



Buckingham Playgroup Newsletter

4th November - 17th December 2019



Welcome back to the new half-term. We hope you all enjoyed the October break.

Buckingham Playgroup have some exciting news!

We have been selected by Co-op as a one of their charities for the Local Community Fund for the next 12 months (27 October 2019 - 24 October 2020). If you are a Co-op member, you can choose Buckingham Playgroup through your online account so we will receive 1% every time you buy selected own-branded products. If you are not a member, all you need to do is sign up for Co-op membership and then choose Buckingham Playgroup as your cause for the next year. If you already have a card, just go online and select us as your local cause.

To get us ready for the launch, please can all our supporters, volunteers, friends and family become Co-op Members. You can join online at <https://membership.coop.co.uk/new-registration>.

For more info: <https://www.coop.co.uk/membership/local-causes>

We are very grateful for your support and thank you in advance!

Christmas Shopping & Easyfundraising - Did you know that whenever you buy anything online - from your Christmas shopping, weekly shop to your annual holiday - you could be collecting free donations for Buckingham Playgroup? There are over 3,000 shops and sites on board ready to make a donation, including Amazon, John Lewis, Aviva, the trainline and Sainsbury's – it doesn't cost you a penny extra!

It's as easy as 1, 2, 3...

1. Go to www.easyfundraising.org.uk/causes/buckinghamplaygroup and join for free.
2. Every time you shop online, go to easyfundraising first to find the site you want and start shopping.
3. After you've checked out, that retailer will make a donation to your good cause for no extra cost whatsoever!

There are no catches or hidden charges. Buckingham Playgroup will be most grateful for your donations.

Extra sessions over the Christmas period - We know that Christmas is a very busy time, and should you wish to book additional sessions, please email the playgroup at buckingham.playgroup@yahoo.com to check availability. Extra sessions will need to be paid for in advance or on the morning/afternoon of the session being attended.

This term is busy, so please make a note of the following events:

French Lessons - Tonia, our French teacher from Little Lingo's will be continuing with us this half term. Tonia will be coming into playgroup on a Tuesday morning this half-term.

Progress Review - Friday 15th November (12.15pm – 1.45pm) - Please book a time slot on the notice board to come and meet with your child's key person. If you are unable to make this date, please talk to your child's key person and they will find a suitable time to meet.

Children in Need Week - 11th - 15th November - 'Spotacular Event'. All week we will be raising money for Children in Need. Come to playgroup as spotty as you like for a spotty week of fun. All contributions to Children in Need are welcome. We will also be face painting.

Yoga with Sarah – Monday 18th & Wednesday 27th November - Sarah will be visiting us again to do some yoga sessions with the children. The children have really loved these sessions and we hope to book more sessions in the future.

Christmas Post Box - Monday 2nd December - Our Christmas post box will be available should the children wish to post Christmas cards to their friends or members of staff. The last day for delivery is Friday 13th December.

Christmas Raffle - Every Christmas we have a raffle with lots of great prizes. The prizes will be displayed during the weeks leading up to Christmas and the children will bring home raffle tickets for you and your friends and family to purchase. If you wish to donate to the Christmas raffle prizes, please let a member of staff know. The prizes will be drawn the morning of the Carol concert on Friday 13th December.

UK Parliamentary General Election - Thursday 12th December - Playgroup will be closed all day as the Scout Hut is being used for the Elections. We apologise for any inconvenience this may cause you.

Christmas Concert - Friday 13th December - We will be holding our Christmas concert from 12.00pm - 1.30pm. The children will be singing a small selection of Christmas songs. Afterwards we would like to invite you to join us for mince pies and refreshments. If your child does not attend on a Friday and you wish to come to the concert, we would love to see you. The Christmas raffle prize winners will be handed out after the concert. There will also be Christmas creations available to buy, all made by the children. All proceeds will go towards resources for the playgroup.

Christmas Party - Monday 16th December (9.00am – 12.00pm) - This year we are very excited to have Hannah Summers performing her Tall Tales – The Night Before Christmas. Actress and mum Hannah Summers brings classic and modern stories to life through live performance and interactive, creative play and regularly performs at the Ropetackle Arts Centre. This is for every child to attend and not just those who attend on a Friday. A party invite will be sent later in the term.

