

Playalong Pre-School  
Millbrook Primary School  
Elmfield  
Shevington  
Wigan WN6 8DL



Dear Parent/carer

We are pleased to welcome you and your child to Playalong . Here are a few reminders which will ensure things run smoothly when they start.

- Please do not send your child into setting in their best clothes – they can get spoilt
- Sign your child in and out of school as you arrive and leave – the book is on the table in the conservatory entrance. Coats should be hung on the coat rack
- Remember to send a change of clothing, including underwear and socks, in a clearly labelled bag. These should be left in the crates in the conservatory entrance
- In sunny weather we advise you apply sun cream to your child before they come to school – we can reapply if you wish, please give permission in writing and label the bottle
- Each child has their own pocket, labelled with their name, on the cupboards in our classroom. Please check for letters etc. when you bring your child in to setting
- Diaries will be sent home every week. They are our way of keeping you informed of what your child is learning about in Playalong and for you to communicate with us. We ask that you put your child’s diary in their pocket at the beginning of each week for us to update
- If your child has a packed lunch, make sure these too are labelled and put on the trolley on the ramp as you enter the classroom – no fizzy drinks or sweets please. Lunch boxes will be brought through to the conservatory entrance at the end of the day for you to pick up
- School dinners must be paid for at the beginning of each week. Pre-school children are not eligible for free school meals. They cost £2.10 per day. Please hand money in to the office or a member of Playalong staff in a named envelope
- If you pay for any additional hours please pay promptly. You can pay weekly, termly or monthly and again please put in a named envelope and hand in to Playalong staff
- Finally, please ensure you complete all enclosed permission and information forms we need from you and return on your child’s first day

Thank you

The Playalong Team