

# St Nicolas Pre-school

St Nicolas Preschool

25<sup>th</sup> September 2017

Term 1

Welcome to St Nicolas Pre-School. We aim to send out a newsletter every 3 months, with notices, dates and details of fundraising events. If you would like to add anything, please let a member of staff or Committee know.



## *IMPORTANT NOTICE!*

We need to recruit a **new** Committee for 2017/18. The Committee is typically made up of parents of children currently attending the pre-school, and is in place for one year.

We have some parents showing interest but we need more. The larger the committee, the less there is to do for each person.

Pre-school **cannot open** without a committee.

**PLEASE** consider if you are able to take on a role.

### **What's involved?**

- ★ Attendance at about 6 meetings a year
- ★ Contribution to decisions about pre-school issues
- ★ Each role has specific duties - hear more at the AGM

### **Benefits to you**

- ★ Meet other parents and make friends
- ★ Get a better understanding of your child's education
- ★ Build up your skills if you are having a break from work

*Meet the Committee and  
have your say*

*AGM -Monday 16<sup>th</sup>  
October*

*7.30pm @ Pre-school*

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## Snack fees for

### Autumn term



We recognise the importance of offering a healthy snack at pre-school so a form will be sent out shortly asking for you please to return your voluntary contribution to help cover the costs, this is very much appreciated.

## Tapestry forms

Please return these forms as soon as possible to allow us to share with you your child's progress electronically. Once registered you will be able to view observations and see some of the fun we get up to at pre-school!

## Parental Involvement

If you would like to share a session with your child in pre-school, we welcome your involvement. Please sign up for a session on the rota in the foyer.

Do you have a skill you could share with the children at pre-school? We welcome any parents who would like to contribute to the diversity of the children's learning.

Please speak to a member of staff if you are interested.

We also welcome you to add any ideas or particular interests your child has to our planning board in the foyer. We are keen to include your feedback in our planning where possible

## Access to Pre-school

A reminder to parents/carers:-

The electronic gates are only to be used for those dropping off/picking up at 11.45am.

The pedestrian side gate will be opened by a member of staff at 12.15pm for those picking up after lunch or dropping off for the afternoon session.

## Dates for the diary

- **Tuesday 3rd October** - Meet the Committee Coffee Morning 9am-10am
- **Thursday 12<sup>th</sup> October** - Meet the Committee Coffee Afternoon 2pm-3pm
- **Monday 16<sup>th</sup> October** - St Nicolas Pre-school AGM 7.30pm
- **Monday 23<sup>rd</sup> October - Friday 27<sup>th</sup> October** - Short term break (pre-school closed)

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<b>Role</b>	<b>Key parts of role</b>
Chairperson	Supports manager in day to day running of the pre-school; Chairs meetings; Involved in many areas
Assistant Chairperson (if possible)	Assists and liaises with the Chairperson in daily running of pre-school
Secretary	Takes and circulates minutes; Creates newsletters, updates website
Treasurer	Maintains financial records; Guides committee on financial matters; Liaises with payroll company
Wages Officer (if possible)	Assists Treasurer with wages matters
Grants and Fees Coordinator	Coordinates collection of Grants and Fees with parents and Council; Maintains records
Waiting list Secretary	Coordinates admissions for the following year; Takes queries and liaises with parents on waiting list
Health and Safety Officer	Ensures the pre-school is a safe place to be; Arranges annual safety checks
Fundraising Coordinators	Organises planned fundraising events; Encourages participation
Joint Steering Group Committee Representative	Represents the pre-school at Joint Steering Group with St Nicolas School

All committee members who attend meetings contribute to pre-school decisions.

For a full description of the roles, please ask at pre-school, email [stnicolaspreschool@btinternet.com](mailto:stnicolaspreschool@btinternet.com), or **come along to the AGM and find out more.**