We regret that we cannot offer lunch club or the afternoon session on this day. This has been reflected on your invoice if your child would normally attend a paid for session.

Reminders

Fruit and Vegetables – Thank you to everyone who has sent in snacks. We welcome donations of fruit and vegetables every day, so please feel free to bring in things whenever you can.

Illness - Please do not send your child if they are unwell. If a child needs Calpol they should not come to playgroup. Please remember that if children have a sickness or diarrhoea bug, they should be kept away from playgroup for 48 hours after their last symptoms.

Prompt Payment of Fees- Please remember that fees are payable in advance, at the beginning of each new half term. Any additional sessions requested on an ad hoc basis are payable before each session/lunch club. These will not be included in your half termly invoices. Please either transfer online or place a cheque in an envelope with your child's name on the front and give to a member of staff at the start of the half term/session. We no longer accept cash payment for fees.

You can still pay for ad-hoc sessions, lunch club or uniform by cash providing you have the correct money as we do not hold cash on the premises.

Free Entitlement Funding - If we have sent a Free Entitlement form to you for your child, please return the form as soon as possible so we can claim the funding for you next term. It is important this form is completed and returned. We must also see your child's passport or birth certificate when we sign the form. Any request to amend Free Entitlement hours must be made before headcount day at the start of each term. Any change to an existing declaration after headcount day will not be accepted for funding purposes until the following term.

Parents reconfirming their Extended Free Entitlement eligibility for Nursery (30 Hours) - Parents who have already received their eligibility code for Extended FE must re-confirm eligibility every three months. Parents should receive a text or email reminder alert from the HMRC before their reconfirmation date and again 2 weeks before. However, we have had reports that this is not happening consistently, and parents are unknowingly dropping out of eligibility. If parents miss the reconfirmation deadline, they will receive a message telling them that their eligibility has lapsed, and that they now fall in to their grace period.

Therefore, please don't forget to reconfirm your eligibility every three months and to regularly check your secure email box on the HMRC government gateway site, rather than relying on your personal email inbox for reminders.

Sessions - Owing to the size of playgroup, we are unable to swap sessions that may be missed due to holidays or illness. Missed sessions will still be chargeable. We may have spaces for extra ad hoc paid sessions for your child. If you would like extra 'ad hoc' sessions, please email Clare at **buckingham.playgroup@yahoo.com** and she will let you know if we have availability. If your child does attend an ad hoc session, please ensure that you pay on the day, with the correct cash or cheque placed in a named envelope. You can also pay online or by childcare vouchers but please leave a note/email to let Clare know you are doing so. For any permanent or longer-term changes to sessions, please email about any requests.

Absences/Holidays - If you have booked a holiday or know your child will be absent from playgroup, please could you email playgroup to let us know. This will enable us to offer places to children who may require extra sessions.

Keeping Safe - We will be holding a fire evacuation drill towards the end of the month (exact date to be confirmed). On a designated signal the children and staff will evacuate the building and walk round to the school next door.

Parents applying for a school place September 2020 - If your child is eligible to start school in September 2020 you must apply online at www.westsussex.gov.uk/admissions. Free internet access to apply for a school place is available in all West Sussex libraries and Children and Family Centres for parents who do not have access to the internet. The deadline for receipt of all applications is Wednesday 15th January 2020 Any application received after the deadline will be deemed late and will not be processed until after all prompt applications have been considered.

Clothing- Please can you leave a named bag with a complete change of clothes for your child in case of accidents. Please make sure your children's belongings are named. We do keep some spares in the playgroup but often a child feels more comfortable in their own clothes. We have a stock of t-shirts, sweatshirts and sun hats in the playroom to purchase: T- Shirts and Sun hats £5 and Sweatshirts £9.

Packed Lunches - No foods containing nuts are allowed in your child's packed lunch box, including chocolate spread.

Enjoy the term.

Cheryl Lansley and the Team

(P.S- We return to playgroup after the Christmas break on Monday 6th January 2020)

Don't forget to "like" our Buckingham Playgroup Facebook page!