



Stoke Gabriel Pre-School
The Old Schoolrooms
Church Walk
Stoke Gabriel
Nr Totnes
Devon
TQ9 6SD

www.stokegabrielpreschool.co.uk

Monday 8th January 2006

Dear Parents/Carers,

Welcome back and a Happy New Year to you all.

Staff changes

It is with great regret that I have to inform you that Katrena Evans our Deputy Supervisor will be leaving us this half term. Katrena has made a fantastic contribution to the pre-school over the past year and will be missed by all. Katrena has promised to be a frequent visitor and we will be holding her to her promise! Good luck in the future Katrena.

The post of Deputy Supervisor is currently being advertised through Devon County Council and on our website. If you or anyone you know is interested, please see Laura for an application pack.

New children

We welcome Giorgia, Isaac, Jack, Albert, Joe and their families to pre-school. We look forward to getting you know you all.

Administration

The committee have been looking at ways to try and cut down the amount of administration that takes place during session time. To help us with this please can you do the following:

- Pay direct into the pre-school account via telephone or online banking for fees or other items where possible
- Ensure any cash submitted is the correct amount and is put in an envelope clearly labelled with your child's name, the amount and what it is for
- Place cheques in an envelope with the above details on the front

We will put out a tray for payments to go in at each session. Please do not give money to staff as they will be busy settling the children into the session. Thank you for your cooperation.

Fees

Fees are now due. Please remember to pay via telephone or online banking if you can. This greatly cuts down the amount of administration for the staff. Details are on the fee slips.

For parents of children in receipt of funding, please remember you are entitled to five sessions per week at no cost. We will be asking you to sign a form later in the term to confirm how many sessions your child attends in order for us to claim the funding from Devon County Council.

Kate and the team have been working hard to prepare another exciting term for the children. Details of what's in store are on the back of this letter.

Remember to check the website regularly for notices and photos. It's also a great way of keeping other family members in touch with your children so tell everyone about it!

If you have any queries about anything in this letter, please do not hesitate to talk to Kate, or Laura.

Yours sincerely

Laura Kies
Chair