**Spring Term Newsletter 2019**

Welcome back to everyone new and existing children!

Some of you may be aware that sadly Buddies Pre-school closed its doors this month. Of course this is sad news but on a good note we have been able to accommodate some of their children. Along with children we have hired 3 new members of staff too! So welcome to Dee, Emma and Debbie.

**Parking Permits**

Without our knowledge Wantz Rd became parking permit only. There are no signs along the road but the parking enforcer is ticketing. We have secured some permits from the local authority for those parents who have no choice but to drive. If you would like a permit please write a letter to Vikki, stating your child’s details and why you feel you may benefit from a parking permit. Parents will be informed of the outcome and where possible, permits will be issued.

**Facebook and Friends of Maldon Community Preschool**



Get involved in our fundraising events… Like and follow us on Facebook to keep up to date too! Friend request Vikki Preschool Mitchell

**Safeguarding**

In order to keep the children safe during our busiest times can we remind you of our pick up times: The door will be opened at 2:30pm and 2:45pm ONLY. We will be unable to open the door again until 3pm. (If you need to collect your child earlier than 3pm you must have an arrangement in place before collection)

**Children in Nappies**

Due to the increase of children needing to be changed throughout the day we can no longer accept children who are wearing pull ups. From half term if children are not toilet training they should only wear nappies. Children wearing pull ups take much longer to change and this impacts on how much time staff spend changing children

**Backpacks**

Can we please remind you that we do not have room for backpacks on the children’s pegs. Please use the clear bag provided on their pegs for their belongings.

**Lunchboxes**

Please can you ensure all lunchboxes have at least 1to2 pieces of fruit everyday

**Plimsolls**

As children like to take their shoes off, we are asking parents to provide a pair of black plimsolls that can stay here so children can change when they get to preschool. These must be clearly labelled with your child’s name.

**Labelled items only please**

Belongings are being lost and mixed up on a daily basis. To limit this from happening can we ask that everything is labelled this includes all clothing items, coats, and lunchboxes as well as lunchbox pots and water bottles.

**Spare clothes and nappies**

It’s very important to ensure your child has a full change of clothes at preschool at all times. This includes nappies and wipes too. A supply can be kept on your child’s peg for your convenience. Can we ask that you check their clear bag daily and adjust accordingly.

**Our open door policy**

We are proud of our open door policy, and are happy to talk to parents and carers regarding your children at drop off and collection, but please remember that these are also our busiest times. If you need to talk to your child’s key person for any length of time please book an appointment with them.

**Lateness upon collection**

A lateness fee will be applied each time a child is collected late from our setting. Picking children up late can be upsetting for some children and cause them to be unsettled. As well as this continual lateness must be reported to our Safeguarding Lead and needs to be recorded. Please can we ask if you are going to be late to ring ahead to let the staff know.

Lateness fee structure

After 3.05pm up to 3.20pm £5.00

Thereafter is £10, which will increase in £5 increments every 10 minutes. This system will also apply to the 12pm pick up.

**Newsletters**

Will be sent out electronically please ensure we have your most up to date email

**Toys**

Whilst we love to see the children’s toys from home these should only be brought into the setting on show and tell days.

The Pre-school is not able to take responsibility for the loss or damage of any of these toys

**Uniform**

It is lovely to see so many children in their uniforms looking smart. Children are required to wear their uniforms everyday which can be purchased from the office. Sorry for those who have yet to receive your order… We are chasing them.

**Don’t forget…….**

**To check the term dates on our website!**

[**www.maldoncommunitypreschool.co.uk**](http://www.maldoncommunitypreschool.co.uk)