**ELMWOOD PRESCHOOL NEWSLETTER – SEPTEMBER 2025**

**CONTACTING PRESCHOOL** For queries regarding sessions, funding, fees, uniform or any other admin matter, contact Jane at [jane@elmwoodpreschool.co.uk](mailto:jane@elmwoodpreschool.co.uk) For any queries regarding the direct care of your child in Preschool contact Penny at [administration@elmwoodpreschool.co.uk](mailto:administration@elmwoodpreschool.co.uk)

[www.elmwoodpreschool.co.uk](http://www.elmwoodpreschool.co.uk) <Tel:01245-329529> **Facebook**: Elmwood Preschool/Little Learners Parents (closed)

Elmwood Preschool CIC (public)

This document can also be accessed in the Files section of our closed Fb page.

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| **TERM DATES**  Tue 22nd Jul End of Term  Mon 1st Sep Non-Pupil Day  Tue 2nd Sep Non-Pupil Day  Wed 3rd Sep Start of Autumn Term 2025  Thur 16th Oct Individual/Xmas Photos  27th-31st Oct Half-term  Fri 12th Dec End of Term  Mon 5th Jan Non-Pupil Day  Tue 6th Jan Start of Spring Term 2026  16th-20th Feb Half-term  Fri 27th Mar End of term  Mon 13th Apr Non-Pupil Day  Tue 14th Apr Start of Summer Term 2026  Mon 4th May May Day Bank Holiday  Fri 8th May Graduation Photos  25th-29th May Half-term  Thur 9th July Graduation Assembly  Fri 17th Jul End of Term  Wed 2nd Sep Non-Pupil Day  Thur 3rd Sep Start of Autumn Term 2026  Fri 9th Oct Individual/Xmas Photos  26th-30th Oct Half-term  Tue 15th Dec End of Term  Mon 4th Jan Non-Pupil Day  Tue 5th Jan Start of Spring Term 2027  15th-19th Feb Half-term  Thur 25th Mar End of Term | **LUNCH REMINDERS**  Foods must be prepared and ready to eat.  Label your child’s lunchbox on the outside. Include a drink (name any bottles).Include a spoon for yoghurts.Do not include chocolates or sweets (chocolate covered biscuits are ok). Cut grapes in half lengthways  Cherries and olives should be stoned and cut in half.  ***Do not include any items which contain nuts i.e. they are listed as an ingredient.***  ***Foods which ‘may contain nuts’ or ‘may contain traces of nuts’ are ok to be included.*** | **UNIFORM**  Orders for uniform should be made via e-mail to Jane and paid for directly into our bank account where at all possible:  Tee £7; Polo £9; Sweatshirt £11  **Age 3-4 and 5-6 are stocked, Age 2 and 7-8 can be ordered in.**  Please ensure that the children wear appropriate footwear that they can run and climb in. Canvas shoes in wetter weather, open sandals and flip flops are not appropriate.  **ABSENCE**  Please call and inform us of any planned absences e.g. holidays, as soon as these are known.  All other absences must be report via phone or e-mail on the first day, stating the reason.  If your child is sick or has diarrhoea, they cannot return to Preschool until 48 hours after the last episode. |
| **NAMES IN CLOTHING**  Please ensure that all items of uniform and coats are named– this helps to ensure that lost items are always returned to the correct owner.  Lunch boxes and bags should be clearly named **ON THE OUTSIDE.** | **PASSWORD SYSTEM**  Our Safeguarding Policy states that staff will only release a child to an adult that they do not recognise, if they can provide the password for that child. This is ultimately to ensure the safety of your child, so please do not take offence if asked. **Similarly, if a relative or friend collects your child at any time, please ensure they have the password and let us know in advance by telephone or e-mail, if it is someone that does not usually collect.** | **BANK DETAILS**  All payments for fees and uniform should be made directly to our bank account where at all possible:  Elmwood Preschool CIC  46169776  60-20-56  Please remember that we are a non-profit making Community Interest Company and late payments can affect our ability to cover our own overheads. Thank you. |
| **SESSION FEES**  Hourly rate - £5.60/hr  Lunch session - £5.60  AM or PM session - £16.80 | **INVOICES**  Payment for invoices for the first half of the Autumn Term is due by Friday 12th September. If you have any concerns or queries about fees shown on your invoice, please speak to Jane as soon as possible. | **PARKING**  The school car park is for staff and visitors only.  Please do not turn your car near the entrance to the school and take extra care both when driving down Guys Farm Road and when parking. |