CATERPILLARS PRE SCHOOL

early years alliance

At Calmore
Registered Charity No. 1062510

NEWSLETTER Nov 2026

Picking up your child from pre-school

If someone different needs to pick up your child and they are not on our known contact list, please could you phone us in advance and let your relative/friend know the password. We will not be able to allow them to take the child otherwise.

Thank you

Drinks

Please could we ask that you only fill drinks bottles with water. It's so much healthier generally and kinder to teeth.

Thanks for your co-operation.

Payment of Invoices

Please be aware that it is our policy that unless the previous half term's invoice has been paid in full, your child will not be able to attend sessions the following term until the debt is cleared. If they are funded, they will be restricted to funded hours only.

Payment deadline for Autumn Term 2nd Half is Monday 14th December.

Sickness at Pre-School

If your child has a high temperature or is feeling unwell, please keep them off pre-school until they no longer have a high temperature and are feeling well enough to attend.

If your child has a sickness bug, they cannot return until 48 hours after the last episode.

Staff Structure

Manager	Tracy Mitchell
Deputy & Safeguarding	Ruth Houghton
SENCO	Donna Broom

Practitioners
Vanessa, Amber, Lisa, Emma, Alana, Loren, Hayley, Vicki, Bethan, Amy, Kira

Support Staff	Lorna
Admin Assistant	Denise

As from 1st September, Donna has also taken on the role of Room Leader in the Butterfly end.

DIARY DATES

Dec	
14th – 18th	Christmas Crafts Week – Butterfly children
18th	Last day of term
21st - 3rd Jan	Christmas holidays
Jan	
4th	Inset day (pre-school closed)
5th	Pre-school reopens
Feb	
15th – 21st	Half Term
Mar	
25th	Last day of term
26th – 11th Apr	Easter Holidays
Apr	
12th	Inset day (pre-school closed)
13th	Pre-school reopens
May	
3rd	Bank Holiday
31st – 6th Jun	Half Term
Jul	
21st	Inset day (pre-school closed)
22nd	Summer Holidays begin

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Pre-school Policies

Please be aware that a folder containing our policies is kept in the foyer so that parents can read or refer to them at any time.

Privacy Notice

Our privacy statement will be posted on facebook and on our website so you will be able to refer to it as & when needed. The Hampshire County Council privacy statement will be displayed at Caterpillars.

Tapestry

Please don't forget to log in to Tapestry regularly as it contains lots of information on what your child has been doing at pre-school. It would be lovely if you could add what your child has been doing at home too.

PLEASE, please, please make sure all your child's belongings eg clothes, shoes, bags, lunch boxes and drink bottles are **NAMED. Also please make sure you provide your child with a coat** as they do go outside to play on the Infant School playground. We do not have any spare coats at preschool. **If you think your child is not well enough to play outside, please consider carefully whether they are well enough to be at pre-school. Thank you for your cooperation.**

School Dinners

Please send us your orders & payments by midday on Wednesdays for the following week. The cost per meal is £3.60.

Updating emergency contacts

Please make sure that we have your up to date contact numbers, addresses and child health forms. It can be very distressing for the children, parent and staff if we can't get hold of you in an emergency.



Facebook

Please ask to join our Caterpillars at Calmore Facebook Group. It's a quick way of getting messages and updates to you and for you to contact us.

Folder/Bookbags

Please remember to send in your child's folder/bookbag each day. Also check your child's bag for regular information and letters.

Safeguarding Information

If you have any concerns because you think that a child might be being abused and you want to talk to someone, or ask someone to find out what is going on, you should contact the Children's Services Dept. During office hours (8:30am – 5:00pm you should contact Children's Services: **0300 555 1384**
For all emergency situations call 999.
NSPCC Helpline: 0808 800 5000
Women's Aid: 0808 2000 247
(Free phone 24 Hour National Domestic Violence Helpline)
Hampshire Police: 0845 045 4545
You can find out more about child protection at
www.hants.gov.uk/child -protection

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Funding Information

Caterpillars Preschool is registered to take:

- 2 year additional support to eligible 2 year olds: 15 hours free early education and childcare dependent on an economic criteria, for children looked after by the local authority or children with additional needs.
- Early years education funding (3-4 years): All 3 and 4 year olds are entitled to free early education or childcare for 15 hours a week during term time. This starts the term after they are 3.
- 30 hours free childcare: Working parents for 2, 3 and 4 year old children may be entitled to up to 30 hours free childcare. New applications will need to let us know their eligibility code so we can offer you a funded place for your child.
- Early Years Pupil Premium: For 3 and 4 year old children whose parents are in receipt of certain qualifying benefits, or who have been adopted or are in care.
- Tax free childcare: A government scheme to support working parents with childcare costs. For every £8 you pay in, the government will pay in an extra £2.

When to apply for 30 hours of free childcare:

You can apply from when your child is 23 weeks old. When you can get your hours from will depend on the date your child turns 9 months old.

When your child turns 9 months old	**When you can get your hours from**	**Deadline for applying**
Between 1 September and 31 December	1 January	31 December
Between 1 January and 31 March	1 April	31 March
Between 1 April and 31 August	1 September	31 August

If you require more information, eg how changing your working hours affects your funding, please go to the funding section on beststartinlife.gov.uk