



The Park Pre-School

C/O St Andrews School, Mathews Close, Halstead, Essex, CO9 2BH

September 2019

Dear Parents / Carers

Welcome back to you all and a big welcome to all our new children and their families.

You will have received a 'Welcome Pack' please take a few minutes to read this as it gives you information on the general running of the pre-school. Should you have any queries or have any questions you wish to ask please do not hesitate to speak to Heidi, Denise or any member of staff.

Either Heidi or Denise will be available at the start of every session during the first week to help you and your child settle into the preschool routine. If they are busy with other parents please ask any member of staff and they will be happy to help you or pass on your message.

Please could we remind all parents /carers who drive their child/children to pre-school to be courteous and respectful to local residents in both Bois Hall Gardens and Mathews Close when parking, ensuring drive ways are not blocked and that paths are kept clear. Thank you for your understanding and co-operation.

If you have moved or have changed your contact details, either phone number(s) or email address please let us know so we can update your child's notes and you can continue to receive newsletters and updates via email.

Please can you ensure that all bags, coats/jackets and boots are all named to avoid upset should items get misplaced. Many thanks.

Photographer – We will be sending a separate letter out a little nearer to the time, but a date for your diary is Wednesday 25th September 2019. We will have Rob Sambrook Photographer at pre-school for the day to take photos of your child/children that can be purchased if you wish.

Pre-School Childrens clothing – If you would like to order a Park Pre-School sweat shirt these are priced at £10 each or a Park Pre-School t-shirt at £8 each. If you would like to check sizes we have a couple of samples available to try when ordering. Please complete and return the slip at the bottom of this letter and return with your payment by Friday 13th September as we will be ordering clothing on Monday 16th September.

Diary Dates: **Return on Wednesday 4th September**, **Photographer day – Wednesday 25th September**, **Half Term – Last Day is Friday 25th October, return on Monday 4th November.**

Thank you for your continued support

HEIDI & DENISE

PARK PRE-SCHOOL CLOTHING ORDER FORM:

Child's Name _____

T-Shirt (£7 each)	-	SIZE=	Quantity=	TOTAL £
Sweatshirt (£10 each)	-	SIZE =	Quantity=	TOTAL £

Please make your payment when returning this slip. Many thanks.