

NEWSLETTER

SEPT 2018 - AUTUMN TERM - Term 1 2018/19



Welcome back everyone, we hope you had a wonderful summer. We would like to extend an especially warm welcome to our new children and their families. We hope you all have lots of fun at pre-school!

FAMILY

We are delighted to be up and running with our new pre-school management system, **Famly**. Please bear with us while we iron out any initial hiccups, but we are excited about the positive impact this will have on communication and planning for both ourselves and our pre-school families. A big thank you to everyone who has already updated their child's personal and medical information on **FAMLY**. Please may we ask that you check all records are correct and that you have at least one local emergency contact.

NEW PROCEDURES

As per the email sent out at the start of this week, and following feedback from our surveys last year, we have a few new procedures in place now to ensure we maximise the smooth running of the pre-school and the benefits the **FAMLY** app brings to both parents and staff. Please see below:

SIGNING IN / OUT: Please go to your child's keyperson to sign your child in/out of pre-school. This is very important as part of developing an ongoing point of contact for you and your child. As well as this, our new system will show times of signing in and out and late collection fines may be issued based on this information, so please ensure you do this every day.

AD HOC BOOKINGS:

FOR AN ADHOC MORE THAN 48HRS AWAY: Please use the new **FAMLY** system and message your booking request to Jennie Gofford.

FOR A LAST MINUTE BOOKINGS LESS THAN 48HRS AWAY: Phone 01344 627111 but please also message Jennie Gofford via **FAMLY** (please note that a written message alone will NOT secure your child place for a booking less than 48hours away - you will need to call the number above as staff are busy in session and may not pick up your message and

therefore your child may not be picked up / booked in at the correct time).

CHANGES TO BOOKED SESSIONS ETC: Please contact Caroline Sayers via **FAMLY** or via email caroline@cheapsidepreschool.co.uk.

Please note that any bookings not managed as requested above may incur an additional admin charge of £5.00 You can manage sick days and holidays for your child via **FAMLY** but please ensure that you have notified staff when changes have been made.

PLANNING

After evaluating some of our processes last year, we have reviewed the way we do our planning and we have decided to make some changes. In order to make our planning more individualised, we will be seeking input from each child on a daily basis. Ideas will be discussed between the children and their key person, and these will be pinned up on an ideas board, to then be used towards a coordinated plan for the following week. The children will keep a scrapbook of all their ideas, activities and crafts they have taken part in.

EXTRA CURRICULAR ACTIVITIES

Please notify Lisa Naji if your child would like to join Music on Monday PM or Rugby tots on Friday AM. These are optional and run in session for a cost of £5 per week.

OFSTED INSPECTION

You will have seen from our Newsfeed on **FAMLY** that we have a visit from OFSTED this week - tomorrow, Tuesday 11th September!

Please look out for our full newsletter next week with further information on the term ahead....In the meantime, please speak to a member of the team if you have questions about anything at pre-school.

WHO TO CONTACT:

Please refer to the website for:

Weekly blog

Newsletters & Planning

Uniform Queries

Information on extra curricular activities - please book these via pre-school

Session times and prices

WEBSITES :

www.cheapsidepreschool.co.uk

www.cheapsiderainbowkidsclub.co.uk

PART TIME ADMINISTRATION TEAM:

CAROLINE SAYERS : caroline@cheapsidepreschool.co.uk

All funding related queries

All ongoing PRE-SCHOOL session bookings

PRE-SCHOOL AD HOCS contact Mrs Gofford via **FAMLY/PHONE**

LISA NAJI : lisa@cheapsidepreschool.co.uk:

All invoice queries for Pre-school and Rainbow Kids Club.

All session changes for RKC

Marketing your business or event in newsletter.