**Westgate Pre-School News**

**September 2020**

Dear Parents/Carers

Firstly, welcome to all our new families and welcome back to those of you returning for another year.

Starting Points Meetings We will be arranging a virtual brief meeting with new parents. Your child’s keyworker will speak to you to arrange a convenient time.

**New children:** Could you please bring in your child’s birth certificate or passport as soon as possible so that we can confirm their date of birth.

Parents’ evening Because of Covid 19 restrictions, we will let you know later in the term about parents’ evening arrangements.

Mrs Potts Whilst we are very careful in managing our finances, we are finding it difficult to subsidise extra-curricular items , healthy snacks and equipment. We would really appreciate it if parents of children, who pay no fees at the present would kindly donate £5 per week and those paying fees, £1. A bank transfer would be ideal but we will also be placing a money box in the shape of a teapot by the gate for your donations, or please speak to a member of staff if you prefer to pay termly. **Our bank details are: a/c no. 23674360 sort code 30-99-15**

Pre-school timings From this Thursday and Friday we will be reverting to our 1pm pick up time. Mondays, Tuesdays and Wednesdays remain at 2.30pm until School change their pick up times. Can we also please remind you that drop off time is 9am and not before.

Water Bottles Could you please ensure that your child has a **named** water bottle to bring to Pre-school.

Parking Please can you respect local residents and NOT park in their parking bays or block the entrance to their parking bays and do not block the staff park entrance. Parking is very limited and it would be appreciated if you did not park in Martinique Square. We apologise for this inconvenience. The residents are setting up cameras and you may be fined if you park there.

Mobile Phones Please do not use your mobile phone within preschool. This is in line with our safeguarding policy. Please make sure phones are tucked away in your handbag or coat pockets. If you see staff with devices in their hands, these will be ipods for record-keeping purposes and not phones.

Policies

Westgate Pre-school policies can be found in a big yellow folder by the signing in sheet, if you get chance please have a read or alternatively these can be emailed to you.

Email address/phone number Please ensure that we always have an up to date email address and phone number for you. We will now be sending out accident forms and record keeping (see below) by email.

Tapestry

All our record keeping and learning journals are now completed using a computer program called Tapestry. You will be able to receive an email telling you when a new observation has been written on your child and you will be able to comment on it. You will also be able to add your own “wow” moments if your child does something special at home.

Facebook Etiquette

Preschool have a facebook page facebook.com/westgatepreschool. This allows us to share with you what children have been doing and pass on messages. We are very careful to ensure that children’s identity is not compromised in pictures, we never show faces. Please if you comment do NOT mention children’s names.

We would appreciate any positive reviews from parents whose children have been coming to preschool for a while.

Spare Clothing Could you please provide your child with a spare set of clothes in case they get wet at preschool.

School dinners We are able to offer school dinners to children. At the moment these are taking the form of a “deli bag” but it is hoped that there will be a return to hot dinners in the future. Menus will be available at the gate on arrival and payment of £2.66 must be paid at the time of ordering, either in cash or online.

Term Dates To enable you to plan your holidays and childcare cover here are our term dates:

Break up for half term Friday 23rd October return on Tuesday 3rd November\*

Break up for Christmas Thursday 17th December return on Tuesday 5th January

Break up for half term Friday 12th February return on Monday 22nd February

Break up for Easter Thursday 1st April return on Tuesday 20th April

Break up for half term Friday 28th May return on Monday 7th June

Break up for summer Wednesday 21st July

\*Please note that we are taking an additional day at half term as the windows and doors are being replaced during the holiday and we anticipate needing a clearing up day.

Pre-school Prices

Early Birds £2.75 per session

Additional hour £5.25

Afternoon session £9.00

School dinner £2.66

Corona virus

Finally, just a few reminders about Corona virus precautions. If your child has a temperature (37.8 degrees or above) or exhibits any of the symptoms of Corona virus: coughing, generally unwell or with a stomach upset please **do not** bring them to Pre-school and take them for a test. Please notify us immediately of the test results. Please do not give your child Calpol before they attend Pre-school. We do periodically check the children’s temperature during the day.