



# Hilltop and Brampton Pre-Schools

## Hilltop Newsletter September 2007

Welcome back everyone. The Hilltop team have had a very busy summer getting our wonderful new home ready. Thank you to everyone involved in the move.

To help everyone settle in, here are some new "guide lines" to promote the safe running of the group.

- The outside gate will be padlocked after the start of each session and opened 5 minutes before the end of the session to allow you to wait near the pre-school door.
- To gain access during session time please use the bell on the gate or our phone number. If neither of these are successful please try the main school entrance.
- Our telephone will be a mobile until BT decide on how best to install a land line. **Tel. 07796583981**
- Please do not to bring buggies into the playroom when bringing and collecting your child. They can be left near the window so that you can keep an eye on any children you choose not to carry inside.
- Please could we ask that you wait quietly so as not to distract the children during the end of session activities.
- Children will be given the opportunity to play outside at every session, therefore suitable clothing is important: coats, wellies or sunhats and sun cream, no flip flops please.
- Coats, boots and bags should be named.
- Please discourage your child from bringing toys from home unless they are for comfort and security.
- If you need to speak to staff please do so at the end of the session unless it is about the well being of your child during the session or about a change in collection details
- We have a good stock of Pre-school T-shirts and some sweatshirts please ask if you would like one.

### Fees/Rota

Your fee slip/funding form is included with this letter. Please pay/return completed form as soon as possible; cheques should be made payable to 'Portishead playgroups'. Our helper's rota is by the notice board and your help is very much appreciated. If you would like to help please put your name down for a convenient day or see a member of staff (Please note - the parent helpers rota does not apply to our 2year old sessions)

(If your child is just starting with us please wait until they are fully settled before helping during a session. Some children take longer to settle, if you are at all concerned please speak to a member of staff)

### Change of details

It is important that you keep us informed about changes in personal information such as telephone numbers, addresses, emergency contact details etc. If any of these have changed since you completed a registration form please let us know.

### Waiting List

If you have a baby or toddler and would like to be offered a place at the 2year old session or the Pre-school please make sure that their names are added to the waiting list as soon as possible. We also have an Information sheet for friends or family who wish to go on the waiting list - please ask for a copy.

### AGM & Parents Evening

Our AGM and parents evening will be taking place on Monday 12<sup>th</sup> November at 8.00 p.m. at Brampton Pre-school, you are all invited to come along and meet your child's key person. We have two Parent representatives, Sue Mayger and Mel Prideaux leaving two spaces. If you feel you could help by taking on this important role and would like more information please ask.



# Hilltop and Brampton Pre-Schools

## Dates to remember

September 10<sup>th</sup>

October 22<sup>nd</sup> - 26<sup>th</sup> October

November 12<sup>th</sup>

November 30<sup>th</sup>

- Committee meeting- Brampton Pre-School - 8.00p.m.

- Half term holiday

- A.G.M. & Parents Evening 8.00 p.m. Brampton Pre-school

***Everyone welcome!***

- Fundraising concert with live band / more details to follow