

# The Early Bird Pre-School (Norton) Newsletter

July 2010



## Wishing you all a lovely summer break!

### Term Dates

#### Autumn Term

Fri 3<sup>rd</sup> Sept - Fri 17<sup>th</sup> Dec

#### Half Term

Mon 25<sup>th</sup> Oct - Fri 29<sup>th</sup> Oct

#### Christmas Break

Mon 20<sup>th</sup> Dec - Mon 3<sup>rd</sup> Jan

#### Spring Term

Tues 4<sup>th</sup> January to Fri 8<sup>th</sup> Apr

#### Half Term

Mon 21<sup>st</sup> - Fri 25<sup>th</sup> Feb

Thurs 2<sup>nd</sup> - Staff training day

*Subject to 1-2 days closure for inset staff training days*

**Important DATE!**

### The Early Bird Pre-School latest news

Due to an opportunity to further Rosemary's studies, she will be joining the final year of the BA (Hons) in Educational Studies. This means that Rosemary has decided to stand down as co-leader. However, she will still remain in the setting as a senior practitioner supporting other staff in our observation, assessment and planning processes. With the recruitment of an administrator and Westbury site now well established Denisse will be spending more time at Norton in a leader role. Unfortunately we shall be saying good-bye to Charnjit at the end of term and wish her well in her exciting plans for the future.

We would like to congratulate Vincenza on her promotion to Senior Early Years Practitioner. She will be supporting Tracie in managing Health and Safety and SenCo in the setting.

### Holiday Club!

The Early Bird Pre-School is running a holiday club from the Westbury site. This will be available from 9.30 - 12.30 (Monday 2<sup>nd</sup> August - Friday 13<sup>th</sup> August) Available for children aged 3 - 7 (limited number of 2 year old spaces now available). The price will be £10 per session. Please email [westbury@earlybirdpreschool.co.uk](mailto:westbury@earlybirdpreschool.co.uk)

**Race for Life** - Lynda, Rosemary and Denisse did the Race for Life in Stevenage. Lynda managed to raise nearly £300. Thank you to the parents who donated money.

### Last Day of Term

A reminder that we will be closing at 12 noon on Friday 16<sup>th</sup> July for the summer break. All welcome to join us at 11.30am for our end of term performance of "We're Going on a Bear Hunt".

### Term Review

The children have had a varied and interesting term. We visited the farm in June and we would like to thank all the parents who supported us on this trip to make it possible. We have also had some little visitors with a puppy, cat and pygmy hedgehog visiting the children to support our vets and pets theme. To support the children in their knowledge and understanding of the world we have observed the lifecycles of frogs and butterflies. The caterpillars quickly turned into chrysalises and the children were fascinated to watch them hatch and then set the butterflies free in the garden.

### Fees and Collection of Children

The fees for the pre-school sessions will be increasing by 25p per hour. Increase in fees has been kept minimal over the last couple of years and this year is in line with an increase in costs. Please can parents be reminded to collect their children on time. A copy of our collection of children policy states that we can charge £5 for late collection of up to 15 minutes and £10 per 15 minutes after this.

## Staff Members

Denisse Skewis - Lead Practitioner, Owner (Safeguarding Children)

Tracie Newton - Deputy Lead Practitioner (SenCo and Health and Safety)

Rosemary Williams - Senior Practitioner (Observation, Assessment & Planning)

Vincenza Walls - Senior Practitioner (H&S and SenCo)

Hilary Wright - Practitioner

Vanessa Wong - Practitioner

Amy Kibler - Practitioner

Lynda Evans - Helper

## New Parent/Child Induction Pack Available Now!

We have been busy working on a new induction pack for new starters. This is now available, please ask if you would like to see a copy.

## Managing Medical conditions at pre-school

To help us managing illnesses/medical conditions at pre-school we need to know if your child is taking regular medication e.g. asthma. If so, please see Tracie or Vincenza for a form that needs to be completed for our records.

## Pre-existing injuries

A reminder to parents that if your child enters the setting with a pre-existing injury there is another form that we need to fill in. Please see a member of staff and ensure that this is filled in before your child is left with us.

## Good-Bye and Good Luck

We would like to wish all the children and their families our very best wishes as they move on in their new exciting transition into nursery.

Please do feel free to come back and visit, you are most welcome at any time.

## *Administration and Finance*

Due to the large amount of time taken up with administration and finance we have decided to employ an administrator and outsource our invoicing and credit control. This will allow the pre-school staff to spend more time with the children and developing and improving the service we offer the children while not compromising the sustainability of the pre-school through late or non-payments. If you have any queries regarding your invoice please see a member of staff.

## Autumn Term

We look forward to an exciting new term in September. We will be welcoming lots of new starters into the setting and the first few weeks will be spent ensuring all children are settled and get used to the routine and rules of the setting.

We have come to the end of another academic year and feel we have had a fantastic year. We have transformed our outside space into a useable and exciting area that the children can't wait to get out to. The side garden has been renamed "the magic garden" and we have done lots of planting of herbs, tomatoes and sunflowers in this area.

We are continuously looking at improving the setting and feel that moving the setting round has given the children more room and easier access to the toilets and outside space.

We have invested lots more into our resources and the children have really explored and experimented with our camcorder, light box and voice recorders. Thank you all for your continued support and have a fantastic summer.

*From all the staff at The Early Bird Pre-School*