



6th September 2019

Dear Parents,

Firstly, we would like to welcome you all back to Coleview pre-school and the new autumn term, we hope you all had an enjoyable summer.

Last term we said Goodbye to Sharon who had been at Coleview for many years as an assistant then a Supervisor, we are pleased to welcome our new manager Katrina Goodenough to our team if you have any questions or queries please speak to her.

### **New Starters.**

This term we are delighted to be welcoming 17 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 Fundraising Committee who organise and run a wide variety of fundraising 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 £3,000 which is just fantastic; we are so grateful for their help and support. We really couldn't deliver the service we do without their support as the government funding only goes so far.

There are vacancies on the committee due to parents who left last Term as their children moved on to school so they are looking for some new members to join the team. This 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' outside the front of pre-school and look out for newsletters or flyers in your children's bags for further information about fund raising team meetings (usually once a term in our Pre-school) 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 Trina or a member of staff.**

### **Session Times**

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

Flexi provision (older children only and previously arranged) Monday to Thursday: 9.00 am - 3.00pm and Friday 9.00 -2.00pm

### 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.**

### Pre-school fees

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 including lunchboxes 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.

### 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 diarrhea or vomiting children **must be absent** from pre-school for **48hrs** after the last bout of illness.

**Please note if your child has been given Calpol or Nurofen before a pre-school session then they are not well enough to attend.**

### Planned Absences.

If your child is going to be absent from pre-school for any reason other than sickness please complete and sign an absence form preferably in advance. You can find this form on our website and on the noticeboard in the foyer, or please ask a member of staff if you are unable to find one.

### Sun Protection

We are hoping to enjoy some late summer sunshine this term, should this happen 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 (labelled with their name)

### **Website.**

Policies and procedures, absence forms, term dates, newsletters and other useful information regarding pre-school is all available on our website: [www.coleviewpreschool.org.uk](http://www.coleviewpreschool.org.uk)

### **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.

### **Holiday dates**

Please find attached a copy of the Swindon school holiday dates for 2019-20, Please use this as a guide but check future newsletters as advanced notification will be given prior to any additional closures.

### **Photographer**

The pre-schools photographers, Terry & Sue Ferris, will be in pre-school on Thursday 7<sup>th</sup> NOVEMBER (morning only). All children who attend pre-school on a Thursday morning will be photographed unless you advise us otherwise, please note there is NO obligation to buy. If your child does not attend pre-school on a Thursday morning but you would like them to be photographed please bring them along between 9.30am and 11.30am. Siblings are welcome too

**Half-term: - Pre-school will be closed from Thursday 24<sup>th</sup> OCTOBER and we will re-open on Monday 4<sup>th</sup> NOVEMBER 2019.**

**Thank you for your support any questions please speak to a member of our Team**