

Newsletter - Melbourn

Spring 2nd half term 2015

Welcome back to another exciting short but fun packed term. Each of the rooms has lots of exciting themes going on. Please see the sharing activities sheet in the foyer to advise you what they will be doing. The children have chosen some of these themes and they may change without prior notice. If you are a parent that works in connection with our themes please remember if you would like to come and talk to the children about the topic i.e. Vet or Vets assistant or chef we would love for you to take part.

Holiday Club

As Easter approaches please fill out a holiday club form as soon as possible, once staffing is put in place we cannot always accommodate your requests. Holiday club is paid for separately from your fees and payment is due prior to the start of the Holiday club.

Fees

Please remember that fees are due to be paid by the end of the second week of term, (**6th March**). Unless arrangements are in place a £20. Late payment Charge will be passed to you.

Pre-school children only

The transitions for pre-school children are already starting to take place. Teachers from foundation year at Melbourn Primary school have been regularly coming in to take part in story time and talking to the children. We will also be attending lunch times with the Melbourn primary school very soon. Several dates will be available and we ask you to choose one that your child attends on that day with us. There will be a charge for each dinner and we will need this paid in cash, to be able to make payment to the school. If Melbourn primary is not your first choice of school you are welcome to attend but this may be confusing for your child. I will be liaising with other local schools to see when they will be coming in.

Date for **leavers pre-school party, Monday morning 20th July 2015.**

Booking forms for September 2015

You will shortly be receiving your booking form for Sept 2015, please read and return asap, the deadline for returning is **27 March 2015**, the children on the waiting list will then be given booking forms. Priority will be given to the existing children with us if returned within the deadline.

Fire Exits/Fire Drills

Please do not park in front of the Fire doors especially outside the Bumble bee room. This is extremely dangerous for the children and staffs on the premises and in doing so, even if for such a short period of time can delay their exit to safety. During the course of the year we take numerous random drills where the children practice to exit the building safely. The alarm bells are introduced to the children and talked about the procedures to exit. The bells are extremely loud and in doing it this way we feel it has been very successful. We have many new children starting with us and we will be introducing the bells shortly.

If a major incident/fire occurred and we had to leave the building we would be taking the children to Melbourn Village College and contacting you from there.

Please be assured the children's safety is our utmost priority.

Door Bell/Collection times

We do ask that if you have arrived and are a few minutes collecting you child, please do wait and not ring the door bell. We will open the door at collection times.

If you have made arrangements to pick up at an earlier time the staff will endeavour to watch out for you. This is to avoid unsettling the children who remain with us.

However, if you have rang the bell and the door is not answered straight away, **please be patient** it may be that the staff are with the children and are unable to leave at that moment i.e they may be dealing with a first aid situation .

Thank you

Please remember if you need to contact me you can via phone or email lh-melbourn@btconnect.com.

Anne