



Pre-School.  
Ladybird setting.

Pre-School.  
Butterfly setting.

Breakfast Club  
Early Bird Setting.

After-School Club  
Sea-Horse setting

Pre-School.  
Caterpillar setting.

After-School Club  
Starfish setting

Summer Club  
Turtle Setting.

## November-December 2013 Autumn term Butterfly setting Newsletter.

Rainsford way. Hornchurch, Essex. RM12 4BP.

**Tel-07868590460 9.00am-2-00pm Finish**

**STAFF- Bev, Teresa, Lesley, Caron, Mel, Jayne, Carol, Lorraine & Katie-**

Welcome back after the first half term break. We look forward in working in partnership with you & your child through-out their sessions with us and look forward to your continued support. P.W.C will be returning on Monday 4<sup>th</sup> November 2013 and finishing on **Friday 13<sup>th</sup> December 2013** at 2-00pm for the Christmas Break. This term will be **6 weeks** long. All details will be on our website. We will be returning on **6<sup>th</sup> January 2014**.

**Notice-** Please note the fees letter will have to be brought in and Signed by a manager when fees are paid, the bottom part we keep As a receipt of payment. If you have changed your Address or Telephone numbers, could you please inform a member Of staff, so we have the correct relevant emergency information? We are looking at parents/carers either paying by bacs payments or Childcare vouchers instead of cash, if you require more details Please speak to a member of management.

**Notice-** For funded children a Parental declaration will have to be complete at the start of every term inline with new code of practice for early years funding for 2, 3 & 4 year old children.

**Note-** If you feel unsure about anything please talk to our Manager. All children are allocated a **Key-Person** and a staff Member is always available to discuss any problems or concerns You may have in setting hours.

**Lateness!-** **Please be aware that we start at 9-00am.** As you will appreciate late children can disrupt our morning routine and can be very **unsettling** for your child. Please could you ensure you arrive at 9-00am prompt. A **late Charge** of £5.00 every half an hour is also inline with our late policy. Please be aware we finish at 2-00pm. Thank-you.

**Achievements-** We operate a **WOW** tree with-in our settings. The purpose is for the children to display there achievements outside of the pre-school setting and share this with our setting. This could be what your child achieves at an outside club e.g.-swimming, karate, gymnastics, or on a more personal scale e.g.: sleeping in their own bed or making the transition from nappies. All your ideas are welcome to encourage your child's happiness in attending preschool.

**Notice-** Could all Parents let the setting know if there child will Absent from the setting by ringing on the morning. Thank-you.

### **Health & Safety- Road Safety-**

Please **do not** park in the school car park even if the gates are open. The school have asked us to inform parents that they must use the pedestrian gate and walk around the side of the school fence and **not** through the car park following the **P.W.C signs**. As indicated in the Wykeham primary school newsletter, we need to ensure the safety of our children when they are travelling to and from school and have become concerned at the number of cars driving inappropriately near to the school gates. Please take care; it's your child welfare. Please do not hook the gate open at any time or ring the **buzzer**. A member of staff will be present upon entry and exit. Please could you make sure your children stay close to you at all times. Intercom system for P.W.C use only. It has been brought to our attention that the entrance to Rainsford way, Please could you kindly not lean on any walls while waiting to collect your child. Thank-you!

### **Notice- Family disco on Friday 15<sup>th</sup> November 2013 @ Forest Row, Lodge Lane. RM5**

**2LD. (Licensed Bar!) £20.00 family ticket or £5.00 a ticket per person.** Please speak to Teresa, Lesley or Emma for more details. We will be looking at numbers before half term and if we can not reach a required amount this event will not be able to take place. Please help us by attending our event and supporting your child's setting Many thanks.

### **Lunches** We discourage children to share and swap their food with one another. This is to protect children with food allergies.

For children who drink milk, we will provide fresh, milk and water throughout the session. We **do not** have the facilities to store or refrigerate food. We therefore ask that you provide an ice pack in your child's lunch bag or box. Please ensure your child's lunch bag or box is clearly labeled with his or her name. Please do not put treats like sweets, nuts, fizzy drinks or chocolate in your child's packed lunch. Our setting reserves the right to not allow any such items to be consumed at our snack break. Even if your child does not suffer from a food related allergy, We kindly ask you to avoid putting items in your child's lunch that may cause a problem for another child in the setting, such as nuts.

**Notice-** Please Post any suggestions in our comment box (**Good or bad**) All feed back will be taken on board, to keep an excellent service for your children. The red post box is on the wall on the left before you reach the two classrooms.

### **Safeguarding and Promoting Children's Welfare**

Parents, Carers or Visitors-  
To ensure the protection of the children in our care, usage of mobile phones in the setting or on the grounds of the school is prohibited. We respect that there are times when adults may need to use their mobile phone but they will be asked politely by a member of staff to take the call off the school grounds! Many Thanks!

### **Festival dates/Special events.**

- 03/11/2013 -**Diwali (Hindu )**
- 17/11/2013 -**Birthday of Guru Nanak (Lunar Calendar) (Sikh )**
- 18/11/2013-**Parent meetings.**
- 30/11/2013- **St Andrew's Day (Christian)**
- 12/12/2013- **Our Lady of Guadeloupe (Catholic )**
- 13/12/2013- **St Lucia's Day (Christian)**
- 03 & 06/12/2013-**Christmas Concert.**
- 12/12/2013-**Christmas Party.**

### **Key-person Groups**

- Teresa Patrick
- Senior Manager-**
- Lesley Fassenfelt
- Deputy Manager**
- Carol Sullivan.
- Green Group-**
- Caron Tull
- OrangeGroup-**
- Melissa Sheenan
- Blue Group-**
- Jayne Swain
- Yellow Group-**
- Katie Brown
- Yellow Group-**
- Lorraine Fisher
- Support-**

Each week we have **'SHOW AND TELL'**. On the notice board will be a list of topics and a note of what we would like the children to bring in to talk about.

- (W/E 1) 04/11/13 to 08/11/13-**Festival of light & Colour.**
- (W/E 2) 11/11/13 to 15/11/13- **Remembrance Day.**
- (W/E 3) 18/11/13 to 22/11/13- **Santa Letters.**
- (W/E 4) 25/11/13 to 29/11/13-**St Andrews Day.**
- (W/E 5) 02/12/13 to 06/12/13-**Christmas time.**
- (W/E 6) 09/12/13 to 13/12/13-**Christmas celebrations.**

Topic-	
Week One	Firework & Diwali
Week Two	Remembrance Day
Week Three	St Lucia's Day
Week Four	St Andrews day.
Week Five	Christmas cards.
Week Six	Christmas decorations