**September 2024**

Dear Parents,

We welcome everyone back and hope that all our new children will settle in quickly and enjoy their new routine.

**Staff…..who’s who!**

Elsie is the manager of Abacus

**Deputy**:

 Tracey

**Administrator**: Jessie Jeeva

**Butterfly Group(age 2-4):** Elsie, Iresha, Shadia, Tuba, Najoua.

**Caterpillars (age2-3):** Elsie, Tracey, Sumi, Caroline, Yung

**Snacks**

Abacus will provide a small healthy snack**,** (egsome apple, orange segments or bananas), however parents may wish to provide their child with alternative fruit in a **named container. Please try to pack your child healthy snacks and not snacks like crisps, biscuits, or other sweets!** As we as a pre - school are making an active effort to encourage healthy eating practises.

**Lunch:** Lunch needs to be provided as we do not cook in the premises.

**Buggies / Scooters**

These may NOT be left inside the building. There have been several issues with scooters etc left on the forecourt and we therefore ask you to **take them home if possible**. We accept no responsibility for these.

If you have to leave a buggy, it must be **folded down** and left beside the ramp. Please do NOT chain scooters etc to the railings by the ramp, which is a fire exit!

**Curriculum:**

We are happy to share information about your child’s progress. Please ask if you wish to know more. Each child has a key person who will work closely with their key children and keep records of their achievements. Please talk regularly with the key person. We will share the children’s learning journeys with you regularly.

**Lending Library**

You are welcome to borrow books on a regular basis from our book box. Please ask staff for details.

**Funding:**

Your child will receive funding from the beginning of the term **after** their 3rd birthday.

Abacus applies for the funding and parents will be asked to sign a form showing how many sessions their child attends. Please return funding forms as soon as possible, you may lose funding if the deadline is not met. If you have not handed us a copy of your child’s birth certificate, (or passport or medical record ) please do so. Those who are entitle for the 30 Hour funding please check your eligibility on line and apply on time to get the code.

**Volunteers:**

If you are available to help during a session please let us know, preferably in writing telling us when you are available. If you volunteer on a regular basis, we have to carry out DBS checks. We welcome any skills you can offer!

If you have a skill which you would like to share with the children, please tell us about it.

**Committee:**

Abacus is a voluntary, committee run group.

We would welcome new parent reps on the committee. Please ask staff if you are interested.

**Illness:**

In fairness to all, please keep your child at home to prevent the spread of infectious diseases.

**Birthdays:**

We celebrate children’s birthdays at circle time, but request that you **do not send in cakes or sweets.** However if you would like to ‘mark’ your child’s special day, we suggest a donation of a book or toy would be appreciated by all.

**Please help us by:**

Checking details you have given us and informing us if you change your address/telephone number.**Telling us in advance if your child is being collected by someone else.**

**Nappy users**:

 Parents please provide a bag with an extra set of clothing (in case if they get wet), extra nappies, wet wipes, and nappy sacks.

If you need any temporary extra days please speak to Elsie. Those who request for any additional days please request in text or email well in advance otherwise it will be difficult to sort the days out for us due to staffing. Those who requested will be given their requested days.