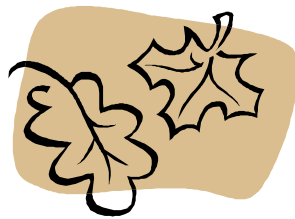




Best Friends Childcare Centre Limited

Newsletter - autumn 2009



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  - OCTOBER – DECEMBER 2009

## To all our Parents and Children

### *Hello & Welcome from Gemma Jones & All the Team at Best Friends*

We would all like to extend a warm welcome to all the new children and parents who have joined the nursery since our last edition.

**1. Introduction.** This Newsletter will be the main form of communication from all of us at *Best Friends*, so please read through it, we welcome feed back from you as we do like to work in partnership with our parents.

### **2. Introducing your team -**

Gemma Jones - Proprietor & Managing Director

Hilda McGrath - Nursery Manager

Gemma Brown - Nursery Practitioner - Head of Room

Emma Blanchard - Nursery Practitioner - Over 2's

Kerry Hickson - Assistant Nursery Practitioner - Over 2's

April Dunk - Assistant nursery practitioner - Over 2's

Jenna Martin - Assistant nursery practitioner - Baby room

Caron Hooper - Nursery practitioner - one to one career.

David Farrer - Assistant Nursery Practitioner - Baby room

Darren Pegg - Nursery Chef

### **3. Information for Parents -**

This section will deal with the day-to-day issues of the nursery and the procedures that have to be followed in order to satisfy not only Ofsted, but to ensure the safety and comfort of your child/children at all times.

#### **Reception Area Bags**

**Please could we take all bags home at the end of your Child's weekly session to make sure everything is in there for the following week?**

We would be grateful if you could please have a minimum of two changes of clothes in your child's bags. This is in case they have an accident and get messy with the daily activities that we do!

We have put a list together of what needs to be in your child/children's bag:

- 2 spare changes of clothes (unless your child is potty training then can we have 6 please)
- Hats, Gloves and Scarf's
- Wellies
- Calpol/nurofen
- Teething gels
- Comforts

Could you please check your Childs bags regularly please, as we have noticed that some of the children's spare clothes are too small for them?

Items of clothing have gone missing from time to time, so we strongly recommend that all clothes brought to the nursery are labelled with your Childs name.

### **Nursery Gate**

Could I please remind you all to make sure as you enter and leave the nursery that the gate is closed behind you. On a number of occasions the gate has been left open and children have been running into the car park. We would appreciate you taking an extra couple of minutes to make sure the gate is closed for the safety of the children entering and leaving the nursery. I do appreciate this is a very busy time. I know you will all share our most concern over this.

## **4. Operational Issues –**

### **Staffing**

I would like to take this opportunity in wishing Laura all the best for the future, Laura has been on Maternity Leave after having Jamie last November and sadly she has decided that she will not be returning this month.

Kerry will be going onto Maternity leave at the end of October we would like to wish Kerry, Dave and George all the best for there new arrival in November.

Darren started with us on the 1<sup>st</sup> September. Darren is the Nursery Chef and will be working Monday - Friday 9am - 2pm; he has 10 years experience in a range of Kitchen and restaurants. Darren will be working on the menus also so watch out for some new ideas coming!!!

Caron has been doing a one to one, 2 days a week from February but will sadly be leaving us in October.

### **Students**

This term we have 3 students with us, you may have already met Charlie, and Charlie has been with us since last year and has returned until next summer. She is doing the CACHE - Diploma in Childcare Level 3. Charlie will be here on a Monday and a Tuesday.

Ria - started the Pre-school in childcare in September and will be coming to do her work experience with us on Wednesdays.

If you have seen the students on collecting your child, and have not been introduced, please let us know or introduce yourself. We have put a student board in the foyer with the pictures and names of the students on for your attention.

### **Birth Certificates**

Could we have a copy of either your Childs Birth Certificate or Passport? We will need these when applying for funding.

If we have them on file, it will save us having to ask for them once your child is eligible for funding.

### **Junior Safety Tabard**

I have just given out the tabards for the older 2's that have moved rooms. If I have missed anyone, could you please let me know? Can I please remind you and say thank you to the parent's who are bringing the children's tabards into nursery on a daily basis. The children have been using these in the garden and on outings. Sadly not all children have been bringing them in. Could I please ask you to bring them in as these were purchased as an extra Safety measure for the children? I hope these have and will be useful for you outside of the nursery too.

### **Alternative arrangements**

Although Best Friends Childcare Centre staff maybe a first point of call, for a baby sitting service outside of working hours.

We respectfully request you speak with a Member of Management (Gemma Jones or Hilda McGrath) before incurring staff to extend there working hours. This is for the safety of the staff and the children they are being asked to care for.

