**Important Dates and Information.**

**We will be closed on Monday 19th September 2022**

Dear parents as you are aware there has been a ‘Bank Holiday’ declared on Monday 19th September to show respect towards her Majesty’s State Funeral. This gives the team at St. John’s, as it does the majority of the nation, time to reflect and watch the televised event or attend in person. This is a government mandate. We are sorry for any inconvenience this may cause.

**We will be closed on Monday 31st October 2022.**

Please note that this is a change from the ‘Term Dates’ that were sent out earlier this year. This is my mistake and should read: return date Tuesday 1st November 2022 (Autumn Term 2). I apologise for any inconvenience.

**Lost or left property**

If your child comes out without certain items, we ask that parents leave these until all the children have left the building. A member of staff remains at all times with uncollected children and we cannot look for missing items until they have left the building.

**No nuts policy!**

**Due to a child having an allergy to nuts/peanuts, we ask that parents do not send children in with any form of nuts, or nuts products found in health bars, almond milk or sandwiches etc.**

**The preschool gate.**

Please ensure the school gate is securely closed at all times. A member of staff will try and man the gate as much as possible. If you wish to talk to a member of staff about your child please wait until the end when all staff are free of tending to the children. Please make sure that no siblings are left unattended in the playground as they may inadvertently get out or hurt themselves. If your child wishes to use the play equipment they must be supervised by a parent at all times, it is a parent’s sole responsibility before 9am and after 3pm to watch their children. Please do not let any children climb on the mud kitchen or climbing frame/slide when wet.

**Medication and health.**

Please ensure that there is no medication in your child’s bag that we are unaware of. Please inform a staff member if you carry such items in your child’s bag. We will then lock it away until the end of the session. Just a reminder that we only administer prescribed medication with the child’s name, issuing doctor, dosage, date issued and name of medication. We do not administer any medication such as paracetamol-based medicine or cough medicine that has not been prescribed. If a child has a temperature, sickness, diarrhoea, persistent cough, full of cold or generally unwell we ask that your child remains at home for 48 hours or until their symptoms abate. With sickness and/or diarrhoea it is 48 hours after the last bout of illness. This is in line with ‘Public Health England’ guidelines. If a child is not coping or appears unwell, we will call you to collect your child. It can be a very noisy environment for a child that is not feeling 100%. If your child comes in with a bruise or has been involved an accident, or medical attention has been sought whilst not at preschool, please inform a member of staff and we will ask you to complete a ‘Home Accident Form’. This is in compliance with our legal obligations. If your child is not attending please ring the setting as soon as possible and before 9.30 am on the day if you can. If we do not hear from you, we will ring you after 9.30 am. If your child is in receipt of the Free Early Educational Entitlement, we have to inform Cheshire East after your child has been missing unauthorised for a number of weeks. Cheshire East may recoup the money from us, the child’s place will be then be offered to a family on our waiting list.

**Clothes**

Please pack a spare set of clothes in case you child gets wet or messy. These can be kept at preschool if you wish in a named bag.

Key Person

Name of child ………………………………………………………… Your child’s Key Person is ……………………………………………

Thank you for taking the time out to read this memo, from the team and committee at St. John’s