

HARDINGS PRE-SCHOOL
(Panshanger Church Rooms) 24 Hardings
WELWYN GARDEN CITY, Herts, AL7 2EJ
T: 01707 392851 E: admin@hardingspreschool.co.uk

2017/18 Autumn Newsletter

Dear Parents / Carers

We hope you all had a great half term break and are pleased that all of our new children are settling into Hardings well. Please find information below:

Website - Please refer to the Pre-School website – <http://www.hardingspreschool.co.uk> - for up to date information on theme for the week, diary dates, term dates plus general information regarding Hardings Pre-School. Our weekly theme is also published on our Facebook page.

Facebook - Please sign up to Hardings Pre-School [Facebook](#) page – updates, information and reminders will be posted on here regularly.

Emails – we do not usually send out letters anymore at Hardings as part of our commitment to the environment. All letters/newsletters/information memos etc are sent out on email. If you would prefer to receive hard copies please let Amy know so that she can arrange this and send things home via your child.

Dates for your diary –

PHOTOS – Portraits of your children are scheduled to take place on **Tuesday 31st October 2017**. If your child does not attend Pre-School on Tuesdays you are more than welcome to come in at 9am to have your child's photo taken.

CHILDREN IN NEED – **Friday 17th November 2017**. Please send your child in wearing something spotty, we will also be decorating a biscuit, we ask for donations of £1 for Children In Need.

FESTIVE SINGING CIRCLE – **Wednesday 6th December 2017**. Parents and carers are invited to come in at 12pm to participate in our festive singing circle.

HARDINGS PRE-SCHOOL OPEN MORNINGS – **Monday 11th December at 11:45, Wednesday 13th December at 11:45, Thursday 14th December 2017 at 2:45**. Our open mornings give parents and carers the opportunity to come in and view their child's learning journey.

CHRISTMAS PARTY/END OF TERM– Mr Marvel will be here from 09:30-11:30 on **Tuesday 19th December 2017**. ALL of our children are invited to attend even if they are not usually here on a Tuesday. Please note: Parents and carers that have children that will be leaving Hardings to go to Nursery in January 2018 are invited to stay at 9:30 to watch their child's graduation ceremony.

Children's Artwork – We would like to remind you to please collect your children's master pieces, these can be found pegged on the art display.

Tiny Tikes – We are delighted to welcome back Tiny Tikes after half term. The children have really enjoyed their sessions so far.

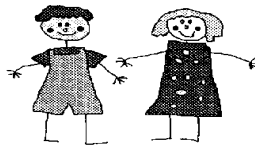
Cold Weather – Sadly as the weather is due to turn may we remind you to send your children in with coats, hats, gloves etc so that they stay warm in the garden area.

Parent/Carer's Rota - Please remember to sign up on the parent/carers helper rota on the playroom door at any time. We would love to welcome you into sessions at any time and it is a lovely opportunity to see what your child does at Pre-School

Returning & New Staff: we are delighted to have welcomed back our manager Jane last term after being unwell. We would also like to thank Delia for stepping up as Interim Manager while Jane was away. We are also pleased to have welcomed Amy Cranwell as our new Administrator and Joanne Bartmeier as a new Pre-School Assistant studying her Level 3 Childcare qualification with us this term. All of our staff are hardworking, committed and dedicated at Hardings and they are what makes the Pre-School so special and the success that it is.

Prams/Pushchairs: we can use the level access door by the Church entrance to come into the building if needed. Please





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Speak to Amy if you would like that door opened. Please can we ask that you leave prams & pushchairs in the entrance corridor rather than bringing them in to the playroom as we are limited for space.

Nutella/Chocolate spread: **please ensure that you do not use either of these for lunch club** as we are a "no nuts" setting. Chocolate spreads are often made from hazelnuts so due to serious allergies within the setting, please do not send in sandwiches or items that have any chocolate spreads on/in them

Naming items: please ensure that treasures and belongings **are all named**. We have had upset over coat ownership previously where children have the same item and only one or neither is named and a child is convinced they have the wrong one! Sharpie pens are very good for naming clothes or you can order iron on and sew in labels online from suppliers such as [The Label Box](#)

Fees: Will be sent out shortly, you can pay directly into our bank, with childcare vouchers (arranged via your employers if applicable) by cash or cheque made payable to HARDINGS PRE-SCHOOL. Please see Amy for our bank details. You can pay by online transfer or at HSBC directly

General housekeeping information:

- Please ensure you arrive on time for your Pre-School sessions in order for the door to be locked and for the session to begin promptly
- **Front doors:** please help us to keep your children safe by ensuring the two front doors are kept shut at all times. The inner door, with the garden gate type latch, is often not being closed properly by parents/carers and children could open the door
- Please do not send your child to Pre-School in their best clothes and ensure that there is a spare set of clothing in their bag in case clothes get wet or too messy to wear! School uniform (which is optional) can be purchased via the website
- Sensible shoes need to be worn for health and safety reasons. **No wellington boots** please
- Please ensure that your child brings a named bottle of water for Pre-School. No squash or juice
- If your child comes to school with an existing injury please can you kindly inform your child's key person so that it can be recorded
- If your child has any medical and/or dietary/religious needs please ensure that your key person is aware. Medical conditions require relevant paperwork to be completed to give staff authorisation to administer medicines if necessary. This is an Ofsted and Safeguarding requirement
- If your child is unwell or not able to attend Pre-School for any reason please call and leave a message or email admin@hardingspreschool.co.uk before 9:30am if possible to ensure that the information is picked up before registration.

Lastly, we draw your attention to our exclusion procedure for illness.

<http://www.hardingspreschool.co.uk/parent-s-area/illness-exclusions/>

Please speak to any of the team at any time if you need information about anything.

