



Pinner Parish Pre-School | St. John The Baptist Church Hall | Church Lane | Pinner | Middlesex | HA5 3AA
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Dear Parent/Carer of

A very big welcome from the Pinner Parish Pre-School Committee! We hope that your time with us will be rewarding and great fun for everyone involved. Thank you for the £50 registration fee, which holds a place at the Pre-School for your child.

This letter includes some important information about sending your child to Pinner Parish Pre-School.

Full details of everything you need to know are in the handbook enclosed, please ensure you take time to read this thoroughly before starting Pre-School.

How Pinner Parish Pre-School is organised

We operate as a registered charity and are a member of the Pre-School Learning Alliance. As a not-for-profit organisation we rely on the joint co-operation of the committee, the Pre-School staff and parents for the smooth and efficient management of Pre-School. Coffee mornings are held throughout the term and it's a great way to meet the other parents. All parents are welcome to join us - the date of the next coffee morning will be posted in the newsletter and on the parents WhatsApp group.

Our committee

The committee consists mainly of parents, like you, with no special qualifications but all have a common aim – to maintain our excellent staff and provide a happy and rewarding Pre-School environment for our children.

Starting Pre-School: What you need to know

Please bring along your child at **9:45am** rather than 9:30am for their **first day only**. This will ensure a less intimidating start for the children. Please ensure you thoroughly read and understand the **Settling in Policy** which is enclosed in the handbook.

Registration:

- Your child will find their name printed on a laminated label in the front lobby
- Each morning your child will put their name in the post box located on the table before they enter the room
- Coats and a bag with shape clothes can be left on the coat stand in the lobby. Lunch boxes are to be placed on the hatch area

Please bring the following:

- A named bag with change of clothes and nappies/ wipes (if appropriate)
- Named sun hat in the summer and named gloves and hat in the winter

Uniform:

We request that your child attends Pre-School wearing our uniform (a red sweatshirt/fleece and t-shirt with logo). This can be purchased by completing and returning the enclosed order form.

Collecting your child:

The morning session finishes at 12pm and the afternoon session finishes at 3pm. Children are “let out” only when a member of staff sees their parent/carer waiting. Should someone different be collecting your child, you must notify Pre-School staff, using an authorisation form, whether this is a long-term arrangement or a one-off occasion.

We keep you up to date with Pre-School activities via our newsletter, email, parents WhatsApp group and Facebook page, www.facebook.com/pinnerparishpreschool (please ‘like’ us!)

If there are any details you are uncertain of or if there is anything you would like to discuss in more detail, please do not hesitate to call our Manager on 07949 363325.

We look forward to meeting you!

Kind regards,
Pinner Parish Pre-School Committee

Encs.

- Agreement to pay fees form
- Authorised Collectors form
- Consent forms
- Fees form
- Photo and video consent form
- Handbook (Containing Settling-in Policy)
- Registration form
- Uniform order form
- Password collection form
- Gift Aid form