40p per session.  
**Tea/Coffee:** 60p

If you have any queries on any of the above, please do not hesitate to speak to your key person or directly to Sarah or me.

Regards.

Johanne Hodgson & Sarah Sayer  
Cambo Wraparound Joint Managers