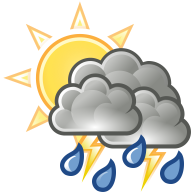
**St James’ Pre-School Newsletter**

**September 2019**

We would like to welcome all of our children and their families to St James’ Pre-School at the start of a new pre-school year. The new children are settling in well and beginning to learn our routines and children returning after the summer break have been friendly and welcoming.

We would also like to Welcome Wendy Donohue, our new staff member who is based in Red Group.

Well done and thank you to everyone. It has been a great start to the year!

**Morning Registration**

May we ask for your help at this busy time of the morning.

When arriving at pre-school please ensure your child’s name is given in to be marked on the register, then follow the one way system as a second register is completed and a member of staff is positioned on the exit door. The system is in place for health and safety reasons and staff members may have information for you at the back door such as tickets for up and coming events or book selections. It is also your opportunity to give information to staff, perhaps concerning changes in collection arrangements for your child that day.

When paying fees, please place money in an envelope, with your child’s name and what the payment is for written on the envelope. Envelopes are available on the front desk, so please feel free to take one. If possible, please try to provide the correct money as change is not always available.

**Collection at the end of session**

Please be patient when collecting children at the end of the session as we are still getting used to new faces. Children are asked to wait until their names are called to ensure they are going home with the right person. If a person unknown to us is collecting your child, please make sure they know the **password** provided by you on your child’s registration form.

**Parking Concerns**

**Please be mindful about parking safely at drop off and pick up times.**

Parking is not permitted over the dropped kerb because this makes it difficult for pedestrians to cross the road, especially the visually impaired, those in wheelchairs or with prams. Parking over the corner of Church Road South and High Street is also dangerous and impedes the flow of traffic. We have noticed an increased presence of traffic wardens who have advised us that tickets will be issued if appropriate.

Thank you for your co-operation. Safety is always our first concern.

**Annual General Meeting**

We will be holding our Annual General Meeting in St James’ Church on **Thursday 10th October at 8pm**. **St James Pre-school is a non-profit organisation with charitable status. In order for us to comply with the requirements of the Charities Commission, our Governing Body must have representation from a minimum of four Parent Governors. This year we are actively seeking a volunteer to take up the responsibilities of Secretary. As well as becoming a Trustee, the position will involve preparing an agenda and taking minutes for each meeting.** If you would like to find out more about joining our Governing Body please do come along. This is a great way to become more involved with pre-school life. We are also looking for help with fundraising, so if you would like to volunteer to help out at our fundraising events, or if you have any ideas for raising money, we would love to hear from you. More information will be available shortly.

As a registered charity, in the past we have been fortunate to have our fundraising efforts matched by some of our local banks and companies. If this is something you and your employer can help with, please do let Deb or Suzanne know.

**Uniform**

The children all look very smart in their pre-school uniforms. Please make sure that all items of clothing and pump bags are clearly labelled with your child’s name so that we can ensure that they are returned at the end of the morning.

**Can children bringing bags to Pre-school please use a pump bag rather than a backpack please? We are limited to space and need to keep the hallway as clear as possible. We find pump bags easier to hang out of the way on coat pegs and can be purchased from pre-school for £2.50. Thank you.**

**Red group Garden**

Red group are developing their garden at the back of Pre­school. If anybody has any vegetable, flower or herb seeds they do not want or any planters, pots or child friendly gardening tools we would be grateful for any donations.

C:\Users\User\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\97R8GEBX\MC900391024[1].wmf**Autumn Fundraising Disco**

St James’ Pre-School is a non-profit organisation and we rely heavily on fundraising events which are held throughout the year. We will be holding our Autumn Fundraising Disco on **Friday 25th October from 12.15 to 1.30 p.m**. The children will be entertained by Woody with a disco. Refreshments and lunch will be available. Tickets costing £2.00 will be on sale shortly.

We will be selling **cakes** on the day so we would be grateful for any donations! These can be brought into Pre-School on the morning of the disco. If you are available to help at the Disco or to sell raffle tickets in the queue at the end of the morning, please let Deb know. We would be very grateful for any help. Thank you in advance.

**Photographer visit** We will be arranging a visit from our photographer during November. Photographs will be on sale at Pre-School shortly afterwards. We will let you know the date as soon as it has been finalised.

C:\Users\User\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6V97BXP1\MC900239415[1].wmf**Dates for your Diary**

* Annual General Meeting **Thursday 10th October** at **8.00 p.m.** St James Church.
* Autumn Fundraising Disco: **Friday 25th October** from **12.15 to 1.30 p.m**.
* Pre-School closes for **HALF TERM** on **Friday 25th** and the children return on **Tuesday 5th November.**
* Staff Training Day: **Monday 4th November** – Pre-School will be closed.
* Nativity and Christmas Fayre: **Friday 13th December.**
* CHRISTMAS PARTY AND END OF TERM: **Friday 20th December.**
* Children return to Pre-School on **Tuesday 7th January**
* Staff Cleaning Day: **Monday 6th January** – Pre-school will be closed.

The team at St James would like to thank you for reading this newsletter!

St James’ Pre-School Woolton Ltd *A non-profit organisation*

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