



## Early Learners Centre Pre School

# NEWSLETTER

## November 2014

I would like to welcome all the new parents and children to our new pre-school. Please feel free to come and talk to the staff or myself if you have any questions.

### Our Staff

The Pre-School has a very comprehensive and robust recruitment policy to ensure we recruit staff that are fully DBS compliant (Enhanced Disclosure and Baring Service Checks). All our staff are level 2 and above and have the skills and experience to deliver an outstanding learning experience for the children. But above all, the staff have the same unique passion that I have in delivering an outstanding childcare service. Please ask a member of staff to view our recruitment policy or view it online [www.elc-preschool.com](http://www.elc-preschool.com)

## **Staff:**

### **Director - Charanjit Chaggar**

*Owner*

### **Pre-School Manager - Sorriya Memon**

*NVQ level 3 Children's Care Learning and Development*

*EYFS degree*

*Safeguarding Officer*

*Paediatric First Aider*

### **Pre-School Deputy - Reema Rahman**

*BTEC National Certificate Level 3 Health and Social Care*

*CACHE Level 3 Children and Young Peoples Workforce*

*Paediatric First Aider*

*SEN Lead*

*Safeguarding Officer*

### **Pre-School Senior Assistant- Jasminder Bhamra**

*CACHE Level 2 Certificate in Pre School Practice*

*CACHE Level 3 Certificate in Children's Care, Learning and Development*

*Promoting Positive Behaviour in Early Years Settings*

### **Pre-School Senior Assistant-Youvina Dussaruth**

*CACHE Level 3 in Children's Care, Learning and Development*

*Resources Manager*

*Health & Safety Lead*

### **Pre-School Assistant-Rehana Sultana**

*CACHE Level 3 Childcare and Education*

*Currently studying EYFS Degree*

## **Pre-School Assistant – Jade Robinson**

*BTEC Level 3 in Health and Social Care*

*HABC Level 2 in Paediatric First Aid*

## **Pre-School Assistant –Curtis Hudson**

*NVQ Level 2 in Children's Care, Learning and Development*

## **Pre-School Assistant/Apprentice – Saniya Akhtar**

*CACHE Level 2 in Children's Care, Learning and Development*

## **Pre-School Assistant/Apprentice – Juneece Forde**

*CACHE Level 2 in Children's Care, Learning and Development*

## **Pre-School Assistant/Apprentice- Yasmin Sarkar**

*CACHE Level 2 in Children's Care, Learning and Development*

**Meet our Staff** – Parents will have the opportunity to meet and talk to all our staff when they drop and collect their child from the pre-school.

- **Drop in sessions** – Parents are more than welcome to stay with their child for a session and experience the unique learning experience of the pre-school for themselves. They will also get the opportunity to meet their key worker and see the special relationship they have with their child.
- **Mums & Dads Day** – Please see dates further on in the newsletter for mums & dad's day. This is a unique chance to experience the learning environment of the pre-school and also get involved in your child's learning

- Parent Day 26<sup>th</sup> November 2014- Please read the section for the parents day in the newsletter. Parents will get the opportunity to meet all the staff and their key worker and talk to our staff in depth on the progress of their child as well as any other matters.
- Coffee Morning-The Pre School will be introducing Coffee/Tea Mornings at the beginning of each term. This is an opportunity for parents to talk and meet the staff and discuss any other matters. These sessions will allow us to share and discuss what we have planned for the coming term and take any suggestions or ideas you may have. The first coffee morning will be on the morning of Monday 5<sup>th</sup> January 2014. Please speak to staff for more information and to book your place.
- Key Worker Meetings- Parents are encouraged to arrange one to one meetings with their key workers during sessions to get an update of how their child is progressing and also discuss any other matters. Please speak to your key worker or management staff to arrange these meetings
- Parent Volunteer-The Pre-School is offering the chance for parents to become a parent volunteer for the pre-school. This unique opportunity will allow parents to become a member of staff for a day (with a uniform and name badge) to experience the unique learning experience the pre-school staff deliver.

