

## Nursery Communication to Parents

Dear Parents,

It has come to our attention that only around 60% of parents are opening our email correspondence, some of which contain the newsletter. The newsletter has become our main source of information to parents and therefore we would like to encourage everyone to read it and mark the email address ([info@chrysalisnursery.co.uk](mailto:info@chrysalisnursery.co.uk)) as 'safe' or 'trusted' to ensure it doesn't go into your spam accounts. With this in mind I enclose hard copies of two additional letters, which inform you of important schemes which should be of benefit to you so please take the time to read them.

Other sources of information include the website which has also recently been updated ([www.chrysalisnursery.co.uk](http://www.chrysalisnursery.co.uk)). There is a parent section, which will include the attached documents for future reference. We have several photo galleries on there already and will continue to update them regularly.

To inform parents of forthcoming events, recent photographs & news we have created a 'closed' Facebook page that only parents can view. If you would like to be added to the group please send a 'friend request' to us via our page 'Chrysalis Nursery Parents' ([https://www.facebook.com/pg/ChrysalisDayNurseryPreSchool/groups/?ref=page\\_internal](https://www.facebook.com/pg/ChrysalisDayNurseryPreSchool/groups/?ref=page_internal)). Our public page is Chrysalis Nursery & Pre School so please 'like' or 'follow' this page too if you wish to. You can also follow us on Twitter @2012chrysalis.

We have set up new email accounts for each of the rooms so that key information and reminders can go out from the Room Leaders. This will be in the same format as the newsletter currently is so please do not confuse the two. If you would like to send observations or an important message to the room directly, please do so using the appropriate email address below:

[caterpillarroom@chrysalisnursery.co.uk](mailto:caterpillarroom@chrysalisnursery.co.uk)  
[chrysalisroom@chrysalisnursery.co.uk](mailto:chrysalisroom@chrysalisnursery.co.uk)  
[butterflyroom@chrysalisnursery.co.uk](mailto:butterflyroom@chrysalisnursery.co.uk)  
[ladybirdroom@chrysalisnursery.co.uk](mailto:ladybirdroom@chrysalisnursery.co.uk)  
[bumblebeeroom@chrysalisnursery.co.uk](mailto:bumblebeeroom@chrysalisnursery.co.uk)

The Management team can be contacted as follows:

[manager@chrysalisnursery.co.uk](mailto:manager@chrysalisnursery.co.uk) (Lorraine – Chrysalis Manager)  
[hannah@chrysalisnursery.co.uk](mailto:hannah@chrysalisnursery.co.uk) (Hannah – Pre-School Manager)  
[caroline@chrysalisnursery.co.uk](mailto:caroline@chrysalisnursery.co.uk) (Caroline – Nursery Deputy Manager)

Any queries regarding your fees should be direct to Alex the finance officer:  
[accounts@chrysalisnursery.co.uk](mailto:accounts@chrysalisnursery.co.uk). Alex is based at home on some days so if you wish to contact her directly between 9am-3pm on her work mobile 07379 567 877.

We hope this will improve communications to you.

Best wishes,  
*K. Hersey*  
Kate Hersey  
Director