



Newsletter

Spring 2019

A very warm welcome and a happy new year to all the children and their families. The last half term of 2018 was very busy and we would like to thank you for all your support and kind messages. The Christmas Nativity was a huge success and thoroughly enjoyed by all. We also had a great time when the Disney Dance Company came in to visit us at Pre-School.



Exciting things are planned for this half term!

On the 4th March – our 'live' chicken eggs arrive. More information to follow.

13th February - Pre-School children (Wednesday children only) trip to Rainbow 88 for Chinese New Year Celebrations.

Staffing update: WELCOME on board!

Michelle Manning joined us during the Autumn term as a Pre-School Assistant. Michelle is Level 6 qualified with a degree in Childhood Studies. Michelle has lots of experience working in the childcare sector, so we are delighted that she has joined the team at Swann Lane.



We are delighted to inform you that **Lucy Pitts** has joined the team at Swann Lane Pre-School and will be our Deputy Leader there. Lucy is a qualified teacher and has previously taught Science at a local secondary school. Lucy has recently retrained in Early Years Education and brings with her a wealth of experience.

Please would you drop off and collect your child on time. The morning session starts at 9am (if you are dropping off at school first, please arrive before 9.15am). The afternoon session starts promptly at 12.15pm and finishes at 3.15pm. If you are collecting before a school pick up, please do not arrive before 3pm. If you need to collect your child early as a one off, please let a member of the team know in advance, thank you.



If you are leaving **medication** (i.e. Calpol) at Pre-School, please ensure that it is clearly labelled and given to a member of staff. Please **do not** leave in your child's bag.

Children who stay for the mid / late afternoon session. We serve tea at 4.30pm and it can take up to 30-minutes for the children to eat. If you wish to collect your child around 4.30pm, please bear this in mind.

With regards to your child's **packed lunch**, please ensure that **grapes and sausages** are cut length ways. Please note that we are unable to reheat home cooked foods, however we can heat tinned foods and ready meals.

We have made some slight changes to the key person list – a new list is on the daily notice board for your information.

As the weather is getting colder, please can we ask that you provide **suitable cold weather clothing** for your child to wear whilst at Pre-School. We will be spending as much time outside as we can and therefore children need to be equipped with the appropriate clothing such as wellies, hats, scarves and gloves – as well as a change of clothes. Please ensure that they are clearly marked with your child's name.



Nappies, Wipes & Nappy Sacks – For those children still wearing nappies, please could you provide in their bags enough nappies, wipes and nappy sacks to see the children through the day.

Fees – please settle any outstanding invoices. Invoices are to be paid within 2-weeks of receiving your invoice. Failure to pay promptly may result in your child's place being withdrawn.

Please remember to write in your child's **communication diary** and to place them in the box when arriving. Thank you.



Please check the '**class DOJO**' regularly, as we use it to share information and to send updates. If you have any problems accessing DOJO, please let us know.

Should a child have an infectious disease, such as sickness and diarrhoea, they must not return until they have been clear for at least 48 hours.

Useful Contact Numbers

Swann Lane Pre-School: **07469 706237**

For finance / admin enquiries: **0161 427 4730** incl. card payments

Email address: **admin@swannlane.co.uk**

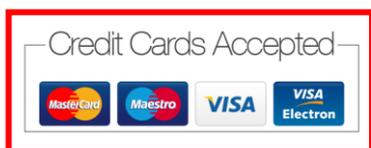
Useful information can be found on our website: **www.marplechildcare.com**

*Thank you for your continued support,
Rachel and the team 😊*

TO KEEP YOUR 30-HOURS FUNDED
CHILDCARE PLACE **YOU** NEED TO
CHECK YOUR DETAILS ARE UP TO DATE
EVERY 3-MONTHS. GO TO:
GOV.UK/CHILDCAREACCOUNT

→ **Remember – February 2019 Half term break** ←

Swann Lane Pre-School closes on Friday 15th February
Monday 25th February is an INSET day
Pre-School reopens on Tuesday 26th February



To pay by card,
~ phone 0161 427 4730



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