



November 2008

Dear parent/carer

As we appreciate this is a busy time of year for everybody, we apologise in advance for the amount of information we are requiring you to acknowledge. Hopefully, the tear-off slips below will help! Reminders for your diary will also be displayed on the notice board.

Thank You!!

Thank you for all your kind fruit donations. Please ensure your child contributes **at least** one piece of fruit per week to our fruit bowl, or unfortunately we will be unable to provide sufficient snack. The children have all benefited from helping to prepare a variety of fruit and vegetables for snack time, which is only possible with your support!

Thank you to those who kindly donated food towards our 'food for the homeless' collection.

Thank you to all the children who have enjoyed completing and showing their Activity Books. We have had many positive comments from parents and will be issuing a 'xmas book' shortly. The children have been working hard in tidying the garden and have discovered some new fairies! They enjoy this imaginative area and may like to bring any suitable item from home to help decorate the outside courtyard. Donations of small bikes and push along toys are always welcome, as they get lots of wear and tear!

Home/pre-school Learning Diaries

We have issued each child with a book that may be used by parents or staff to record any particular observations related to your child's development. It can be used as a general communication book, but we cannot guarantee that staff will acknowledge your comments due to the large amount that arrive daily.

Named items



Many children are unable to identify their own coats and staff are wasting valuable playtime ensuring your child is dressed correctly before going outside.

Please help us by clearly labelling all your child's belongings!!

A box of unnamed items will be displayed outside at collection, so check if anything belongs to you before it is disposed of at the end of each term.

Remember to label your child's **lunch box** and **drink**, as well as **coats** and **bags**.

Treasure Boxes

The children are all very keen to show us their treasures this year and as it is an important part of their development we do not want to discourage them. However due to the volume of boxes coming into Pre School on a daily basis we would ask that you allow your child to bring their box in only once a week.

Requests for change of sessions

All requests for change of sessions **must** be put in writing and will not be taken verbally. Particularly if you require additional sessions, as it is very easy to forget your requests.

Sickness

Unfortunately this time of year brings lots of viruses into pre-school. Please keep your child at home for the recommended 48 hrs in the event of sickness or diarrhoea, or if you think your child may not comfortably last a whole session.

Volunteers

We prefer to use existing staff to cover any absences to provide important continuity of care for the children, but in the event that this is not possible, we would appreciate a parent volunteer. If anyone is able to cover staff training, please let us know or complete the slip below.

Thank you to those parents who have offered to accompany us to the library or support staff during events. Without your support it would not be possible to safely take the children of-site



Late collection register

In the event that you are late collecting your child, you will be required to sign the 'Late Collection' register. This records anyone who remains on site outside of pre-school hours in the event of an emergency evacuation. You will be invoiced an additional £10 fee to cover staff wages and rent.

Parent Notice board

A Parent Notice board is available near the entrance, as well as a 'parent policy file', for parents to read if they wish to become familiar with the every day running of Abacus. If you have any suggestions/comments then please speak to a member of staff or leave a written comment on the slip provided and we will respond as soon as we can.

You are *very* welcome to stay during the pre-school session for any length of time, assisting with the children's activities or generally interacting. However, we do request that you do not enter the children's toilets or pick up any child other than your own. This is **your** pre-school, please feel free to come in and take a look at the children's artwork. We are particularly busy at this time of year, creating xmas crafts, and would very much appreciate an extra pair of hands at the glue table. Children benefit greatly from showing their carer some of the things they enjoy doing whilst in pre-school and it will be an opportunity for you to get messy! Enthusiasm, not artistic skill required!!

Lunch

Although we try to encourage all children to eat the lunch you provide, we cannot enforce it, therefore all packaging/leftover food will be returned to your child's box to enable you to monitor their diet. If you would like to keep spillage to a minimum then enclose a bag for storage. Although staff closely supervise the children and assist with opening any containers, it would be appreciated if you could prepare any fruit at home. At this time of year, almost all 24 children require an orange to be peeled! The school lunches are also an alternative to cold packed lunches at this chilly time of year. Orders need to be paid in CASH -



£1.55 and will be taken for the following week. Slips are readily accessible in the lunch tray.