**Pre-School Outing** - As part of the curriculum, children are taken on regular visits to the local park, we would like parents to provide children with appropriate clothing due to change of weather.

The pre-school will be organising a trip to Theatre Royal Stratford East to watch Beauty and the Beast.

**REMINDER!! Interactive Progress Reports** - The pre-school has introduced interactive observations for each child in our pre-school using the EYFS software 2simple. This allows our staff to carry out observations in line with the EYFS in more detail and accuracy to significantly increase the level of learning and progress of every child in the pre-school as well as the interaction between the pre-school and the parents in regards to your child's learning. This software enables the pre-school to send weekly reports of observations of your child's progress to parents. In order to receive these reports, **please** provide your e-mail address to your key worker. Once we have your e-mail address you will then receive an e-mail from *2simpletobuildaprofile* the link from this email has to be accepted in order for us to start sending you observation/reports on your child. Please see your **inbox** and **junk inbox** for your e-mail. For further information please ask our staff.

**Weekly Reports** - All Children should be receiving their reports every Fridays. If you have not received your reports please ask a member of staff.

**Newsletters** will also be sent to parents via email. For those that do not have an email address will get a copy from the pre-school. Newsletters will also be put on the pre-school website in the near future.

**Dates for your diary -**

- All parent child projects to be submitted by **Monday 24<sup>th</sup> November**.
- Parents Day held on **Wednesday 26<sup>th</sup> November 2014**
- Children's dance performance/ carnival will be held at pre-school **Friday 28<sup>th</sup> of November**.
- **Beep Beep day** is a fundraising event to raise awareness for road safety, we will use this opportunity to use raise the money for those victims affected by road accidents.
- **Christmas jumper day**, ' *Wear a woolly, donate and spread the jumper joy.*' All the money will go towards save the children charity which will be help on **Friday 12<sup>th</sup> December**.

**Parents day** -Parents day will be held on **Wednesday 26<sup>th</sup> November**. The Pre-School will be closed for the day for children.

Please speak to your key worker or management staff to arrange your time for the parent's day. During the parent's day, parents will have the opportunity to see and talk about your child's progress and have the chance to meet all the staff.

## **Mums & Dads Day**

We provide certain days for parents to come in and have fun and engage in activities with their children at the pre-school. The dates are as follows:

Monday 1<sup>st</sup> December 2014 - Mums Day

Wednesday 3rd December 2014 - Dads Day

Friday 12<sup>th</sup> December 2014 - Mums and Dads Day

Please turn up at the beginning of the session your child attends and you are more than welcome to stay for an hour or the whole session. It's a great way to find out what your child gets up to at the pre-school.

If these dates are not suitable, please inform our staff and we will try our best to change the date to another day.

## **Collecting your child**

Please could you remember the pre-school times for the morning children to be collected is 11:45am, afternoon times are 3:15pm. Please inform a member of staff if you are going to be late or if someone else will be picking up your child. For Children that attend pre-school for a full day, lunch club timings are as follows 11:45-12:15. Please provide your child with a healthy lunch.

Parents that wish to change their child's session please speak to the manager in advance.

Please could you remember to bring in a photo of the adults you have nominated to pick up your child.

### **Late Collection**

Any persons arriving late to pick up their child will be charged the late fee which is £1 a minute as there has been too many late pick-ups recently.

### **Lunch Club**

We would like to inform all parents that lunch club is only available for children that will attend pre-school for a full day. If your child currently attends lunch club please speak to a member of staff.