This also includes any parties or additional services from the staff at weekends. (Curriculum planning, outings, lessons). I hope you understand that it is important to me that all of my staff is maintaining the nurseries guidelines and procedures when carrying out alternative arrangements on your behalf.

### Travelling bear

We have a very special teddy bear belonging to the nursery called 'Bertie' who spends the weekends with the children. Bertie has a passport, diary and travel bag and each weekend he is the responsibility of a different child. Whether you are just spending time at home or travelling we would ask that you write just a brief note in Bertie's diary, including tickets, photos, postcards or any other supporting material so that the other children can see what Bertie has got up to! Bertie helps our children develop their personal, social & emotional skills and allows them to be responsible for his welfare and safety.

### Activities and Outings

**Tweenies trip** - In June the whole of the older bay went to see the tweenies live at the Alban arena. The children made the afternoon of it by catching the bus in to town then walking to the arena for the show. The children joined in by signing and dancing to the songs. After the show we went to the Early Learning Centre to have our snack, before returning to the nursery. The children enjoyed the show and were talking about it for a long time after the event.

**Recycling** - On Friday 31<sup>st</sup> the children participated in 'GREEN DAY', for this the children were asked to bring in something that they could recycle. They caught the bus up to Sainsbury's and went to the recycling units to recycle all that was brought into the nursery. They enjoyed doing this.

**London Trip**- Six of the older children, who were leaving to go to school, went to London for the day in July with Hilda, David and Emma. You may have seen the photos in the nursery. The children had a wonderful day experiencing the trains, underground tube, visiting the London eye, big ben, the prime minister's house, Buckingham palace to see the Queen and the guards marching. They had a picnic lunch in St James's park then on to Trafalgar square before returning back to the nursery. The staff and the children thoroughly enjoy the day out.

**Wedding** -the children enjoy dressing up at nursery the children were talking to the staff about getting married. As now the new curriculum is about children choosing what they would like to do we thought that we would put this into an activity? In August the staff decorated the garden for the wedding. Having the Gazebo as the church and putting the chairs out for there guest. The children choose who they were going to marry and they were married by a member of staff who was the 'Priest'. The children had there wedding reception at lunch time and they all cut the wedding cake that was made by the staff for dessert. In the afternoon they had the wedding party with Music and games which they all enjoyed. With the groom pushing his bride away in the 'JUST MARRIED' cars. Now the question is who enjoyed this the most the STAFF or the CHILDREN!!!

**Postcards** - In august our topic was 'people who help us'. We were talking to the children about who helps us and we were discussing the 'postman'. As we had children who were leaving to go to big school, we were making postcards for who they wanted to send them to and how they had helped them. The children decided on what they was going to draw on the postcard and we helped them write on their postcards. They all went to the post box to post their post cards to their friends.

**Wormery farm** - In October the children will be doing a wormery, we have ordered some Earthworm Cocoons which will be coming at the end of the month. The children will watch them develop from eggs in to worms. They will be making the wormery by placing the soil into water and then putting this into the worm nursery ready for the lovely worms to arrive!!!!

### Garden

As you may be aware with the weather changing we will still be out in the garden, going on walks and playing out at the parks. Could you please provide your children with suitable clothing so we can change your child if they become wet through playing outside?

### Terms and Conditions

Can I just remind you that the terms and conditions changed as of the 1<sup>st</sup> September? There is still a couple of Parents that have not signed and returned their copies. Can you please return these as soon as possible?

### Menus

As you are aware the nursery runs on an 8 week menu planner, we will be addressing the menus again shortly. If you have any suggestions for the menus please do not hesitate in letting us know. We can always add them to the menu and see how the children like it.

We have thought about doing a home made cake a week, choosing different recipes and flavours, adding chilli con carne, Mild curry and corn beef hash onto the menus. Please let us know your views?

### Animals

You may have been watching the news lately regarding the ecoli outbreak. We have been using Willows Farm up until last week and have been in contact with the Farm regarding the out break; even though there has been no out break at the farm we have decided that we will NOT be using the farm until further notice.

You may have seen Spice my 21 week old German Shepard puppy down at the nursery a couple of times. She maybe coming down over the next few months once a week (Wednesdays) for the children to get used to being around her and learning how to feed, look after, stroke and care for an animal. She has had all her injections at 8 weeks, 12 weeks and again at 20 weeks. She now does not need to have anything more until she is 1 years old. If you would not like your child to stroke her then please inform a member of staff.

