



AUTUMN TERM 2024 NEWSLETTER

We hope you are having a lovely Summer, We return to pre-school on Tuesday the 10th of September, our enrolment day for the new children is on Monday the 9th of September.

Here's a reminder of Runnymede Pre-school's rules, routines and procedures.

- Parents may not leave their child before the session starts at 9:00am (8.30am breakfast club) and must be punctual to collect when their session finishes at 12:00pm for morning only session, or 3.00pm for all day session. Please let us know if you would like to collect your child at an earlier time so that we can get your child ready for you.

- We **MUST** be informed of any contagious diseases as soon as possible so that we can notify other parents. In these cases, your child should be kept away until the isolation or incubation period ends. We also ask that children who have had sickness or stomach upsets should not return to Pre-school for at least 48 hours after the last bout of sickness or diarrhoea.

- **DO NOT GIVE CALPOL** to your child in the morning and then send them into pre-school.

Do not send your child to pre-school if they are unwell.

Please be aware that Runnymede pre-school reserve the right to exclude some infections and diseases to limit the spread for the safety of others. If your child is unwell and absent from pre-school no refunds can be offered.

Below is a Gov.uk link for infectious diseases.

[Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/managing-specific-infectious-diseases-a-to-z)

- Do not send children with snacks, we provide milk, water and healthy snacks.
- Packed lunch - You will need to provide a pack lunch and a drink if they stay all day. Please place a cool pack in the lunch box. Please label clearly with your child's name. **NO** items containing **NUTS /PEANUTS** sweets or chocolate.
- All belongings, coats, shoes, etc. should be clearly marked with your child's name. The Pre-school cannot accept responsibility for the loss of any article.
- Please provide slip-on or Velcro fastened plimsolls and spare underwear, clothes

and nappies (if required)in a back pack clearly marked with your child's name.

- No Crocs or flip flops or any shoes / boots with laces please, shoes with Velcro fastenings are ideal. Please dress your child in easy to change and going to the toilet clothes – no dungarees or skinny jeans.
- We operate an equal opportunities policy in this Pre-school. All social backgrounds, cultures, gender, abilities, religion and race are treated with a positive attitude and respected.
- We welcome parental involvement, please let us know any comments or suggested improvements you may have about the Pre-school. If you have any worries or queries do not hesitate to speak to a manager and we will take immediate action to try and remedy any problems.
- All our policies, together with the Pre-school Constitution are always available to read on our website and are also available in the setting.
- Our OFSTED report is available for you to read on the OFSTED website- www.ofsted.gov.uk

Website

Please visit Our website www.runnymedeapreschool.co.uk there you will find all the details of our policies and procedures. Original signed copies of our policies can also be found in our setting.

There is also lots of other information about the pre-school on the website, the staff team and the dates for events along with useful links.

Accidents at home

We have an “accident from home” record as recommended by the Essex safeguarding children's board.

This form is a record of accidents or existing injuries that happen before your child comes into pre-school.

If your child has had an accident/injury, however minor please let a member of staff know and an accident at home form can be completed on arrival.

Accidents in the setting.

If your child has had an accident during the session you will be asked to sign the accident record.

If we have any concerns about the accident or it was a bump to the head we will always phone you to let you know.

Changes to persons authorised to collect

Please advise us if there are any changes or additions to persons authorised to collect your child from pre-school. Please advise us if there will be any last minute changes and please note that we will check by telephone if authorisation is unclear.

We have a password procedure in place which you completed on your entry form.

We must have up to date emergency contact details.

Snack

We provide healthy snacks every day in line with government guidelines e.g. fruit, vegetables, various breads, cheese etc. No child will be forced to eat anything they do not like.

If there are any special dietary requirements or allergies please let us know immediately.

Drinks

We provide cows semi skimmed milk and water. If you require an alternative milk you will need to provide this as we only offer cows milk.

As you are aware milk provides excellent nutrition therefore we would like to encourage all children to take advantage of the free milk offered.

Water is always readily available, please do not send in a flask for your child as we will provide water. (You can include a flask of drink with pack lunch if you would like to)

Children's bags

We **do not** allow the use of draw string bags or plastic carrier bags (including nappy sacks). Such bags could cause a potential risk of strangulation or suffocation.

Please also **do not** leave items such as sun cream, lip salve, food or sweets, medicines or asthma pumps in your child's bag to prevent the risk of allergic reactions or, in the case of medicines, poisoning. In the event of your child needing us to administer medicines or pumps you must advise a member of staff who will arrange safe storage and completion of a medicine consent form.

Please provide several changes of clothes as this makes it so much easier for us to change your child and much more pleasant for them. We have water play and messy play every day.