### **Change of Clothes**

Please can all parents remember to put a change of clothes in your child's back pack e.g. trousers, t-shirt, jumper, socks, underwear as we do a lot of messy and wet play at the pre-school and also for those that are potty training. Can all parents bring in a rain coat and a pair of wellington boots clearly labelled for your child. Outdoor play is a requirement of the EYFS framework and the pre-school will encourage outdoor play and activities in all weather conditions. It is important for children to get regular and frequent opportunities to enjoy the outdoor environment. Can I please ask parents to label their child's coats and bags from preventing it from getting lost.



## **Importance Of Outdoor Play**

The Early Years Foundation Stage Curriculum which became statutory in September 2008 places a strong emphasis on the importance and value of children's outdoor experiences.

Being outdoors has a positive impact on children's sense of well-being and supports all aspects of their development. It allows children to have first-hand contact with weather, seasons and the natural world. It is important to note that the outdoor environment offers children with the freedom to explore; use their senses and be physically active.

*If you would like more information about the learning environment please refer to the (Early Years Foundation Stage (2008) Principles into Practice Card 3.3)*

## **Sickness/illness**

We would like to request parents to bring in a signed sick note when their child is unwell so we can keep a track of their absence due to illness in our registers.

## **Head-Lice**

We have been informed that there is a case of head lice going around. Therefore we would like to ask parents to check and provide appropriate treatment in necessary. If your child has head lice they are unable to attend pre-school till it has been treated completely.

## **Holidays**

We will be closing for Christmas from Monday 22<sup>nd</sup> December till Monday 5<sup>th</sup> January. The children will then attend pre-school from Tuesday 6<sup>th</sup> January. Parents should try and keep holidays outside Pre-School term dates. This will ensure that your child receives their full pre-school education that they are entitled too and also ensures that children are not upset when they are away from their friends at the pre-school. However if you have booked holidays within term dates, please simply provide us with a letter telling us when you are going and when you will be coming back.

The term dates will be up on the pre-school notice board by the end of next week.

## **Themes & Focus Activities**

Please feel free to see our daily planning on themes and focus activities. The daily/weekly planning is displayed on the notice board in the hall. Please feel free to ask our staff more information about the themes above.

We welcome our parents to contribute to themes and focus activities that we set in the pre-school. Please feel free to contribute with a theme or focus activity you think the pre-school could do and our staff will review it.

**Stratford ELC Pre-School**- Our Stratford pre-school is now open and successfully running. The pre-school is situated 5 minute walk from Westfield Shopping Centre. Please see below for the address:

ELC Pre School  
Bryant Street Community Centre  
Bryant Street  
Stratford  
E15 4RU  
0208 555 5424

We are located next to the Stratford Police Station and have our own car park

Parents from our Walthamstow branch are more than welcome to visit and stay at our Stratford branch. We would welcome if you can pass our details to any parents who are looking for places in this area.

The stratford Branch will also be running a after school club until 6pm mon-fri from January 2015. Parents from our Walthamstow branch are welcome to use our afterschool club.

**Teacher**- Jagdeep Chaggar (Qualified Teacher for 15 years) will be working full time across both our Walthamstow and Stratford Branches from January 2015

## **Parents Suggestions & Comments**

The pre-school would welcome any suggestions or comments parents have in all aspects of the pre-school. You can make your suggestions or comments known in the following ways:

- Speak to our staff
- Suggestion box in our reception area
- Suggestion book in our reception area
- E-mail your suggestions or comments to our e-mail address [elcpreschool@yahoo.co.uk](mailto:elcpreschool@yahoo.co.uk)
- Phone us on the following numbers
  - 07572504852 - Director
  - 0207 041 9934 - Landline Number for the Pre-School
  - 07432289005 - Pre School Manager

**Remember this is your pre-school and we will ensure that the pre-school continues to provide the highest childcare provision possible. We are continuously evaluating our processes and refreshing our resources to ensure we continue to improve all the time. We really appreciate your recommendations and we welcome any suggestions or recommendations that you may have, no matter how big or small as our goal is to give your child the best pre-school education and experience they could possibly get.**

Thank you  
ECL Pre School