

***Noah’s Ark Newsletter Autumn 2014***

I would like to extend a very warm welcome to all our new children and parents at Noah’s Ark and welcome back those from last year. Many thanks for the presents and cards we received before the summer. We very much appreciate your kindness and generosity.

We hope that the children are settling in well and we look forward to providing a caring and exciting environment for them during their time with us. The staff will be happy to help you with any concerns and suggestions you may have about your child’s settling-in period. You can talk to your key person on the days that she works or speak to any other member of staff. Please try to avoid talking to the person at the door as we need to ensure that children arrive and leave safely.

**The staff working days are as follows**: Bettina (Mon,Tues,Wed,Fri), Melissa (Tues-Fri), Angelina (Thur-Fri), Julie (Mon-Thur) Theresa (Mon, Tues, Thur, Fri) and Sandie (Mon--Wed).

**Our sessions run from 8.40-11.40 and 12.15 and 3.15**. Please ensure that you arrive promptly to collect your children as they can get very anxious if they have to wait. Also staff have very little time for lunch between the two sessions and therefore appreciate prompt collection of the children.

The topic for this term will be “**Ourselves**”. The staff are planning activities to help your child getting used to their new friends and routines. and their families. Themes within the topic such as “**My Family**” will usually run over a week. Daily activities planned by the staff are daily displayed on the entrance door.

**Other important information**

We have started your child’s “**Learning Journey**” book. This book will contain achievements of your child in the form of pictures, work and comments from your key person. We will also include your child’s “All about me” form, discussion sheets and other information in this book. We will be periodically sending this book home and hope you will enjoy your child’s achievements.

**Library** – Noah’s Ark runs a weekly library on **Wednesdays** starting from 23/9/14. Children are encouraged to select a book which they take home and return the following week. The library is usually run by parents or staff. If you can help for about 45 minutes on a Wednesday, please let any of the staff know and put your name on our rota displayed on the parents’ board.

**Parents’ notice board**

We have a parents’ notice board entitled “**what have you been doing**” next to the main door this can be used to tell us about your child’s special moments from home. Simply write down the information on a ‘post it note’ and stick it on the board. For example: “Klara learnt to swim.” We will use this information in our weekly planning or at group times.

**Dates**

Dates such as term dates can be accessed on our Noah’s Ark website. We would, however, like to highlight the **Parents Welcome Evening on 30/09/13 at 7.00pm**, **Noah’s Ark AGM in October (**date to be advised) and **the Parents Consultation Day on 24/10/13** (school is closed for both sessions on 24/10/14). A separate invitation for the welcome meeting and AGM will be sent soon.

**Security**

If you are unable to personally collect your child, please inform a member of staff and ensure that it is recorded on the chalk board in the lobby. Additionally, please ensure that if your representative is not known to us that they are aware of your security password as they will be asked.

**Noah’s Ark Funding Forms**

All parents whose children are three and eligible for Government funding will receive forms soon which need to be signed.

Parents whose children are not eligible for Government funding yet, will receive their invoice shortly.

We also ask all parents to donate to our school fund to help with the payment for consumables throughout the year such as cookery items, cleaning materials etc. We would be grateful for your contribution of £20 for the autumn term. Envelopes will be sent in your child’s book bag. Please ensure that contributions are returned in the named envelope.

**Clothing**

Please ensure that your child has some spare clothing in a labelled bag. This is particularly important in case of accidents. If your child is in nappies, please supply spare ones in your child’s book bag. If you wish to purchase a Noah’s Ark t-shirt or jumper please talk to any of the staff who will be happy to help you.

**In the event of sickness**

Please ring Noah’s Ark to inform us if your child is absent due to illness. It is Noah’s Ark’s policy and an Ofsted requirement to refuse children who are ill especially with infectious diseases, vomiting and/or diarrhoea and fever. In the event of vomiting and/or diarrhoea your child should stay at home for at least 48 hrs before it returns. If a child becomes ill during the session we will ring the parents or carer to collect him/her from the school.

**Records**

The Entry and Medical forms for your children are now stored at Noah’s Ark. Please ensure that you inform us of any change of address, telephone numbers, etc so that we are able to contact you especially in an emergency.

**Birthdays**

We celebrate birthdays by giving your child a card and singing together at the end of the session. If you wish, you can bring in a small amount of sweets or cake to be handed out at the end of the session.

**Holidays**

Please advise us in advance and in writing if your child is going to be absent on holiday.

**Contact details and information**

Please note our telephone number: 020 8390 0011. Our website is [www.noahsark-preschool.org.uk](http://www.noahsark-preschool.org.uk) and you can email us at [info@noahsark-preschool.org.uk](mailto:info@noahsark-preschool.org.uk).

We will use email communication to send newsletters and any other important information to each family. We will also use your child’s book bag to send home any work or letters addressed to your child. Please inform us if you have trouble receiving/accessing our emails.

The website also contains our policies, photos, newsletters and other educational information. We will sporadically update photos on specific events or outings.

Many thanks for reading our news.

Bettina Campion

Pre-school Manager