**ROBERTTOWN LANE PRE-SCHOOL**

 **WHO’S WHO**

**Chairperson: Gemma Ellis Treasurer: Dawn Calvert Leader: Janet Bolt**

**NEWSLETTER**

**September 2017**



**Fundraising**

This terms fundraising event will be a Sponsored Stick – we will be sending home a Rocket for the children to decorate and stick with as many items as possible and receive sponsorship for, this will be over the half term holidays and to return to preschool w/c 30th October, your involvement in fundraising is very much appreciated!

**Relief Staff**

We are currently looking for relief staff to work in preschool (you will require an enhanced DBS check) - if you are interested and would like to know more please speak to Janet.

**Photographer**

We have Hopscotch Photography coming in on Tuesday 21st November to take individual photos of the children playing which you will have the opportunity to buy. We will remind you nearer the time!

**Funding**

If your child is eligible for funding you will need to sign a form in preschool so that we can claim this, we will also need your 30 hour and Tax free childcare codes if you are eligible for these schemes. Go to [www.childcare.tax.service.gov.uk](http://www.childcare.tax.service.gov.uk) for more information.

**Annual General Meeting**

Our AGM will be held on Wednesday 4th October 8.15pm at the Cricket Club, we hope to see you there, please confirm attendance.

**Half Term**

We will be closed on Friday 20th October and reopen Monday 30th October for the half term holidays

**Trikes**

We are looking for trikes for preschool so if anyone has a 3 wheeled vehicle/trike you no longer need please let us know!

**General Information & Reminders**

* **PARKING – PLEASE CAN WE ASK THAT YOU DO NOT PARK ON THE LANE UPTO PRESCHOOL BETWEEN THE HOUSES AS IT MAKES THE PATH VERY MUDDY AND BLOCKS EMERGENCY ACCESS. Also please be considerate when dropping off or picking up and DO NOT block driveways, we have had complaints from residents in the past. The Cricket Club are happy for us to use their car park.**
* **COLLECTION OF CHILDREN** **–** It is extremely important that your child is collected by 12.30 prompt due to insurance purposes (if for unforeseen reasons you are going to be late please telephone).
* **ABSENCE -** If your child is not attending pre-school for any reason could you let us know as soon as possible. We have to complete an attendance record for Kirklees Funding Department and unknown absences could affect your child’s free entitlement.
* **CHILDRENS FOLDERS – PARENT PAGE -** A parent page has been inserted into the front of every child’s folder. Please feel free to write any comments regarding your child. It may be something that they have done at home or at another club such as swimming, dancing. We would also be grateful if you could sign and date this each time you look in your child’s folder, this is a requirement of OFSTED to show that the files are available for parents to look at. We thank you for your assistance.
* CHANGE OF CLOTHES - Please can you ensure that your child brings a full change of clothes in their bag, and during the summer months a sun hat and sun cream with their name on as we like to play outside each day.
* **PRE-SCHOOL PUMP BAGS, T/SHIRTS AND SWEATSHIRTS -** Pre-school Pump bags, T/shirts and sweatshirts are available to purchase in pre-school at £5.00 per pump bag or t/shirt and £10 per sweatshirt. Please see a member of staff.
* **SMOKING -** Please note that no smoking is permitted on Preschool premises and that this policy also applies to E-Cigarettes.
* ARRIVAL WITH INJURY – If your child has a fall or bump resulting in a cut or graze (or any marks) could you please inform your child’s key person who will assist with completion of the arrival with injury document.



Raise donations for good causes when you shop online. Pre-school has registered with Easyfundraising.org.uk. This is an easy way to raise money for pre-school, there are thousands of retailers signed up to this and when you shop online with them they will give a percentage of your spend to pre-school. All you have to do is log onto easyfundraising.org,uk, support a good cause, Roberttown Lane Preschool, fill in your details and shop on the website you wish. Retailers available include Amazon, M&S, Next, John Lewis, Boots, Sainsbury’s and many more, please take a look. Thank you for your help.