



Dear Parents,

The Spring term is in full flow. We have had several new children join us over the last couple of weeks. The children are settling well and we warmly welcome our new families to preschool.

Please ensure your child comes to Preschool with warm, named coat, hat & gloves and wellies as children are encouraged to access the outside play areas all year round. Playing outside has many developmental benefits and the children really enjoy it.

Kind Regards, The Staff at Putnoe Woods.

Forthcoming Events...

NATIONAL STORYTELLING WEEK 1st - 8th February

Have you or your child got a favourite story? Would you like to come and share it at Preschool? It would be lovely to have some parents or Grandparents come and read to the children. Please contact the office if you would like to come in at any time.

PARENT CONSULTATIONS

Saturday 8th February 9.00-11.30am

Please book an appointment in your child's room.

This is a an ideal opportunity for you to talk to your child's keyworker about their progress.



Extra sessions

We are very busy this term so there will be very limited availability for extra sessions. Please speak to the office if you require an extra session and we will do our best to accommodate your requests. Please do not just turn up assuming your child can stay. We have very strict ratios that we must comply with so we may not be able to let you in!

Preschool Fees- payments

The office is having to spend a lot of time reminding parents to pay their fees. This is time consuming and has a cost implication to our business. We keep our fees as low as possible and prompt payment of fees helps us to do this.

All fees and extra sessions booked must be paid for in ADVANCE. Monthly fees are due at the start of each month.

Please speak to the office immediately if you have concerns regarding payment of your invoice.

Mobile phones

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to adhere to the following:

- Refrain from the use of Mobile Devices whilst on the preschool premises (including in the entrance hall)
- The use of Mobile Devices is NOT permitted in any of the children's playrooms
- Under no circumstance share photographs on social media
- Use of mobile phones for the purpose of taking photographs during events is prohibited, unless otherwise directed by staff. Opportunities will be given to take photographs of your child at events (subject to staff discretion).



BIRTHDAYS

We kindly request that sweets & cakes are no longer brought in to share when celebrating your child's birthday. We have several children with specific dietary requirements and allergies. We also encourage healthy eating and reduce sugar intake where possible, to help prevent tooth decay.

Whilst it is certainly not an expectation, if parents choose to bring something to share as part of birthday celebrations then fruit, crayons or stickers would be great alternatives.

Also, due to Data Protection we are unable to give out lists of children's names for birthday invitations.

Term dates

SPRING TERM

Monday 6th January 2020 - Friday 14th February 2020

Half Term - 17th - 21st February 2020

Monday 24th February 2020 - Friday 3rd April 2020

SUMMER TERM

Wednesday 22nd April 2020 - Friday 22nd May 2020 (CLOSED BANK HOLIDAY Friday 8th MAY 2020)

Half Term - 25th - 29th May 2020

Monday 1st June 2020 - Friday 17th July 2020

If you have a funded children you wish to attend outside of these days you will need to book and pay for those hours

47 WEEK CONTRACTED CHILDREN - we are closed for the following weeks

EASTER 10th April 2020 - 17th April 2020. Reopen Monday 20th April 2020

SUMMER 3rd August 2020 - 14th August 2020. Reopen Monday 17th August 2020