Plimsolls please remember children must change outdoor shoes for soft Velcro plimsolls, please put your child's name in their shoes as we take them off and on regularly throughout the morning. NO CROCS, SANDALS OR FLIP FLOPS, these are very dangerous.

Please provide outdoor wellies for your children so that we can change them when going outdoors.

As we need to change shoes several times throughout the day please provide shoes that are easy to put on and do up, eg no shoes with laces.

Outdoor play

We provide outdoor activities (regardless of weather). **Please ensure your child is appropriately dressed and provide them with a coat and wellies.**

Their bag should have a name on for easy identification.

Please ensure all belongings are named.

Sun cream

In the warmer weather please remember to put sun protection lotion on your children before they come to Pre-school in the morning.

If they are staying for the afternoon session you can provide sun cream that we can apply after lunch, alternatively we will use the pre-school sun cream.

If you do want to provide your own sun cream please label with their name and hand to a member of staff. Please do not leave any items in bags, such as sun protection lotion, medication, snacks or plastic bags.

Committee

Our chairperson is Julie Lawrence who is an ex-member of staff and we have several parents on our committee. We have a fantastic committee who help with fundraising and decision making, we really do need some new members. If you are interested in getting involved, please speak to Catherine, Alison, or any committee member.

Pack Lunches.

Please do not put sweets and chocolate bars in your child's lunch or over fill the lunch box.

You may provide a drink with their lunch if you would like to.

Please remember that our pre-school is a 'nut free zone'.

We do have children attending with allergies to nuts so please check the labels of the food items.

Choking hazards : please check the food you provide for risk of choking,

For example grapes and small tomatoes should always be sliced downwards, cocktail sausages should be sliced into thin strips.

****To maintain the freshness of your child's lunch, YOU MUST insert a cool pack in their lunch box****

We shall be checking lunch boxes for items containing nuts, ice blocks and for items of unhealthy foods. We promote healthy eating, if you need any help planning pack lunches please ask.

<https://www.nhs.uk/healthier-families/>

NHS website for ideas on packing a healthy lunch.

Extra sessions

If you would like extra days or extended sessions for your child please ask to find out if places are available. Please think ahead for when your child will be entitled to grant funding and let us know in advance so that we can add your name to our list. Extra sessions cannot be guaranteed.

Fees per session: 9.00am - 12.00pm £21

 9.00am - 3.00pm £42

Breakfast club 8.30am - 9.00am £3.00

Please note: fees are to be paid 4 weeks in advance, not arrears.

Four weeks' notice is required prior to leaving, otherwise four weeks' fees will be charged in lieu.

You will receive an invoice as an email from Tapestry, it will be for the whole of the half term but you can choose to pay the invoice in 2 equal payments if you prefer.

We would appreciate payment via internet banking as all cash deposits now incur bank charges.

When paying via internet, banking details are:

Account name: Runnymede Pre-school Charity Number 301250

Account number: 60769568

Sort code: 20-70-93

Reference: Your child's surname.

Charging for consumables

Our government funding is intended to cover the cost of delivering 15 hours or up to 30 hours of childcare a week for the 38 weeks we are open. It is not intended to cover the cost of snacks or consumables.

We have consumables charge which has become necessary for our sustainability and to help maintain the quality of our provision.

Our consumable charge for funded children is :

For a 3 hour morning session the charge will be 75 pence, this includes snacks and consumables.

For a 6 hour full day session the charge will be £1.00 which includes snacks and consumables.

We are very aware of the impact the additional charges may have on families, if you would like us to consider an alternative solution for you please let us know. The consumable charge does not apply to our Funded 2 year old children or our disadvantaged families.

Funded sessions

All children are entitled to 15 hours free grant funded sessions per week from the beginning of the term **after** their 3rd birthday. Please return the form ASAP if you have not already done so, otherwise fees may become your responsibility to pay.

Funding for 2 year olds and extended 30 hour funding

To see if you are eligible and to find out if you can receive help with childcare costs please visit:

<https://www.gov.uk/childcare-calculator>

You will need to apply for extended funding and for the 2-year funding and receive a code which we will need at the pre-school. Without this code we cannot claim your funding entitlement.

Early year's pupil premium

If your child is of 3 or 4 years of age we may be entitled to receive additional funding if your child meets the eligibility criteria. Please add this to your funding form if you think your child may meet the criteria as this means additional training, resources, focused intervention etc. will be available to our setting which will greatly improve the outcomes of our children in their early years. If you have any questions, please ask.

Mobile phone policy

Parents and visitors are not permitted to use their mobile phones whilst on the premises.

