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[www.orchard-preschool.co.uk](http://www.orchard-preschool.co.uk)

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**September**

**WELCOME:**

We would like to welcome you all to Orchard Pre-school.

We hope your child settles well in their new learning environment.

**SETTLING IN:**

**It may take time for your child to settle into the pre-school, please note that parents are more than welcome to stay for a short period of time with their child.**

**POLICIES AND PROCEDURES:**

Please go to [www.orchard-preschool.co.uk](http://www.orchard-preschool.co.uk) and follow the link to our policies, please read each policy carefully and when fully understood; please sign and date consent sheet on our information board.

**STAFF:**

Briege Cullen: Pre-School Leader

Mairéad Prunty: Pre-School Deputy Leader

Collette Mc Keever: Pre-School Assistant

Ciara Hughes: Pre-School Assistant

**KEY-WORKER SYSYEM:**

Your child will have a key worker; thus meaning the key-worker will observe your child on all areas of development, Please feel free to speak with her or the leader at any time. A list will be on the notice board within the next week.

**INFORMATION BOOKLET:**

Just a little reminder that all important information is in this booklet, if you have misplaced your copy please do not hesitate to ask a member of staff and they will happily email you a copy.

(There is also a copy on our notice board)

**Welly boots**

**HOLIDAY LIST:**

A list of closures will be posted on the parent notice board as soon as possible.

**PIGEON HOLES:**

Children take great pride in their work and it is important that parents share in these experiences.So pleaseremember to check your child’s pigeon hole daily.

[**www.orchard-preschool.co.uk**](http://www.orchard-preschool.co.uk)

**Our website will be updated on a regular basis with our monthly newsletter, dinner menu and holiday list. Please check in regularly to keep updated.**

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| **ORCHARD PRE-SCHOOL OPENING HOURS:.**  Doors will be open from 8.50 a.m. daily, session finishes at 12 noon, please note that it is very important that children are collected promptly as we run our dinner-club and this is a busy time getting prepared.  Dinner-club finishes at 1.45 p.m. to enable staff to prepare for Orchard out of school club.  **Dinner club will commence Tuesday 24th September**.  Many thanks for your co-operation. | **CAR PARKING:**  **Please take note of the following procedures**  Only those who work in the school or pre-school are permitted to park in the school grounds. If you park on the hill in Annahugh Park, please do so in respect to those who live there. They should be able to have free access to or from their homes.  There is a cul de sac on the left as you come down the hill with adequate parking space for your short term stay. The main school gates will be closed at 8.45 am each morning. This is to restrict movement of vehicles while children are moving in the school grounds. |
| **FEES:**  **(Pre-schoolers)**  Snack : £25 per month, please note that this is paid regardless of absenteeism.  Dinner: £7.00per day.  (If your child is off ill please ring the preschool before 9am as another child can avail of this space)  Please note: We would ask if possible that snack fees are paid at the beginning of each month and dinner at the beginning of each week. (If this is not suitable please speak to Briege) please ensure all monies is clearly labelled with child’s name and total amount and deposited into the red letter box in the hallway.  (if you would prefer to pay online, speak to Briege) | **Walking to Preschool:**  Parents or a responsible adult should accompany your child to the preschool area. Please walk along the path towards the front door of the main school building and then continue along the path in front of the school hall to the preschool area. When leaving in the afternoon please follow the path to the school gate.  Thank-you for your co-operation as safety is of upmost importance. |