



## NEWSLETTER September-October 2020

**This is a very busy time of year; we ask that you please check children's book bags after each session for any letters. Many Thanks**

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### Welcome!!

We would like to welcome back all our returning families and children, also to all our new families and children that have joined us this term! Children are settling in well to the preschool routine, getting to know each other and the staff has been busy getting to know all the children too!

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### Staff

We have welcomed 2 new members of staff to our team this term, our team is as follows!

Kirsty Harkins – Preschool Manager

Becky Copland – Deputy Manager

Please contact us by email on [info@twiggslanepreschool.com](mailto:info@twiggslanepreschool.com)

Sadie Mackie – Preschool Room Leader

Wendy Clarke – SENCO Practitioner

Sharyn Curtis – Practitioner

Karen Goodson – Practitioner

Emma Gibbs – 2 Year Cabin Leader

Laura Poulter – Practitioner

Jane Garner – Finance Controller if you have any questions regarding invoices please contact Jane on [jane.garner@twiggslanepreschool.com](mailto:jane.garner@twiggslanepreschool.com)

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### Topics

This half term we will be looking at All About Me topic, this will include lots of Personal, Social and Emotional Development with the children settling into preschool, getting to know each other and developing their social skills, sharing and taking turns with their friends.

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### Social distancing

Please can we ask when dropping off and collecting your child, please respect social distancing guidelines when speaking with staff members. Staff have been provided with PPE, and you may see them wearing face shields when letting children in and out, this to protect the staff and yourselves. At the end of the day, we are unable to have conversations with parents/carers as the Infant school children need to use the same area that staff are in, if you would like more information can we ask that you either, call the preschool before 2:30pm or send an email to [info@twiggslanepreschool.com](mailto:info@twiggslanepreschool.com) and someone will be able to either have a brief chat over the phone or we can respond to emails.

## **AGM**

Our AGM is due to be held on Tuesday 15<sup>th</sup> September, in line with new government guidelines regarding gatherings, we will now be looking to hold this meeting online, more information will be out on Monday.

We will be looking for parent directors to join us, we have a Treasurer role to fill, if you would like a director pack, we have some copies printed out we can give you if you would like one. If you'd like some more information please speak to Kirsty.

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## **Fundraising Team**

The Pre-school's fundraising events are the key to enable us to buy wonderful new equipment for the children; in particular those items that are costly. If you have any ideas for fundraising events, we are keen to hear them, especially those that could take place whilst following government guidelines! Please speak to Kirsty or Becky

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## **Tapestry**

To all our new children, can we please ask that Tapestry permission letters are returned with parent/carers email addresses so we can put the children on to our Tapestry system and staff can begin to record their observations for their key children. If you have not received a Tapestry letter please speak to a member of staff and we will get one to you. If you have any problems with Tapestry please speak to Becky, or email us on [info@twiggslanepreschool.com](mailto:info@twiggslanepreschool.com)

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## **Photographer Saturday 3<sup>rd</sup> October**

We have a photographer booked to come on Saturday 3<sup>rd</sup> October, more information will be available soon!

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## **Holidays**

If you are going on holiday at all, please could we ask that you complete a holiday form for us. Please ask a member of staff for one and this can be put into children's book bags for you, with the current travel guidelines we ask that you let us know the destination of your holiday and whether you are aware of the need to quarantine on your return.

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## **Lending Library**

We have a lending library that can be used by families, we have books relating to various things that you might find useful, new baby, moving house, separation anxiety, getting rid of dummies, using the potty and more. If you would like to borrow any books please speak to Kirsty or Becky, you will need to sign the books out and return when you are finished with them.

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## **Drop off**

We are aware some children are upset at drop off, with the past few months we have had children have spent lots of time at home with their families, coming back into preschool or starting preschool is new to them again and can unsettle them sometimes.

Please be reassured that the staff will do everything they can to settle your child, and we often find children like to make you feel bad! They have often stopped by the time you get to the gates! We will never let a child get so distressed in our care, if your child is not settling, we will call you and let you know. Please drop off promptly, we are trying to reduce staff contact with parents/carers as much as we can, if you have messages please either write a note and put in your child's bookbag or email or call us.

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### **Name everything!**

Please can you ensure that all your child's belongings are named, this includes lunchboxes, water bottles, welly boots, coats and anything else! Can you also double check that you have all your child's belongings when you collect them. This is really helpful to the staff!

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### **Fees**

Invoices have now been sent out, should you have any problems or queries regarding your invoice for your child's fees, please do not hesitate to contact Jane - [jane.garner@twiggsianepreschool.com](mailto:jane.garner@twiggsianepreschool.com)

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### **Health & Safety**



Please remember we operate a NO NUT/SHELLFISH (crabsticks) policy due to allergies. If your child requires an inhaler please could you ensure that you supply us with their inhaler in a sealed plastic tub clearly labeled with their name. All prescribed medication should be handed to a staff member.  
Many Thanks.



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### **Contact Details**

Please remember to let us know if you move house or change your telephone number or e-mail address. We need to keep our contact details up to date for correspondence & in case we need to contact you urgently. If you don't receive communication via e-mail and you would like to please let us know [info@twiggsianepreschool.com](mailto:info@twiggsianepreschool.com)

### ***Dates for your Diary***

<p><b><i><u>Saturday 3<sup>rd</sup> October 2020 Photographer more info to follow!</u></i></b></p>	<p><b><i><u>Monday 9<sup>th</sup> November INSET Day Preschool will be closed</u></i></b></p>
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Please remember our door is always open, so if you do have any questions or concerns about anything, or if you would like to help out, please speak to us.

**Staff & Directors Twiggs Lane Pre-school**