



01873 737110

sunshinespre-school@hotmail.com

Dear Parents,

Morning sessions at Sunshines are 9.00am- 12.00pm, and afternoon sessions run from 12.45pm– 2.45pm.

At 9am, we currently greet you and your children at the door. This works well, and encourages the children's independence – they very quickly learn to hang up their coats and find their name ticket. Parents/carers are invited into the setting at 12pm to pick up their child, and collect any craft/library books/spare clothes etc. We are aware that sometimes parents may want to have a chat with us at drop off and this is fine, a member of staff will come outside to you and answer any queries you may have.

During each session at Sunshines, children will be involved in all types of play including some messy play. Please ensure that their clothing is suitable, they may possibly get mucky! A spare change of clothes in a bag can be left on their peg, in case they need to be changed during the session. Please put changes of clothes in a bag that you are happy to leave here, to minimise the number of bags being taken in and out of the setting. Spare underwear and socks in case of toileting accidents are a good idea, too. Please label all clothes with their name. Uniform is available, although not compulsory, please use the link below if you are interested: <https://www.schooltrends.co.uk/uniform/SunshinesPreSchoolNP79LS>

As part of our ongoing planning and child-led ethos, all staff make written observations about the children and their play during their time here. All written observations made are filed and can be read by parents at the parent consultations held twice a year.

As we are on site at Llanfoist Primary, please adhere to the rules of the school regarding parking. The double yellow lines nearest our door is not a drop off zone, please do not park there. Dogs are not permitted on site either, thank you.

If your child is unwell and unable to attend Sunshines, please phone us to let us know. Our policy regarding sickness/diarrhoea is that your child must stay at home for 48 hours after the last bout of sickness/diarrhoea before returning to Sunshines to minimise the risk of sharing any infection with other children or staff.

Each week, we take the children in the morning sessions to the school hall and have a PE session. Could we ask that each child have a pair of black daps/velcro closing trainers (labelled with their name) in a bag on their peg for this session? We encourage the children to change their shoes for PE, developing their self-help skills. Staff are always on hand to help if needed!

All monthly fees/snack and resources money will be billed to you a month in advance. Cash is welcome in a labelled envelope please, or if you wish to pay directly into our bank the details are; sort code 40-34-27 account number 32443260. Please reference your payment with your child's name.

Some parents may be able to access the Childcare Offer, which can lower your fees significantly. Here is the link for more details: [The Childcare Offer - Monmouthshire](#)

We are also a Flying Start Setting, which enables us to accept children from 2, depending on your postcode. The link here will take you to the website with more information: [Flying Start / Childcare for Two Year Olds - Monmouthshire](#)

Sunshines have a healthy pre-school award, and to maintain this standard we ask for no birthday cakes to be brought in. We celebrate each child's birthday here with a special hat, and by singing the birthday song. Sunshines is a nut free setting, please ensure your child has no snacks in their bag that contain nuts. Children will be provided with a water bottle here at Sunshines and will have access to it throughout the session.

Due to running two sessions most days, we ask that children are collected promptly at the end of every session. Late collections eat into the time spent preparing for our next session.

We use an app called SeeSaw to keep you informed of our daily activities. A code will be given to you when your child starts with us so that we can send you photographs and information.

As part of our safeguarding systems, we have a 'pre-existing injuries' form – if your child arrives at Sunshines with any bumps/bruises etc we may ask you to fill in a form to show where, how and when the injury occurred. This is to safeguard all parties – you, your child and Sunshines.

Please feel free to contact us with any queries, our email and phone number is at the top of this letter.

Many thanks,

Claire and the Sunshines Ladies.