



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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Reflecting on Quality
committed to improvement

Newsletter –September 2014

Preschool roundup

Welcome back, we hope you all had a great summer and took advantage of the lovely weather we had...and still are! Welcome to our new starters, Greta, Mia, Jackson, Nevaeh and Caedan we are all really excited to have you at preschool and hope you have lots of fun. .

A few reminders:

- Please ensure you are on time for dropping off and picking up your children. Late arrivals in the morning can be disruptive and mean that children miss out on registration and late pickups can cause distress as well as problems with the adult/child ratios.
- If your child is not going to be attending a session for any reason we would really appreciate a text or phone call to let us know.
- **Can you please ensure your fees are paid on time**, we are reliant on the fees to pay our overheads and so when fees are late we are then late paying.
- Can you please name all clothing, hats, lunch boxes, bottles etc so we can clearly identify who they belong to
- Many thanks for your cooperation with these.



Can we please ask that when you drop your children off in the morning you let them come in on their own whenever possible, if they need your support or you need to speak to a member of staff can you please do so as quietly as possible in order to minimise disruption to registration. There have been a couple of occasions where parents have stood chatting in the preschool when we are trying to do the register and welcome the children in for the day and this is really distracting for both children and staff. Can we also ask that when you arrive to pick up your children if you do so early you remain out of sight of the doors as some

children become upset when they see theirs or other parents. Many thanks for your support on this.



Happy birthday!

A very happy birthday to Leo and Charley Mae who both turn 3 this month, we hope you have a great day!



Code of conduct

As a preschool we have a duty of care to all the children whilst they are with us and have policies and procedures in place to help protect them at all times. As a preschool we also really appreciate and welcome parent helpers as they can enrich the children's learning and development and provide support for the staff. However we do have strict guidelines to protect both the children, staff and visitors and we would ask that you adhere to these when you are in the setting:

- ✓ **All phones must be handed over to a staff member who will put them in the locked box, this is to ensure that no photos are taken on camera phones**
- ✓ **All visitors must sign in, this is to ensure we have a clear record of visitors and also in case of evacuation**
- ✓ **AT NO TIME should visitors enter the bathroom area without first asking a member of staff and under no circumstances should any visitor attempt to undertake intimate care of any child including their own. Whilst in the preschool the children are under our care and must only be attended to by a DBS cleared member of staff**
- ✓ **If you have any concerns about anything you have seen or heard within the preschool please report this immediately to a member of staff or use the contact numbers displayed throughout the preschool and reception area, please DO NOT talk to other parents about what you have seen/heard or done at preschool as this is a direct violation of confidentiality.**



All about me

If you haven't already done so can you please return your child's all about me as we are making a display with them. If you have lost or haven't received one please ask a member of staff who will happily give you another one 😊



It's in the bag!!

Can you check your child's bag after each session, we put all their art work in them as well as any letters and invoices. Many thanks

Term dates

Professional Day : Wednesday 3rd September
Autumn Term Opens : Thursday 4th September
Professional Day : Friday 24th October
Half Term : 27th - 31st October
Autumn Term Closes : Friday 19th December

2015

Spring Term Opens: Tuesday 6th January
Half Term: 16th - 20th February
Spring Term Closes: Friday 27th March
Summer Term Opens: Monday 13th April
May Day: Monday 4th May
Half Term: 25th – 29th May
Summer Term Closes: Friday 17th July
Professional Day: Monday 20th July
Professional Day: Tuesday 21st July
Professional Day: Wednesday 22nd July

Committee Roundup

Welcome back all Pre-Schoolers and a huge hello to new children and parents/ carers. Our AGM will be held on Wednesday 12th November, everyone is welcome to hear the yearly reports regarding Pre-School and to elect new committee members. We have found a new treasurer and two fundraisers (details to be given shortly) but we also need general committee members, a staff liaison person, and someone to help with advertising and marketing etc. Help is needed as and when required and differs throughout the year. This is a very rewarding role and one that is essential to the

continuation of the Pre-School. If you can help or know somebody who could give a little time please email myself cozzafish@yahoo.co.uk or speak with a committee member or member of staff.

We urgently need a new Chairperson to take over from the AGM. This can be a parent/ carer or a family member/villager etc. The Pre-School cannot exist without a Chairperson/ nominated person so please give this some consideration.

Over the past two years the committee have updated various components of Pre-School management including out-sourcing wages, on line banking, the website, HR system, up-dating policies, increased fundraising, use of social media and employed new members of staff. Michelle has now been with the Pre-School since February and has introduced changes to the daily structure and activities of Pre-school and overhauled key areas of the Early Years Foundation planning and observation and general administration. A massive thank you to all staff for their hard work and commitment to the Pre-School, especially the individual needs of children and for their new ideas in making the Pre-School a fun and learning environment for children.

Staff have various items on their wish list which will improve resources for children; this is only possible with committee fundraising thus please, consider joining the committee and having greater involvement.

Future Fundraising Events:

Halloween Disco Friday:	Friday 31 st October ~ venue and times to be confirmed.
Buckden Christmas Lights:	Sunday 30 th November
Christmas Fayre:	Saturday 6 th December

Thank you Corrine Emeleus