

CASTLETON PLAYGROUP

SEPTEMBER 2016 NEWSLETTER

Welcome back everyone and a special welcome to our new families joining the group this term. We hope you and your children will soon feel at home with us.

This year marks a new exciting era for the playgroup; we will be starting our wrap around care and extending our opening hours. We also say farewell to Carol and thank her for all of her hard work and dedication over the years. Carol will still be continuing to guide the playgroup as one of the committee members.

We have Sarah Duance, a qualified teacher taking over for Carol and she will be leading the team as we enter this new chapter. If you have any questions regarding the changes or about sessions, please feel free to speak to Sarah.

PLAYGROUP HOURS

Breakfast club 7.45am - 9am **Morning session** 9am - 12pm **Lunch club** 12pm - 1pm
Afternoon session 1pm - 3.30pm **After Playgroup Club** 3.30pm - 5.00pm

STAFF

MONDAY Sarah Duance, Sue Smith, Maria Collins,
TUESDAY Sarah Duance, Sue Smith
WEDNESDAY Sarah Duance, Sue Smith, Maria Collins, Rawabi Al-anni
THURSDAY Sarah Duance, Sue Smith, Rawabi Al-anni
FRIDAY Sarah Duance, Sue Smith, Maria Collins

If any parent would like to volunteer on a regular basis we would be very appreciative. Please come and speak to Sarah. (We do ask that your child has settled into the playgroup routine before volunteering.)

TERM DATES

Term	Start	Half term starts	Half term ends	Term ends
Autumn	6 Sep 2016	24 Oct 2016	28 Oct 2016	16 Dec 2016
Spring	3 Jan 2017	20 Feb 2017	24 Feb 2017	7 Apr 2017
Summer	24 Apr 2017	29 May 2017	2 Jun 2017	21 Jul 2017

May Day: 2 May 2016 (Playgroup closed)

These dates may be subject to slight change.

You will be given as much notice as possible of any changes.

PLAYGROUP COMMITTEE

We are delighted that Chrissie Hemmings (Secretary) will be continuing as one of our parent committee members and this year we are looking for two new parent representatives to join our management committee.

At some stage through the coming year we would like to form a 'fund raising' team, to help our committee members organize a fund raising event – a notice with the date will be put on the playgroup door. Please help if you can. The quality and range of equipment that we are able to provide has been purchased with money from our successful fundraising events. This would not be possible without the support of our fundraising team.

FEE PAYMENTS

If you wish to pay your fees directly into our bank account, our bank details are noted on the bottom of your child's invoice. If you do pay fees by bank transfer we would ask that you send an email of confirmation when you have done this.

CHILDCARE VOUCHERS

We accept Childcare Vouchers as payment towards fees, if you would like to pay your fees via your Company Voucher Scheme please speak to Sarah.

3 & 4 YEAR OLD FUNDING

If your child was 3 years old before 31st August 2016 and attends at least three sessions you will receive funding this term and you will only have to pay the 'top-up' fee of £2.37am/ £1.37pm per session.

'Top-up' fee - We need to charge a 'top-up' fee as the local authority funding does not cover all of our running costs.

You should have received an 'Information and Criteria' leaflet and returned an agreement form. The agreement form needs to be returned before signing the 'funding form'. (The funding form is signed every term). Please note that the consent form and funding form need to be returned/signed by no later than Wednesday 14th September or your child will not be able to receive funding for the Autumn term.

If you have not already done so, please also provide us with a recent Council Tax Bill for proof that you live in the Newport area and a photocopy of your child's birth certificate as it has to be sent to the local authority with the funding forms. Pre-school children are entitled to receive a maximum of five sessions per week (only one session per day). If your child attends another Nursery in the Newport area where you are receiving funding for some of the time, please speak to Sarah as we may be able to get funding for the remaining sessions.

FRUIT AND SNACK TIME

As part of our healthy eating campaign we would be grateful if each child could bring in 2 to 3 pieces of fruit each week. The collection of fruit is cut up and will be shared amongst all of the children, encouraging them to eat healthily and to experience various different types of fruit.

ARRIVAL AND DEPARTURE

Parents are responsible for their children until they pass through the doors in to the playroom. Can we please ask that you follow the "Yellow Brick Road" painted at the entrance of the school pathway which goes around the canteen and follows the path to the playgroup.

While waiting please ensure that your child is being watched at all times and that they stay within the playgroup area - the concrete path and ramp outside the playgroup building.

Please keep older children away from the door at 3.30pm, as it is very intimidating for the playgroup children to walk through a throng and very easy for them to lose their way. The school does not permit dogs on the premises (even carried ones) - please leave them outside the school gates.

School Car Park - Unfortunately parents / carers are unable to use the school car park. Can we also ask that you do not park at the entrance to the gates!

MARSHFIELD MONKEYS and MARSHFIELD PRIMARY SCHOOL NURSERY

If your child is going to be picked up by Marshfield Monkeys at a set time, we will require the permission form below to be completed and returned.

