



community pre-school

NEWSLETTER: SPRING TERM 2019 # 2

We have a lot of exciting activities this half term to look forward to.

How to keep us informed

Please ensure you are calling 01252 625332 to speak to a member of staff or leave a message if your child will not be attending Little Elves for their session. Please keep us informed of holidays or collections in your child communication book.

Email addresses

info@little-elves.co.uk Emma will be answering these emails regarding queries and information.

admissions@little-elves.co.uk Helen will be answering these emails regarding sessions changes and new starters. Helen will be in the Office Mon, Weds and Fri. If you require an immediate response I would suggest you ring and speak to a member of staff.

Hart Lottery

With Hart lottery we currently raise £572 a year from JUST 12 supporter. Imagine what we could raise with more supporters. 50p of every tickets comes to Little Elves. You are not only supporting us you have the opportunity to win up £25,000. Please have a look at the links below and why not sign up and see what you could win.

* To check the result — <https://www.hartlottery.co.uk/results>

* Sign up or find out more information — <https://www.hartlottery.co.uk/support/little-elves-community-pre-school-ltd>

Little Elves do's and don'ts

Do :

- Phone 625332 if your child won't be attending for any reason, do NOT email Helen as she doesn't work every day.
- Label **ALL** items of clothing (including spares), book bags and lunchboxes.
- Chat to staff anytime if you have a query or concern, that's what we're here for!
- Use your child's communication book as a means of giving and receiving information.
- Use our Sharing Star to let us know what your child has been doing at home: achievements that have made or events you are celebrating. Please include their FULL name.
- Ensure that cool blocks are included in lunchboxes and that lunches are made no earlier than 7.30am to be eaten on the day of consumption, in adherence with environmental health guidelines.
- Pay fees on time! The late fee charge will apply after 2 weeks. Please speak to Emma Spence about payment options.

Please Don't :

- Bring your child to pre-school if they are unwell or have a temperature. They need to be excluded for 48 hours after their last bout of sickness or diarrhoea.
- Include nuts or items containing nuts in packed lunches.
- Include grapes unless they are cut in quarters (we do this at snack time).
- **Park in the disabled bays. They are clearly marked. The Parish Council will take note of the licence plates of any cars parked in these bays unless you have a disabled badge.**
- Bring in your own toys as they can get lost or broken.
- Enter the building whilst on the phone.

INFORMATION

COLLECTIONS - If someone else is collecting your child, please tell a member of staff at the start of the session. Please ensure that whoever is collecting your child knows your **password** and has **ID**. Children **will not** be released into the care of anyone we are not aware of or who does not know the password. There are **NO** exceptions to this rule. If there are any changes to who is allowed to collect your child, please inform us **immediately in writing**.

If you have a complaint/concern you would like to raise, please come in and speak to us in the first instance. Alternatively you may contact Ofsted who have provided guidance here: www.ofsted.gov.uk. A copy of this leaflet is available on the notice board. Please ask if you have any concerns or queries and we will do our very best to assist you. We want Little Elves to be the best it possibly can be and we appreciate all of your feedback.

If you have any concerns or complaints regarding funding, please contact Services for Young Children helpline 01962 847070 or email childcare@hants.gov.uk

Like us on Facebook

Do you know that we have a Facebook page? Please become one of our followers!! We add children's photos where we have permission but it would be great if we could add more. If you have changed your mind and would like to give permission, please see Emma or Helen.

This newsletter is available on the website

www.little-elves.co.uk

as well as other documentation such as our policies.

FUTURE EVENTS

World book day

To celebrate world book day, During the week children may bring in their favourite book (Named) or character to show the other children at circle time.

Children may also wish to dress up as their favourite character any day that week.

Red Nose day

During this week, the children will be taking part in a variety of fun activities. Children can come in with **crazy hair** and **clothes** or alternatively can wear **RED** **£1 donation please**

DIARY DATES

25 Feb	First day back after Half term
1 March	St David's day
4—8 March	World book day/week
5 March	Pancake day
11—15 March	Red nose day/week
17 March	St Patrick's day
29 March	Mothers day celebrations
3 April	INSET, Parent consultations — CLOSED
8—22 April	Easter Holidays — CLOSED
23 April	First day of Summer term

More details on any events will be distributed nearer the time and are subject to change. Please check the Calendar section on the website where you can find copies of all relevant letters or ask in the office.

Easter

We will be holding our annual events

* Easter hat/bonnet competition - we look forward to seeing your designs.

* Easter Egg raffle – we will be asking for Egg donations.

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www.little-elves.co.uk