

Newsletter 1

Thursday 7th September 2017

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Welcome Back

We would like to welcome our returning children and their families back to the Care & Learning Centre. We hope you have had a lovely summer
Please encourage your children to tell us about what they have been doing during the holiday period.

We would also like to welcome our new children and families to the setting.
We look forward to meeting you all and working with you.

There have been a few changes to the daily running and routines over the summer. Please do not hesitate to ask a member of staff if there is anything you are unclear about. We will be saying goodbye to Miss Norton on Friday as she is leaving us to go to university. We would like to wish her good luck in her new venture.

Funding Forms

Please ensure your child's Funding Agreement for 2017/2018 is completed and returned along with an identification document by 9.00 am on Wednesday 13th September in order for your child's funding to be claimed.

Mobile Phones & Photography

For Safeguarding reasons please note that:

No photography is allowed in the setting unless permission has been granted.

If you would like to take a photograph of your child please speak to a member of staff.

No use of phones whilst in the building, dropping off/collecting children.



Contact Details

If any of your contact details have changed details over the summer holiday period please let us know by completing a 'change of details' slip which can be picked up from the leaflet rack in the entrance hall; alternatively you can inform us by letter or email clcoffice@monkfieldpark.cambs.sch.uk

This allows us to keep your child's records up to date and able to contact you in case of an emergency.

Celebrations



We are extremely proud of the different cultures, religions and backgrounds represented in our setting.

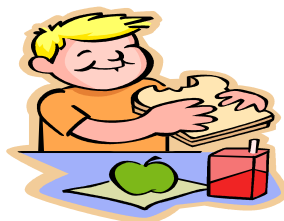
We would like to invite you to help us learn more about different festivals by letting us know about the ones you celebrate and what this involves.

We would love to see any photographs and artefacts from your background that we could borrow to share with the children and the adults. Alternatively, if you have any unwanted items we would gladly accept these to add to our resources.

If you go on holiday or to visit relatives, please send us a postcard or bring one back so we can look at all the different places in the world visited and activities enjoyed by the children who attend our pre-school.

Packed Lunches

If your child brings a packed lunch please ensure this is nut-free. Also, we cannot heat or re-heat food sent in from home for your child to eat. Fruit, milk and water is provided during pre-school sessions.



Absences

If your child is going to be absent from the Care and Learning Centre or arriving late please inform us by 9.30am. If we have not heard from you by this time and your child should be attending we will contact you to find out the reason for their absence.

If your child has a hot meal from the school kitchen the cost of this can be credited and the meal cancelled, but only if we are informed by this time.

Payment of Fees



Please make sure that fees are paid by the specified dates on your invoice, and are in a named, sealed envelope (a late payment charge is applied if fees are not received on time). Invoices are sent electronically.

Cheques to be made payable to Monkfield Park Primary School.

Staff are not allowed to accept cash from parents unless it is in a sealed, named envelope. When you hand a payment to a member of staff you will be asked to sign the log confirming you have handed a payment in.



Collection of Children

Please ensure that you collect your child on time from the Care & Learning Centre. We open the door at 11.55am at the end of the morning pre-school session and 2.55pm in the afternoon.

Parent/Carers of children who are collected late will be asked to sign the 'late collection' book. Parents/Carers of children who attend extended hours sessions and are collected late will be asked to sign the 'late collection' book and charged a late pick-up fee (as detailed in our Terms & Conditions – copies available upon request).

Please remember to inform us if anyone different will be collecting your child, as we will not allow children to leave the Care and Learning Centre with someone we are not expecting.

No-one under the age of 16 will be allowed to collect a child from a pre-school session.

If someone different will be picking your child up regularly please put this in writing, and they will be added to our Authorised Collection List.

Thank you.

Wanted!!!



If you have any unwanted I.C.T toys we would welcome any donations to use in our 2 year old room.

Please hand any donations in at the office.

Thank you.