### Hairdressing

Samantha will be changing the days of doing the hairdressing for the children from a Monday to a Friday this term. The dates and times she will be doing them are in the dates for your diary section. If you would like your child's hair to be cut by Samantha and your child does not attend nursery on a Friday you can bring them in to have their hair cut only. Samantha Charges £5.00 per Child's hair cut. Could you please pay in advance to a member of staff or on the day to Samantha?

### Toys nurseries

If your child brings a toy to nursery, could you please make sure a member of staff is aware of it in the morning. This is to try and prevent it being lost or placed into another child's bags by mistake. If it can not be placed into their pouches on arrival a member of staff will put it into the pouches as soon as possible.

### Questionnaires

We are grateful to all the parents that filled in the parents evening questionnaires, all comments have been logged and we have discussed and implemented these into the nursery.

### Fundraising

We would like to thank you all for your support during the fundraising course throughout March, as of the 17<sup>th</sup> March we have raised the following:

Toddle waddle	£278.00
Sunny days	£45.00
Breast cancer	we will be doing this in October

This has been a fantastic contribution and once again thanking you all.

### Christmas closure

This year we will be closing the nursery between Christmas and New Year the dates being Tuesday 29<sup>th</sup>, Wednesday 30<sup>th</sup> and Thursday 31<sup>st</sup> December the nursery will re-open on Monday 4<sup>th</sup> January. We close between these dates to redecorate, deep clean and sterilize the nursery in which we use chemicals that can not be used whilst the children are around. We hope these dates will cause less inconvenience to you over the festive period.

### New arrivals

We would like to take this opportunity in congratulating the following on their new arrivals:

Karen and John on the arrival of Harry	(Alfie)
Cherry and Andrew on the arrival of Sophie	(Holly)
Tanya and Mark on the arrival of Eva	(Mia)

### Children leaving

We have to say goodbye to some of our children who will be leaving to go to big school. It was a pleasure having them with us, we will miss them all:

Sophie, Jack, Ethan, Olivia, Caitlyn, Frankie, Jessica, Lucy, Jay, Bella, Joshua and Holly

### Birthdays

We do celebrate every child's birthday even if they are not present on their actual special day. We can make birthday cakes if required (please give us suitable notice!) and we will focus on a healthy option wherever possible. We have candles in the nursery for these occasions and will make your child feel very special on their day. We are sorry but **no shop-bought cakes may be brought in for these occasions as they may contain ingredients that cause allergic reactions.**

Children who will be celebrating their birthdays since the last issue:

Freddie 5 <sup>th</sup> September	(2 <sup>nd</sup> )
Thomas 15 <sup>th</sup> September	(1 <sup>st</sup> )
Aram 19 <sup>th</sup> September	(3 <sup>rd</sup> )
Samuel 4 <sup>th</sup> October	(1 <sup>st</sup> )
Darcey 13 <sup>th</sup> October	(3 <sup>rd</sup> )

Ariella 16 <sup>th</sup> October	(2 <sup>nd</sup> )
Rhyder 17 <sup>th</sup> October	(4 <sup>th</sup> )
Harley 23 <sup>rd</sup> October	(2 <sup>nd</sup> )
Eoin 17 <sup>th</sup> November	(3 <sup>rd</sup> )
Toby 21 <sup>st</sup> November	(1 <sup>st</sup> )
Rhia 12 <sup>th</sup> December	(2 <sup>nd</sup> )
Finn 20 <sup>th</sup> December	(3 <sup>rd</sup> )
Hope 23 <sup>rd</sup> December	(2 <sup>nd</sup> )

Staff - yes, we even celebrate staff birthdays too

Kerry	25 <sup>th</sup> September	21+
Dave	18 <sup>th</sup> October	21+

## 5. Training & Qualifications

We see this area as vitally important for our staff and it will have much benefit for you and your children.

Both Management and staff are about to go on or have been on a variety of courses since our last issue:

Gemma Jones - Foundation degree in early years studies - 2/3 years

Gemma Jones - SENCO training - November 2009

Hilda McGrath - SENCO training - November 2009-09

April Dunk - Pre-school - Diploma in Childcare 2/2 years

David Farrer - Basic food hygiene - October 2009

Darren Pegg - Basic food hygiene - October 2009

Darren Pegg - First aid course - October 2009

I would like to take this opportunity to thank all the staff for the outstanding hard work and achievements in gaining more knowledge by attending these courses out of hours, which have further aided their skills in the care and development of our children.

## 6. Dates for your diary

16 <sup>th</sup> October	Hairdressing	9-11am
31 <sup>st</sup> October	Halloween party	3-5pm
5 <sup>th</sup> November	Fire work night	
4 <sup>th</sup> December	Hairdressing	9-11 am
3 <sup>rd</sup> December	Parents evening	6:45 - 8:30pm
18 <sup>th</sup> December	Christmas Party	3-5pm