

### DATES FOR YOUR DIARY

- April**
- Monday 17<sup>th</sup>:** 08:45 Preschool opens.
- Thursday 20<sup>th</sup> & 27<sup>th</sup>:** Gymnastics with Mrs Armstrong. ***Please send your child into Preschool in jogger bottoms or leggings, a hoodie and trainers (we will be outdoors).***
- Monday 24<sup>th</sup>:** Singing and dancing with Peter Brown. (Further dates to follow).
- May**
- Monday 1<sup>st</sup> & 8<sup>th</sup>:** Bank Holidays.
- Thursday 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>:** Gymnastics with Mrs Armstrong. ***Please send your child into Preschool in jogger bottoms or leggings, a hoodie and trainers (we will be outdoors).***
- Friday 5<sup>th</sup>:** Coronation Afternoon, school & preschool – for parents and children, further details to follow.

### MORNING & AFTERNOON SNACKS



Please send your child to Preschool with a **healthy** snack for both the morning (10:00) and afternoon (14:30) 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 fizzy drinks, chocolate, sweets or crisps.

For further ideas you can visit: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

***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!***

### ENTRY AND EXIT FROM PRESCHOOL

**Entry:** Please bring your child up to our preschool outdoor area to wait. At 08:45 you can say your goodbyes and send your child into Preschool with a member of staff.

**Exit:** Preschool staff will bring children down to the car park at 15:00. If you are collecting your child before 15:00, please come up to our preschool outdoor area to collect them.

If you are going to be late in dropping off/picking up, please let us know by calling or texting the **Preschool mobile 07887 409641**. (Please also refer to our Late Pick-Up Policy).

### COLLECTING YOUR CHILD BEFORE OR AFTER LUNCH

Please come up to the Preschool outdoor area and a member of staff will bring your child to you.

### CHANGE OF DETAILS

If your details change e.g., address, email/mobile phone number, can you please email us ([cambowraparound@hotmail.co.uk](mailto:cambowraparound@hotmail.co.uk)) or let a member of our staff know so we can update our records.

## CONTACTING PRESCHOOL

Please could we ask that you **always** contact Preschool 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 Preschool.

## SCHOOL LUNCHES

Preschool 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: 2246~~your child's initials~~320005

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)).

## LATE PICK-UP

On the first occurrence of being late, it 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 term invoice.

## OUTDOOR CLOTHING & INDOOR SHOES

Please can we remind you to **ensure all your child's clothing/footwear is named:** coats, jumpers, joggers/leggings, hoodies, footwear etc.

We also need you to ensure that your child has the following in Preschool:

- Sun hat/woolly hat (depending on season).
- Change of clothes.
- Named water bottle.
- Wellies.
- Indoor shoes (plimsolls, crocs or slippers etc).



If it's going to be a sunny day, please put sun cream on your child before they come to preschool and pop a named bottle of sun cream in their bag.

## EASYFUNDRAISING



Please **help** to raise money for our Preschool when you're shopping online by going through Easyfundraising. 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/>

## ON-LINE BANKING - PAYING FOR PRESCHOOL SESSIONS & UNIFORM

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

Account: Cambo Preschool, Sort code: 30-95-76, Account Number: 01881111. Please use your family name as reference and either uniform or Preschool.

## **PRESCHOOL PRICES (From 1 April 2023)**

Currently a small charge is made to our friends who are under three years of age, who do not receive funding. Fees of £13.50 for each 3-hour session (or part thereof) A full day 6 hours = £27. These fees can be paid sessionally, weekly or half termly. (To be reviewed March 2024).

**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 preschool 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 without there being an additional charge, please ensure you discuss this, wherever possible, in advance with your key person, Sarah or Johanne.***

## **ABSENT OR SICK CHILDREN**

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

If your child has had sickness or diarrhoea, please allow 48 hours before they are brought back to Preschool. 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 Preschool, 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 you have completed a Preschool medical consent form.

## **TAPESTRY – PRESCHOOL'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 Preschool Team.

## **KEY PERSON**

Each child within Cambo Preschool has a key person. A key person is an important person in your child's life whilst at preschool. 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 Preschool. 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 weekly for lice and inform a member of staff if your child has head lice.

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

Early Years Pupil Premium provides an extra 62p 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 £353.40 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 or 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



We always welcome any parent/carer wanting to help in Preschool, 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 Preschool, 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.

## COVID-19

On 1 April 2022, the government moved into a new phase of its Covid-19 response: 'Living with Covid'.

As a result, the Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak guidance has now been withdrawn, and we are now directed to the broader: [Emergency planning and response for education, childcare, and children's social care settings guidance](#). (click the link to read).

Some FAQs with regards to the new guidance:

### **What are the current main symptoms of Covid-19?**

Current NHS guidance states that symptoms of Covid-19 can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick.

### **What should I do if I am experiencing Covid-19 symptoms?**

Government guidance states that you should try to stay home and avoid contact with other people if you have Covid-19 and in addition, either have a temperature or don't feel well enough to go to work or do your normal activities. It adds that: "You can go back to your normal activities when you feel better or do not have a high temperature."

**If a child is experiencing Covid-19 symptoms, can they attend their early years setting?**

Government guidance states that a child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature,
- do not feel well enough to go to school, college or childcare, or do their normal activities.

It adds that: “They can go back to school, college or childcare when they feel better or do not have a high temperature.”

The guidance additionally clarifies that if a child “has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school, college or childcare”.

*As we are small setting, please can we ask you to be sensible and if your child is unwell, do not send them in.*

**STAY & PLAY – CURRENTLY CLOSED – TO BE REVIEWED LATER IN THE YEAR**

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.

Johanne Hodgson & Sarah Sayer  
Cambo Wraparound Joint Managers