

9th September 2019

Dear Parents/Guardians

Welcome to the new academic year at Little Fingers Pre-school. We would like to give a warm welcome to the new children and their parents/carers. We hope that you all settle in well and that you enjoy your time with us.

As you know, we use Tapestry (an interactive online learning journal) to observe how the children learn and develop and we continually assess their progress. We believe that parents/carers know their children best and we ask that you contribute to their assessment by sharing information. This is extremely important for our policy on Parents as Partners. If you have any information you would like to share or any technical issues, please do not hesitate to speak with Miss Leanne or your child's key carer.

We are aiming to hold an evening on **Wednesday 18th September at 7:30 PM to 8:30 PM**, for parents/carers to introduce the pre-school and some of our more important policies. All our policies are available on the website www.vernhamdeanpreschool.com. There will also be a presentation on Understanding the Early Years Foundation Stage. This is an important event that we encourage you all to attend. It will not only give you an idea of how we operate but will also enable you to understand your child's learning process.

The pre-school has a black sealed postbox, situated inside, by the front door. As well as the postman using this box, it is also for the parents/carers to use. It enables parents/carers to securely place any information in, such as letters, signed forms, payments, suggestions, comments or anything else that needs to be seen by any member of Little Fingers, be it staff or committee. The box is unlocked and emptied by a nominated member of staff on a daily basis. The mail will be distributed and acknowledged and dealt with as soon as possible.

Little Fingers communicates with parents/carers by text and email. It is a system that has proved successful in our setting. Could you therefore make sure that the pre-school has your correct mobile number and email address. This system helps to ensure the smooth running of the pre-school. If you would like to a paper copy of any communications, please email me at this address and I will make a note on my system. Please also regularly check the pre-school's website for the latest news and updates.

With regards to the uniform, the new children starting this term will all receive a Little Fingers polo shirt and a bag. Can you please make sure your child is dressed appropriately for the time of year and please ensure all your child's clothing is clearly named. Should you require any additional polo shirts or a blue fleece, please send me an email.

Regarding our opening times and sessions, unless your child is down to attend the early wraparound session from 8:30 AM, we are not insured to receive the children before 9:00 AM. Could we therefore remind parents/carers not to drop off your child before this time – as you will be charged £3:00. Also a reminder to pick up your child promptly after their session ends. Thank you.

We have our first committee meeting of the year this coming Wednesday 11th September at 8:00 PM. It will be held at Myrtle Cottage. And our AGM is on Tuesday, 8th October at 8:00 PM. This meeting will be held at the George Inn in Vernham Dean. If you would like to find out more about what the committee does, please let me know – we're always looking for new members, new ideas and new skill sets.

Finally, the landlord at the George Inn in Vernham Dean, has kindly offered his carpark in front of the pub, for our parents/carers to use when dropping off the children in the morning, to save the children getting out of the cars directly onto a busy road. As you know, the road outside the pre-school is precarious in the morning rush hour and from health and safety point of view we would recommend that you take up this kind offer. Unfortunately, we are unable to use the carpark at any other time of the day.

Should you have any queries, please do not hesitate to contact any member of the Little Fingers team.

Yours faithfully,

Olivia Duckney
Administrative Assistant