Parental help and involvement

All parents /carers are welcome to join us to stay and play, if you would like to take part in a session let us know and we can book you in.

We welcome any ideas and suggestions that you may have and encourage you to play an active part in your child's time at Runnymede Pre-school. We would really like the children to experience different ways of life and different roles in the community. If you or

someone you may know would like to come in and talk to the children or show what they do that would be brilliant. It could be how they may celebrate a festival or a job role or a hobby they may have. All these things help to enrich our children's learning experiences and begin to appreciate different ways of life

How we observe and make assessments

Every child will have one week in each term in which their key-person will give them the Runnymede Bear and book bag. The week before your child has the Runnymede bear we will use tapestry to let you know. Please let us know if there is anything you would like us to particularly work on. We will also send out books, games or ideas for activities that you could do at home in the book bag.

You will be offered a meeting with your keyperson each term where you can discuss progress and next steps for your child.

Please remember that you do not need to wait for a meeting to speak to your keyperson, you are welcome to speak to your keyperson at anytime and can make an appointment for a meeting or a telephone call.

We use Tapestry to stay in touch with our parents and for parents to communicate with their keyperson. We would love to see any photos or receive any information that you would like to share with us. It is important that we have a two-way dialogue, and that we can share information about the children's family, culture, events, and interests. We need to work together so that we can understand our children's interests and provide them with the best learning opportunities.

Please let us know if there is anything we can help to support them with and to keep us updated with any changes.

You can use the messenger on Tapestry to contact us.

We really value your contributions, and you are welcome to add anything to Tapestry at any time or you can call the setting anytime on 01268 799101.

If your child has found it hard to settle when you drop them off, we will send you photos to reassure you they have settled.

We will add to your Tapestry account some of the experiences and activities which your child has the opportunity to participate in during the week. Our Facebook page and website also provides information about things that are happening at our preschool.

The staff at Runnymede pre-school work hard to ensure they know your child extremely well. We observe their play, development and interests. We assess what they know and what we want them to learn, we then plan activities and provision which will extend their development.

All these things are done by using our understanding of child development and our knowledge of the child as an individual person.

The Early Years foundation stage does not require us to spend time away from the children to carry out unnecessary paperwork, it's about interacting with the child.

This is why we have reduced the number of photos and observations the keyperson needs to complete away from the children.

These links will let you know more about the Early Years foundation stage and what to expect:

[What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf \(foundationyears.org.uk\)](#)

[Download or buy a copy – Birth To 5 Matters](#)

[Development Matters - Non-statutory curriculum guidance for the early years foundation stage \(publishing.service.gov.uk\)](#)

Show and tell items

The children are welcome to bring in items for show and tell of something that is important to them.

You can also take photos of something special and add to your tapestry account at any time, these can then be shared and can be a good idea to start conversations about things that interest them.

Please label all items and hand to a member of staff so they can be kept somewhere safe.

Please do not bring in toys from home unless it is an item for show and tell as this causes distress and problems during the session and at home time.

DATES FOR THE DIARY

AUTUMN TERM 2024 1ST HALF

TUESDAY 10TH SEPTEMBER TO FRIDAY 25TH OCTOBER – 7 WEEKS

Closed for 1 week half term 28/10/24 - 01/11/24

AUTUMN TERM 2024 2ND HALF

MONDAY 4TH NOVEMBER TO THURSDAY 19TH OF DECEMBER - 7 WEEKS

FRIDAY 27TH SEPTEMBER - COMMITTEE MEETING

FRIDAY 20TH DECEMBER 10.00 AM TO 12.00PM FAMILY CHRISTMAS PARTY

SPRING TERM 2025 1ST HALF

TUESDAY 7TH JANUARY TO FRIDAY 14TH FEBRUARY – 6 WEEKS

Closed for 1 week half term 17/02/25 – 21/02/25

SPRING TERM 2ND HALF

MONDAY 24TH FEBRUARY TO FRIDAY 28TH MARCH – 5 WEEKS.

Please note that pre-school will be closed for 3 weeks for the spring break, this is because government funding does not cover more than 11 weeks for the spring term and as Easter is late this year it is beyond our control.

SUMMER TERM 2025 1ST HALF

TUESDAY 22ND APRIL TO FRIDAY 23RD MAY - 5 WEEKS

Closed for 1 week half term 26/05/25 – 30/05/25

SUMMER TERM 2ND HALF

MONDAY 2ND JUNE TO TUESDAY 22ND JULY 8 – WEEKS

END OF YEAR SUMMER PARTY WEDNESDAY 23RD JULY.