For children attending the school nursery, we will also require permission to allow us to pick up and walk children over to the school. Both permission slips are attached and will need to be signed and returned before your child will be allowed to be picked up or walked over.

We also ask that these children also bring an empty rucksack so that they are able to put in any work they have done. Last academic year we had a lot of children who were unable to take their work home as they were unable to carry it – remember your child needs one hand to carry their lunch box and one to hold the playgroup line.

Can we also remind parents whose children are coming from Marshfield Monkeys or the school nursery, that we also require fruit for the afternoon snack.

NOTICE BOARD

We have a notice board in our cloak room which always has a copy of the newsletter on it. Please check this regularly as this also keeps you up to date with what is going on in playgroup. We also have a poster showing our daily activities on the window opposite the entrance.

CHILDREN'S NEWS BOARD

In playgroup we have a children's news board; the objective of this is for your child to relate an experience to the group. This activity will develop language skills as well as confidence and self esteem.

Please encourage your child to bring in:-

- pictures or articles from a newspaper/magazine/comic which would be of interest to children
- Your child's special news – certificates, photos of an event they attended, interesting objects, sent or received postcards, photos of new baby brothers and sisters or pets, collections e.g shells.

WEEKLY EMAIL and FACEBOOK PAGE – PLAYGROUP NEWS

Every week you should receive our weekly email 'Playgroup News' regarding our interest table, Welsh words and reminders about what's going on at playgroup. If you don't receive this e-mail, please let us know. These emails will commence from 12th September. This year the playgroup has a new Facebook page, pictures of activities and special days will be posted. The page will also be used to post news and reminders for parents. You can find us and like the page by searching Castleton Playgroup Marshfield.

BORROW A BOOK

The books in the hallway are for adults and children to borrow. Simply

- Choose a book with your child
- Write the number of the book against your child's name - list on the wall behind book rack.
- Take the book home and enjoy it
- When bringing the book back, cross off the number on the list and choose another book.

CAN YOU HELP?

We would be grateful for any of the following for your children to build fantastic models to proudly display on your mantelpiece!!!

Recyclable resources – big or small boxes, yogurt pots, bottle tops, corks...any clean packaging. **No** toilet roll tubes (considered unhygienic) or polystyrene packaging (dangerous if swallowed). Thank you.

CLOTHING

Please ensure your child brings a waterproof coat to playgroup, as all children are given the option to play outside, whatever the weather, at every session.

Parents are reminded not to send their child to playgroup in new clothes as we do a lot of 'messy' play. The children are required to wear aprons but may still get their clothes dirty.

Please put your **child's name** on coats, lunch boxes, bags, cardigans, jumpers, etc

PHOTOGRAPHS

Photographs are taken of the children at play. These photographs are taken as evidence for inspectors, information for new parents, for children's 'Special Books' and form part of staff training courses.

Sometimes they are sold to parents for a small fee which is put towards the photographs for children's leaving books. If you do not want your child photographed, please let us know as soon as possible.

Permission forms to take photographs will be attached to your child's playgroup contract.

TOPICS FOR THIS TERM

This term our topic is 'Marvelous Me'. We will be looking at what makes us special and how to look after ourselves. The topic will also involve learning about heroes and people who help us.

This is an opportunity to invite parents who are doctors or firemen etc to participate in some circle times. If you feel you have any resources or would like to come in and participate, please let us know.

DIARY DATES

WEDNESDAY 7th SEPTEMBER AUTUMN TERM BEGINS

HALF TERM MONDAY 26th OCTOBER – FRIDAY 30th OCTOBER

Any further diary dates for the term will be posted on our facebook page or sent in our weekly email.

MARSHFIELD MONKEY'S PLAYGROUP – PICK UP

CHILDS NAME

Marshfield Monkeys playgroup pick up at 11:55 am

DAY/S

Your child will only be sent with Marshfield Monkeys on the days stated above.

If any days change I will notify Castleton Playgroup by writing immediately.

PARENT/GUARDIAN SIGNATURE

MARSHFIELD PRIMARY SCHOOL NURSERY—PICK UP

CHILD NAME.....

Castleton Playgroup will drop off my child at **9:15am** or **12:45am** (please circle the correct time)
Your child will only be picked up from the school Nursery on the days stated below:

DAYS.....

Castleton Playgroup will pick up my child at **11:30am** or **3:00pm** (please circle the correct time)
Your child will only be picked up from the school Nursery on the days stated below:

DAYS.....

If any days change I will notify Castleton Playgroup by writing immediately.

PARENT/GUARDIAN SIGNATURE.....Date.....
(Please provide a copy of this form to the school nursery)

UPDATE OF CHILDREN'S RECORDS

Have any changes occurred that require an up-date of your child's records?
If so, please fill in the attached form and return it to playgroup as soon as possible.

CHILDS NAME.....

Address.....

Home Tel No..... Work Tel. No.....

Mobile Phone No.....

E. Mail.....

Any other change of information e.g. child's medical or dietary requirement

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