Dear Parents

**Welcome Back**

I hope you have all had a lovely summer holiday – and a big welcome to all our new families and welcome back to our returning families. Woodpeckers will be reopening for the Autumn Term on Monday 2nd September.   If you are unsure about your child’s sessions next term, please do not hesitate to contact me.

**Staff Update**

Hannah will be joining us on a Monday, Tuesday and Wednesday from September onwards and Catherine (Charlie’s mummy) is also joining us as part of the team on a Wednesday and Friday. Zac our lovely PE teacher will be coming in again to engage the children in lots of fun and different PE sessions, alternating days each week to allow lots of the children to join in with these sessions.

**Contact Details**

Please could you ensure that we have the correct contact details for yourself and any emergency contacts for your child. Please could you also inform us of any reason that your child maybe absent from Woodpeckers either by telephone, email or in person, so we can keep our files up to date. Thank you.

**Upcoming Events**

We are currently in contact with Reverend Ann from St Dunstan’s Church in Cranbrook hoping to organise some visits to coincide with Harvest and Christmas. These dates will be confirmed once agreed upon.

We have also organised our Christmas party for Monday 16th December and more information will be sent out about this and other exciting Christmas things nearer the time.

**Working Group Rota**

I have attached a copy of September – December working group rota for your information. This explains how you can help and when it is your working week. There are some changes to some of the children’s keyperson so please check which group you are now in. Any queries or concerns please speak to myself or another member of the team. It is amazing how much fruit and snack these little people can go through so your help with this is invaluable. Thank you 😊

**Nut Free Zone**

Please can I remind everyone that Woodpeckers is a ‘Nut Free Zone’!  We do have children in the pre-school who have ‘nut’ allergies so it is really important to ensure that children do not bring peanut butter or Nutella sandwiches to pre-school in their lunches or any other products that may contain nuts.

**Free for 2 and 3 and 4 Year Old Free Entitlement Funding**

If your child’s sessions are funded either through Free for 2 Funding or 3 and 4 Year Old Free Entitlement Funding, please make sure you complete a Declaration Form over the next week.  These will be available in the main reception area.

**Please drive carefully!**

Please, please can everyone take care when arriving and leaving Woodpeckers by car.  Please can you make sure you drive at the appropriate speed,  maximum 5 mph and be vigilant for children and their families at all times.   Thank you.

**Warm coats, hats and wellington boots**

Please make sure you send your child to Pre-School with a named warm coat and a hat, unless the weather is very extreme, we still aim to have access to the outdoor environment. We have waterproof trousers and mittens for the children to use to help protect their clothing and keep their hands as warm as possible.  Please also can you check your child’s wellington boots still fit them and please ensure they have your child’s name written in them. If you would like to send your child to pre-school with their own gloves/mittens, please do make sure they are also waterproof (and named!).  Thank you.

**Fire and Lock Down Drills**

Over the next few weeks, we will be practicing our Fire and Lock Down Drills with all the children.  We aim to practice these drills every term so the children are prepared if such an event did happen.  Hopefully, neither will ever happen, but it’s important that the children understand the importance of listening to the adults in such an event and understand the routines.  I’ve attached a copy of our Lock Down and Fire Drill Procedure for your information.

Please do note, in the event of a fire, the children will be walked to the Cranbrook Children’s Centre where parents/carers will be contacted to collect their children.  In the event of a Lock Down, please do not try to telephone the Pre-School for information.  You will be contacted via email to ensure telephone lines are left open for the Police to contact us if necessary.

**KCC 3 and 4 Year Old 30 Hour Funding**

If your child turns three before the 31st December 2019 and you wish to claim the 30 hour funding, please remember you need to apply and give us your eligibility code before  31st December 2019. The recommended time to apply is between the 15th October to 30th November. If your child is already receiving 30 hours funding, please remember you MUST update your account information regularly.  More information of funding is available at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk/).  If you have any queries, please don’t hesitate to ask us.

**Jumpers and Tea Shirts**

I’m delighted to let you know that we now have a new supply of jumpers and t-shirts at Woodpeckers.  They are available in size 3-4 and 5-6.  Jumpers are £10.00 each and T-Shirts are £7.50 each.

**Next Committee Meeting**

Our next Committee Meeting is on Monday 16th September 2019 at 7.30 pm at Woodpeckers.  Joining the committee is a great way to get involved in your child’s early years education and make some new friends as well.  We are an extremely friendly group, so please do come along.  If you have any questions or queries, please do ask myself, another member of staff or contact Hazel our Chair Person at [Woodpeckerschair@gmail.com](mailto:Woodpeckerschair@gmail.com).

**Fundraising – other ways you can help us!**

As you will be aware, Woodpeckers is a registered Charity and relies on fundraising activities to enable us to fund the extra activities like PE sessions, yoga and drama classes.  There are many ways you can help us without spending any money.  These include:

**Amazon Smile and Easy Fundraising –**if you shop online and you register on Amazon Smile or Easy Fundraising, you can make a contribution to Woodpeckers every time you shop!  It costs you nothing and makes us money!  It’s a really easy way to help!

<https://www.easyfundraising.org.uk/>

<https://smile.amazon.co.uk/>

**Tunbridge Wells Lotto –**do you buy a weekly lottery ticket?  Did you know you can play the TW Lotto and help us too?  Tickets cost £1.00 each and 50p of that ticket comes back to Woodpeckers**!**

<https://smile.amazon.co.uk/>

Thank you – every penny counts and helps us offer the children more and more exciting experiences!

**Complaints/Concerns/Feedback**

Please remember, it is our intention to work in partnership with parents/carers and we welcome your comments and suggestions on how to improve our pre-school at any time.  If you have concern/comments about any aspect about the pre-school provision, please do talk to either myself or Sarah or Hazel our Chair Person.

**Bad Weather**

In the event of bad weather which causes concern for everyones safety a decision will be made by 7.30am and an email will be sent to all parents/ carers to notify them of the closure. We will also update our Facebook page with this information. If you do not have access to either email or social media please notify us so we can make alternative arrangements to notify you of the closure.

Best wishes,

Mandy Swift

Manager

Woodpeckers Pre School

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