Fundraising

We would like to begin raising funds towards a Summer Trip for all the children to enjoy. We will be making laminated '*2009 keepsake handprint calendars*' @ **£2.50 each**. If you would like to purchase this novelty gift for yourselves or grandparents, then please complete the slip below.

All the children will be "writing" to Santa in Pre School over the next couple of weeks. A personal reply can be made for £1.50. Again please complete the slip below if you would like your child to receive one!

If we are unable to acquire sufficient funds to arrange a pre-school summer trip for all the children to enjoy with their family, we will continue to develop our outside area.

If anyone has any further suggestions, then please see Nicky or Jayne.

Christmas

Your child may only be able to take a little artwork home prior to Xmas, as we are in the process of creating a '*Xmas Craft Collection*' which will be taken home during the last week of term, as well as changing our wall displays. Please inform staff if your child will not be attending pre-school during this week.

Family Christmas Party - 15th December - 9.30am - 11.30am

This year we will be inviting families to attend our Christmas party. Everyone is welcome to attend. If this is not your child's normal session, you will need to accompany them.

If your child attends a **monday** session, then please remember to provide a packed lunch to eat at 12pm as usual.

Party fun and games will be held in the school hall and snacks and drinks will be served. There will be a visit and gift from Santa, so if you think your child may



be distressed and need support, please inform a member of staff. A donation of £5.00 is required for pre-school children or siblings to purchase prizes and gift. If your sibling would like to visit Santa, please indicate on the slip below.

The children are currently practising some Christmas songs to sing to Santa at the party. We will begin our Sing-a-long at 10.45 before the children receive their gifts. The more (and louder!) the merrier!! The children will need lots of praise and encouragement and may like to practise with you at home!! Have fun!!!

If you have a sibling who may be distracting during the singing, then please leave the hall to enable the children to concentrate.

When Santa got stuck up the chimney,
he began to SHOUT!
'You girls and boys won't get any toys, if you don't pull me out!
My beard is black
and there's soot on my sack,
and my nose is tickling too!
When Santa got stuck up the chimney,
ACHOO! ACHOO! ACHOO!

.....
When the robots came to dinner,
they came on Christmas day,
they didn't like the turkey so they threw it all away!
They ate up all the knives and forks,
and then they asked for more,
I've never had a Christmas day quite like that before

.....
Christmas pudding,
Christmas pudding,
steaming hot,
steaming hot,
sprinkle on the sugar,
sprinkle on the sugar,



eat the lot!
eat the lot!

Christmas Lunch - Tuesday 16th December

Children who attend the Friday session **only** have been invited to join the pupils and staff of St Michael's for their Christmas Lunch served in the hall. This will be supervised by all staff and will be a great opportunity for pre-school children to participate in the festive fun with the '*bigger* children'. If you would like your child to attend, then please enclose £1.55 in a NAMED envelope, alternatively provide a packed lunch as normal. If anyone is available to help cut food, it would be appreciated. This was well supported last year and all the children had fun.

Please complete and return all relevant slips below. Can all payments please be made in cash.

Please remember that our last pre-school day is Friday 19th December and we return on 5th January 2009.

Yours sincerely,

N. Pontin J Baggott



Christmas Party - Monday 15 December - 9.30am-11.30am

Child's name.....will/will not be able to attend the Christmas Party.

I enclose a contribution of £5.00.

I do/do not give permission for my child to have their face painted

My child has an allergy to

I will/ will not be able to attend during the morning.

I have a sibling named aged who will like to join the party. I enclose £5.00

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Christmas Lunch - 16th December

Child's name.....normally attends pre-school on a tuesday and would like a Christmas Lunch.

I enclose £1.55.

*Vegetarian option required - please delete

.....



Christmas Calendars - 2009

Child's name would like to make a keepsake calendar for £2.50 each.

I would like to order and enclose correct money.

.....

Parent Volunteers

Childs Name

I would be able to cover staff absences on the following days.

Mon Tues Weds Thurs Fri

Times available

Signed..... Date.....

.....

Reply from Santa

Childs name would like to purchase a reply from santa @ £1.50

Amount enclosed.....