



4th September 2017

Dear Parents

Firstly, I would like to welcome you all back to Coleview pre-school and the new autumn term, I hope you all had an enjoyable summer and managed to find a little bit of sunshine!

At the end of last term we were delighted that the parents of the children leaving us for school had a collection and purchased some new equipment for the pre-school. They bought us a Go-kart, shopping trolleys, a camera, a soft chair for our book corner and a variety of other toys we needed. A very big thank you to everyone who made a donation towards this and for all the wonderful gifts and cards we received, they were very much appreciated.

#### New Starters.

This term we are delighted to be welcoming 13 new children (and their families) to Coleview pre-school, we hope they all soon settle in and enjoy their time with us.

#### Fund Raising Team

Coleview pre-school is a registered charity (Charity No.1035572) and as such relies heavily on charitable donations and fund raising. We have a small team of parents who have formed a Fund Raising Committee who organise and run a wide variety of fund raising events throughout the year e.g. cake stalls, fun afternoons, quiz nights, band nights, sponsored events, raffles, serving refreshments at concerts etc. During the last academic year they raised well over £4,000 which is just fantastic; we can't thank the team enough and I know they have some brilliant events already planned for the coming year and are always open to trying out any new fund raising ideas.

New members are always welcome to join the team, which is a great way to meet other parents and be more involved in your child's learning and development. Please see our 'Fund Raising Board' in the pre-school foyer, newsletters or flyers in the children's bags for further information about fund raising team meetings (usually once a term in the community centre bar) and forthcoming events.

If you are interested in joining our parents fund raising team, please complete the slip attached and return it to pre-school or alternatively speak to a member of staff. Thank you.

#### **REMINDERS**

##### Session Times

Morning sessions: 9.00 am – 12.00 noon      Afternoon sessions: 12.30 pm – 3.30 pm

Flexi provision (older children only) provided Monday to Friday: 9.00 am - 2.00pm/3.00pm

### Contact details

During pre-school sessions it is essential that we can contact parents/carers quickly should the need arise. We would therefore appreciate it if you could inform us immediately if any contact details change. **If you would like to check the current contact details we have for your child please speak to a member of staff.** Thank you.

### Pre-school fees

The matter of increasing pre-school fees was brought up at the last AGM. A meeting has since taken place and the committee have decided that a small increase is necessary due to increasing costs and overheads. The new cost of fees with effect from 01 September 2017 is £4.25 per hour (£12.75 per 3 hour session), snacks have gone up to 50p per session.

Fees can be paid weekly, monthly, half-termly or termly **in advance**. If paid **weekly**, fees should be paid no later than the Friday of the week they fall due. Our Administrator (Lucie) will provide you with a payment summary at the start of each term. **Fees must still be paid if children are absent for a short period of time (including illness and holidays)**. If your child has to be absent over a long period of time, talk to the committee chair or supervisor.

If you have any queries regarding fees or payments please contact:

**Lucie Purdy on: 07801 660187 or 01793 828688**

### Labelling

Please ensure all children's belongings are labelled clearly with their name to prevent any confusion at the end of sessions. Any items of clothing that are not labelled and not claimed for will be put in the lost property box in the foyer.

### Absence from pre-school

Due to the recent changes in funding we will be audited this year by Swindon Borough Council. Part of this process involves the recording of children's absences. We therefore need parents to complete an absence form (please ask any member of staff) for all absences whether these are for one session or one week and in advance of the absence. **Please inform us as soon as you know the dates** of any planned absences which will enable us to claim for your child's funding correctly. If you have any questions regarding this please speak to me. Thank you.

### Sickness

If your child is absent from pre-school due to illness, please remember to telephone the pre-school to inform us of this. Please note: - After diarrhoea or vomiting children **must be absent** from pre-school for **48hrs** after the last bout of illness.

### Pre-School Website

Unfortunately our website is currently under construction and therefore unavailable at this time. We hope to have it up and running as soon as possible and will let you know as soon as this happens. I apologise for any inconvenience this may cause. Should you need any information regarding pre-school please ask a member of staff or email your enquiry to:

[coleviewpreschool@btinternet.com](mailto:coleviewpreschool@btinternet.com).

Sun Protection

If we are lucky enough to enjoy some late summer sunshine this term, we would appreciate it if you could apply sun protection to your child prior to them coming into pre-school and provide them with a (labelled) sun hat. If your child does extended hours at pre-school and you would like us to reapply sun protection at lunch time, please provide pre-school with appropriate sun protection for your child and complete a consent form (available on our parents noticeboard in the foyer of pre-school). Thank you.

Suggestions Box

If you have got any ideas, suggestions or comments please speak to a member of staff or if you would prefer please write it down and place it in our suggestions box which is in the pre-school foyer. Thank you.

Holidays

Please find attached a copy of the Swindon school holiday dates for 2017-18. Please use this as a guide but check future newsletters as advanced notification will be given prior to any additional closures.

**Half-term**:- Pre-school will close on **WEDNESDAY 18<sup>th</sup> OCTOBER** and reopen on **MONDAY 30<sup>th</sup> OCTOBER 2017**.

For further information about any of the above please contact me at pre-school or speak to a member of staff. Thank you.

Yours sincerely

Sharon Roberts

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I would be interested in joining the pre-school fund raising team.

Name.....

Tel no.....

Email address.....