



### DATES FOR YOUR



#### DIARY:

**Friday 13 -17<sup>th</sup> November:**

Children in Need

**Tuesday 19<sup>th</sup> December:**

Carol Service & Nativity 11 am

**Thursday 21<sup>st</sup> December:**

Last day of term

**Friday 22<sup>nd</sup> December:**

Christmas Party - no sessions

**Thursday 4<sup>th</sup> January:**

Return for Spring Term

**Friday 10<sup>th</sup> February:**

Last day of the half term

**Setting closed for 1 week**

**Monday 19<sup>th</sup> February:**

Return for 2nd half of Spring Term

### Children in Need 13-17.11.2022

We are celebrating Pudsey all week and planning on being 'Spotacular' We invite your child to dress up in their most spotty clothing and to bring a sparkly £1 coin or lots of loose change to donate. We will be making head bands and bow ties to enhance our costumes.

A cake sale will take place on Wednesday morning.

### Macmillan Coffee Morning

Thank you for your support for this event. Thanks also to the Café on the Corner for hosting the event with us. We raised a fabulous £226.50. It was particularly lovely to see Mrs Clay who returned to man the stall with Mrs Ward. Thank you to everyone who baked and donated cakes, they were delicious!



### Fees



**Session (3 hours) - £17.40.**

**Lunch Club - £6.50**

**Admin Fee - £20.00** includes a free Pre-School polo shirt.

Please can any outstanding fees be paid as soon as possible; the second half of Autumn fees is payable on the 6<sup>th</sup> of November. Fees remain a significant percentage of our income and late payments can affect our cash flow. We are one of the few settings not making a separate charge for snacks or consumables, the free entitlement remains completely free for all families.

Regretfully, we can no longer guarantee a child's place if fees are outstanding. We are happy to negotiate a payment plan if that would be helpful, please speak to Janet Coleman in confidence.

### Absence and illness

Please could you let us know if your child will be absent for any reason, particularly if you are in receipt of government funding. We are subject to auditing from the Local Authority and need to be able to justify any absences in the register with a note to say holiday or sickness, for example.

If we have not heard from you, we may telephone to ask why your child is absent, recent safeguarding training highlighted the importance of staying in touch with our families.

You do not need to email. (Mrs Coleman cannot access emails if she is in ratio) If it's easier, please leave a voicemail or a text message on our phone 07565000717 and it will be picked up when we arrive at 8.30.

Many thanks for your support in this matter.



## Outdoor Play

As the weather gets colder, please send your child with a warm coat, hat and gloves. Please make sure that these items are named, you can order stick on name labels online. Please use the following information:

[www.mynametags.com](http://www.mynametags.com)

Our reference number is 50288, if you use this company Willow will receive commission on all orders.

If your child comes in wellies, please can you also send indoor shoes or slippers, their feet get very hot and uncomfortable in wellies for a long period of time.

Thank you.



## Pull Ups /Nappies



If your child is in the middle of toilet training, we understand that pullups provide a useful alternative to nappies. We can support this stage by taking your child to the toilet with other children and asking them to sit on the toilet or potty.

However, if your child is not ready for training, please could we ask that you send him/her in nappies. We find that pull ups do not hold as tightly and, if a child is soiled, it becomes quite messy and unpleasant for both him/her and the adult. It is also necessary to completely undress a child in order to put on a clean pull up - as you can imagine when we have 10 or so children requiring changing on a session, it can make the job rather time consuming.

It would be very helpful if you can ensure your child arrives in a fresh nappy, we are finding that the children need changing on arrival and this is the time that we need all staff in the hall to assist initial settling.

Thank you for your understanding on this matter.



## Carol Service & Nativity - Tuesday 19<sup>th</sup> December 11 am

We are very excited to invite you to our Carol Service and Nativity this year. The children will help us tell the story through song and drama in Church, led by Janet, Leslie and Tim. Please arrive in Church around 10.45 and take your seat.

Each child will have a role allocated and we will let you know if we need you to provide anything in terms of costume. If your child does not normally attend on Tuesday, he/she would be welcome to come in on the day and for the rehearsal the previous week, please speak to Sarah Howells or Janet Coleman to confirm.

The children will come into Church through the side door once you are all seated. Should your child become distressed we ask that you come and join us at the front rather than take them into the congregation. At the end of the service please remain seated and the children will leave via the side door. We will serve tea, coffee, and mince pies in Hall 2. If your child is not staying for lunch club and the afternoon, he/she can be collected from a member of staff in Hall 1 after you have finished your refreshments.

We will be taking a collection for Crackerjacks Children's Trust who support families who need specialised equipment and respite holidays.

**Please do not take any photographs or make any recordings during the event, this is strictly against our safeguarding policy.**

Photographs will be taken of the children in their costumes during the rehearsal and be made available for you afterwards.

## Good-Bye and Good Luck

It is with regret that we inform you that Mrs Ward will be leaving us at Christmas. She has been a respected and valued member of the team for over 20 years, and we will miss her very much.

We wish her well in her retirement, we are sure she is looking forward to spending more time with her lovely family, especially her very handsome grandson!

Her key children will be transferred to another member of staff in January.



## Christmas Party - Friday 22<sup>nd</sup>

### December

We are delighted to be holding our Christmas party on our inset day from 9.30 - 11.30 am. We invite all our children to attend.

We will be having a bouncy castle, making crowns, icing biscuits, and be having festive refreshments. There may even be a visit from Santa!

There will be a small charge to cover the cost of £6 per child, payment with correct change or online with your child's name as reference. Please book and pay for your place early to avoid disappointment.

Sessions will not operate on this day



## Pick up by nominated persons

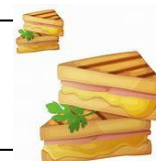
We take safeguarding very seriously at Willow. If a different person is collecting your child, please inform us so that we can complete a 'collection slip' and be given a password. This is especially important if the person is not known to staff on the session.

It is our policy not to allow a child to leave if we are unaware of new arrangements and this will necessitate confirmation via a phone call. Collection time is very busy and being forewarned helps us to operate it more smoothly.

## Lunch club & The Café on the Corner

Does your child attend our Lunch club? Do they prefer a hot meal? The Café on the Corner, which operates from the Lounge at St. Paul's can cook a fresh toastie, panini, or jacket potato and deliver it to us at midday.

Please order and pay at the café when you drop off.



Contact us:

Tel/Text: 07565000717 (9am - 4pm)

Janet: 07503636205 (extra sessions/admissions)

E-mail: Janet [admissions@willowpreschool.co.uk](mailto:admissions@willowpreschool.co.uk)

Ann [admin@willowpreschool.co.uk](mailto:admin@willowpreschool.co.uk)



## As 2023 draws to a close.....

Thank you to all families for your continued support. We would like to wish you all a very Happy Christmas and a Peaceful New Year. We look forward to our return on Thursday 4<sup>th</sup> January 2023.



