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| Term 1 Newsletter; September 2020 |
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Busy Bees Preschool



# Term Dates

## Friday 22nd October

End of term 1

## Monday 1st November

Start of term 2

## Friday 17th December

End of term 2

Details of meetings with your child key person, which generally take place during term 2, details will follow soon

**TAPESTRY**

Tapestry, the online learning journals, have gone live today!

If you have not yet returned your form please do so, or ask Emma for another one.

We aim to send all parents photos/updates weekly.

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| **Welcome back to you all** and a warm welcome to all our new children and their families. We aim to ensure that your child has a positive experience during their time at Busy Bees and provide stimulating & challenging experiences that support their learning and development.  Please remember that the children have had a long break away from the setting and many are new to the setting. Each child will settle in their own way and in their own time. Parents must say goodbye and drop off at the door and make sure you say goodbye before you leave.  You are welcome to phone/email to check how they are doing!  Can I ask that all parents are familiar and understand the Guidance for Parents, in particular the sickness policy.  Thank you |
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## Dropping off and collecting your child

Just a reminder of drop off & collection times;

Children booked in from 8.30am we ask that you arrive between 8.30-8.45am.

Children is booked from 9am, the side gate will be open between 8.55-9.10am to enable staggered drop offs. Anybody arriving after this time needs to knock the main door.

Also please notify us if someone different will be collecting your child, the person collecting will need identification and the password on your registration. If you need to collect your child early for any reason, please phone/email to inform us by 10am.

From this term parents are welcome to come into the setting when dropping off your child. Please keep this as brief as possible and allow your child to organise their own bags etc. When picking your child please wait outside your child’s door and they will be sent out to you.

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| **Coming Soon** Session Invoices will be sent out by Friday 10th September, once all sessions have been confirmed, with details of how and when to pay |

# A picture containing text, clipart Description automatically generatedGeneral Information

## Communication

## Communication between home and preschool is essential in the smooth running of the preschool.

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| **How you can help us** During your child’s time at Busy Bees you will not be asked to pay for additional activities and experiences, however there are lots of ways you can support the preschool; Donations Snacks;   * crackers, savory biscuits such as digestive rich tea & cheddars * dried fruit/raisins * cheese * Large pots of yoghurt   Other items we cannot have too many of;   * wet wipes * boxes of tissues * paper & craft bits & pieces   Thank you for your support, it is really appreciated and makes a big difference. |

## Please inform us of any changes such as mobile phone numbers, addresses etc to we can keep our records up to date and can always get hold of you if we need to. Please also share any information that may affect your child’s well-being such a change with family circumstances or family bereavement with the manager or your child’s key person, so we can offer tailored support to your child if required. All information shared will be in confidence and only discussed with staff on a need to know basis.

**Also…**

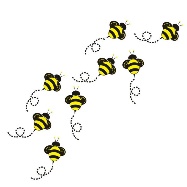
* **Please ensure all your child’s belongings are named. This saves us confusion and lots of time!**

## All changes to your child sessions for the term need to be confirmed by Friday 17th September.

## Keep up to date with news and reminders by checking the notice boards, emails and joining our private Facebook & Instagram group just search Busy Bees Preschool, Salisbury and look for our logo.

## We respectfully ask that parents do not request staff as friends on social media unless you know the staff members previously. Our expectations is for staff to have a professional relationship with parents at all times. All messages about your child need to be sent directly to the preschool email/Facebook message rather than individual staff members.

## Please remember Busy Bees has an ‘open door’ policy so if you would like a chat with your child’s key person, or if you have any concerns please contact us or pop in to arrange this.

* **** The 4 o’clock club and 8am breakfast club can be used on an ad-hoc/emergency basis. If you need to use this service, then book in with either Nikki or Emma or email the setting to arrange this. Payment for the additional hours will need to be paid within 7 days of the invoice being issued.