



Dear Parents,

Welcome back to the new term. We hope you had a lovely break over the summer and enjoyed all the lovely sunshine we had.

We warmly welcome all our new families. We have a lot of new children joining us this term. They are all settling in nicely and coping well with the new experience of Preschool. If any parents are concerned about how their child is settling in, please speak to your child's keyworker who can provide you with advice and reassurance.

Kind Regards, The Staff at Putnoe Woods.

PARENTZONE

Please ensure you have downloaded the new Parentzone app with the logo below



We will be using Parentzone as our main form of communication to keep you updated, send moments and assessments. It also allows you to leave messages and comments for staff about your child/children.

If you wish to speak to a member of staff or your child's keyworker we are happy to come outside to talk to you. Please leave a message on the app or call and we will be able to arrange a meeting for you.

You will be able to access the new app with your existing log in details.



NEW ARRIVALS AND COLLECTION PROCEDURES

- Please maintain social distancing when dropping off and collecting your children.
 - Only one adult to attend preschool for drop off and collection
 - **Do not enter the inner hallway if someone is already waiting. Remain outside and wait**
 - Hand gel is provided by the buzzer for adult use.
 - ALL children **WILL** wash their hands-on entry into their playrooms, so hand sanitiser **IS NOT** required for children at this point.
 - No adult is to enter the building unless essential (if children are upset or for settling visits). We will collect your child from you at the door and hand your child over to you at home time
 - **IF** it is essential that an adult enters the building, they must wash their hands
- If anyone wishes to speak directly to a member of staff, we will do this outside whilst maintaining a safe distance. Alternatively, we are happy to phone or email you
- Between the peak hours of 9.15am-3.30pm we will use two separate doors for arrival and collection. Outside of these times please continue to use the front door.

Peak times 9.15-3.30pm

- Bluebell children will use the side gate for drop off and collection. The gate will be manned from 9.15-9.30am in the morning and you can drop off at any point during this slot. At home time the gate will be manned from 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will spread the flow of people
- Buttercups and Snowdrops children will continue to use the main door. Again, this will be manned from 9.15-9.30am & 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will allow us to spread the flow of people

COVID 19 SYMPTOMS

- If any child/parent/carer shows any symptoms (even mild) they must NOT attend preschool and self-isolate for 10 days from when their symptoms started
- If any child/parent/carer does not experience any symptoms but are tested positive for coronavirus they should self-isolate starting the day the test was taken
- If any child/parent/carer tests positive whilst not experiencing symptoms but develop symptoms during the isolation period they should restart the 10-day isolation period from the day they develop symptoms. **Anyone in the same household should self-isolate for 14 days.**
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If a child develops symptoms whilst at preschool, you will be contacted to collect them and then should remain at home as above. Whilst your child is waiting to be collected, they will be isolated with a member of staff who may wear PPE (gloves, face covering & apron) in line with the protective measures issued by the government. You will need to get tested if symptoms are displayed and follow the guidelines <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- If the test is negative, the child/parent/carer may return to preschool
- If a child that has attended preschool tests positive, you must inform us. We will need to notify Ofsted and Public Health England to obtain further guidance.



SESSION TIMES

Please stick to your booked session times.

We have a large number of parents arriving 20 or 30 minutes early to collect their children. This disrupts the activities we are running and can unsettle the children.

This is particularly disruptive when children are eating their tea so please avoid collecting between 4.30pm & 5.00pm. We understand that occasionally you may need to collect early for appointments but please let us know in advance as we do take regular trips offsite.

Bringing children in early may result in a charge for extra hours but these must be booked in advance so we can ensure we have the correct staff ratios.

Getting used to being on time now will help your child when they start school!



FEEES

Please ensure Preschool fees are paid on time and in full, unless alternative arrangements have been agreed with the Office. Payment of fees is due in advance on the 1st of each month. The office is having to spend a lot of time reminding parents to pay their fees. This is time consuming and has cost implications for the business. We keep our fees as low as possible and prompt payment of fees helps us to do this.

Thank you for your co-operation



WATER BOTTLES

In the interest of hygiene and giving parents one less thing to think about... You no longer need to bring in a water bottle for your child. We are finding that they often get left behind, taken home by the wrong person and used by other children which can cause unnecessary problems to deal with.

We will provide fresh, clean water all day at our child friendly water station.



TRUSTEES NEEDED

Did you know the preschool is also a charity?

The Preschool Manager and Business & Finance Manager report to a Board of Trustees who help and support the preschool in delivering its objectives and setting policy. We meet between 4 & 5 times a year in the evening for board meetings to set objectives and review our activities. We are very lucky to have an enthusiastic group of volunteers on our Board representing users, the local community and business. They bring together their views and areas of expertise to help the Preschool Managers

If you are interested in this voluntary role, we would love to hear from you. You do not have to be a parent of the preschool. The role is open to all who may be able to bring useful skills to the board so please ask friends and family if they may be interested.

Please see our website for a bit more information and the application form or just give us a call for a chat.

www.putnoewoodspreschool.co.uk/recruitment.



A FEW GENTLE REMINDERS

- The use of mobile phones is NOT permitted within the preschool environment
- If your child has had a bout of diarrhoea OR sickness, they must remain at home for 48 hours after their last bout
- We are a NUT FREE preschool, please do not use Nutella or any type of peanut or peanut product in packed lunches
- Please LABEL your child's belongings
- Please ensure preschool fees are paid on time
- Please only use the disabled parking bays if you are a blue badge holder
- DO NOT bring pushchairs and prams into the preschool. We simply don't have the room. Please leave them under the bike shed



TERM DATES FOR ACADEMIC YEAR 2020 - 2021

TERM TIME ONLY CONTRACTED CHILDREN

AUTUMN TERM

Monday 7th September 2020 - Friday 23rd October 2020

Half Term - 26th - 30th October 2020

Monday 2nd November 2020 - Friday 18th December 2020

SPRING TERM

Tuesday 5th January 2021 - Friday 12th February 2021

Half Term - 15th - 19th February 2021

Monday 22nd February 2021 - Friday 26th March 2021

SUMMER TERM

Wednesday 14th April 2021 - Friday 28th May 2021 (CLOSED BANK HOLIDAY MONDAY 3RD MAY)

Half Term - 31st May -4th June 2021 (CLOSED BANK HOLIDAY MONDAY 31ST MAY)

Monday 7th June 2021 - Friday 23rd July 2021

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 5 weeks

CHRISTMAS 21st December 2020 - 3rd January 2021. Reopen on Monday 4th January 2021

EASTER 2nd April 2021 - 9th April 2021. Reopen Monday 12th April 2021

SUMMER 2nd August 2021 - 13th August 2021. Reopen Monday 16th August 2021