



Best Friends Childcare Centre Limited

Newsletter - autumn 2011

Contents: -

1. **WELCOME**
2. **INTRODUCING YOUR TEAM**
3. **INFORMATION FOR PARENTS**
  - RECEPTION AREA BAGS
  - NURSERY GATE
4. **OPERATIONAL ISSUES**
  - STAFFING
  - POLICIES AND PROCEDURES
  - JUNIOR SAFETY VISAS
  - ACTIVITIES AND OUTINGS
  - NURSERY UNIFORM
  - FUND RAISING
  - PLANNING AND CURRICULUM
  - NURSERY GRANTS AND TAX SCHEMES
  - PARENTS SIGNING CLASS
  - CHRISTMAS CLOSURE
  - CHILDREN LEAVING
  - CHILDREN LEAVING
  - NEW ARRIVALS
  - BIRTHDAYS
5. **TRAINING & QUALIFICATIONS**
  - COURSES ATTENDED
6. **DATES FOR YOUR DIARY**
  - September - December 2011

# 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 - Maternity Leave

David Farrer - Nursery Practitioner - Baby room

Darren Pegg - Nursery Chef and Nursery Practitioner

Amy Green - Nursery Practitioner - Baby room

### **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)
- Gloves, Scarf's and Wellington boots! (For the winter months)
- Calpol/nurofen
- Teething gels
- Comforts

Could you 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. We have changed the locks and added a farm gate hinge for the children not to be able reach and open the gate on their own. This will not WORK if parents leave it OFF when DROPPING OFF AND COLLECTING THEIR CHILD/CHILDREN. 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 up most concern over this.

## 4. Operational Issues -

### Staffing

We would like to congratulate **David** and **Darren** for completing and passing their Pre-school Diploma in Childcare, Level 3. They have worked hard on achieving this. Well done boys!!

Katie Flicking has left the nursery at the end of July. We would like to wish her well in her new chosen career. I would like to take this opportunity in welcoming Rochelle Pye to the nursery. Rochelle will be working 3 mornings a week; Rochelle will also become holiday and staff sickness cover and will be based between both rooms. Rochelle will be introduced to you the week commencing 30<sup>th</sup> August.

I have completed my Foundation Degree in Early Years Studies and had my graduation in July. I will be returning to university in September to continue my studies to receive my BA Hons. This will take 1 year and 1 term to complete.

**Students** - We will be having new students start in September who will be doing their childcare qualification. I will inform you nearer to the time of their names and dates of when they will start. Please also look at the student boards for Photos.

### Policies and Procedures:-

Can you please make the nursery aware of any holidays which your child may be having? Also when your child is sick and unable to attend. We have had a few occasions when we have not been informed of leave or illness.

The reasons which we like to be informed is also to make other parents aware of any illness within the nursery.

If you are on holiday and other parents ask for extra sessions we maybe able to accommodate them or even get the children out on extra trips and activities. I would appreciate your cooperation in this matter.

### Junior Safety visas

I will be giving out the visas for the over 2's that will be moving rooms. If I have missed anyone, could you please let me know? Can I please remind you to bring the children's visas into nursery on a daily basis throughout autumn and winter? The children will be using these in the garden and on outings as the days become darker. 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.

As you may be aware with the weather being changeable. If we can get the children out and it is safe for them and the staff, 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? A list is at the beginning of the newsletter.

### Activities and Outings April - August 2011

#### April

Mummy's and Nanny's coffee morning - This year we invited the mum's and Nan's to come in and would like to thank you for taking the time to come and play at the nursery.

Easter Party - The children enjoyed making Easter Bonnets and having an Easter egg hunt. They had a wonderful party and enjoyed the games too!

St George's day - The children enjoyed wearing red or white to nursery to celebrate St George's day.

Children street party (car park) - The children enjoyed having their snack under the gazebo in the car park throughout the week, wearing hats and having banners around the nursery all week. The children behaved well and enjoyed the celebrations for the Royal Wedding.

Children's role play wedding at nursery - The nursery enhanced the children's learning by having a role play nursery weddings during the week of 25<sup>th</sup> April. The children came dressed up smart and were married to one another. We create a wedding hall (Gazebo) blue carpet, Gemma Brown (Priest) sitting outside, a car as the honeymoon car (the bubble car in the garden), they then came in for a wedding lunch and wedding cake, (Roast dinner and fruit cake). The children cut the cake (very traditional) and celebrated with champagne (fizzy flavoured water). I hope you all enjoyed looking at the role play photos and received them yourselves. If you still have not received them then please let me know and I will get a copy to you as soon as possible.

#### June

Parents evening - The team and I would like to thank you for coming to Parents Evening. It was so nice to see so many faces this term. The staff spend a lot of time doing the children's individual learning journal's and it was wonderful to see so many of you enjoying looking through your child's/children's achievements.

Daddy's and Grandad's coffee morning - We would like to thank you all for taking the time to come and play at the nursery.

#### July

Children's Sports week - The children enjoyed doing the games all week, winning their medals, getting certificates and rosettes.

Farm visits - Since the weather has changed the children have enjoyed more group visits to the farm. However I am told the children enjoy the tractors, trampolines, and soft play area more than looking at the animals at the moment.

Dora the explorer activities - This was a challenge activity month to see if we could win up to £20,000 worth of outdoor equipment. Fingers crossed will let you know. The children enjoyed doing weekly activities, week 1 starting school, wk 2 nature activities and around the world, wk 3 Space and watching the man on the moon and wk 4 Pirates and under the sea. The children really enjoyed the Space and Man on the moon so we have changed the home corner to a space station and will be doing further activities on this subject.

### August

Children's leaving party - The children had a lovely week having disco dancing and games. I hope you all enjoyed your leaving party. You all will be missed by your friends and staff of the nursery.

### Nursery uniform



We are introducing our staff and Children's **NEW uniform** for children between 3-5 years. We have created a smaller logo to go onto the t-shirts for the staff and children and the clown will still remain on the bags and coats. I hope the children will enjoy having their uniform and will be pleased to wear it. If you do want your child to wear a uniform and they are under 3, the V-Neck tops will be £12.00 and a T-shirt will be £9.00. This time of the year at the start of the new term, any additional uniform that you may wish to acquire will be subject to a 20% discount. This offer is available till 1<sup>st</sup> November 2011.

The over 3 uniform will be launched as of the 5<sup>th</sup> September. Full time places and 4 day a week children will be given a V-Neck tank top and 3 t-shirts, 3 days a week children will get a V-Neck tank top and 2 t-shirts and less than 3 days will receive 1 V-Neck tank top and 1 t-shirt per child. The above uniform will be given to the 3 year olds and rising 3 year olds (September 2011 - July 2012) as an introduction to Best Friends uniform launch during the autumn, spring and summer terms. Children turning 3 after July 31<sup>st</sup> 2012 will be required to purchase a uniform the prices for the uniform will be published in the spring news letter.

### Fundraising

We would like to thank you all for your support during the fundraising course throughout spring 2011 so far we have raised for:

Race for Life to July 2011 - £493.75

### Planning and curriculum

Currently we follow "Early year foundation stage" in the nursery. If your child will be moving rooms which is practice following their second birthday and you would like a copy of the new room's planning, please ask a member of staff for a copy.

**Who would like to be involved?** If you would like to join in any of the events by allowing your child to bring something into the nursery representing the colour, shape or number of the month this would be fantastic. We find it helps your child develop both at nursery and at home by connecting the 2 areas with a toy, or item of clothing. You will receive a monthly topic list of activities and events happening through the month. This will also list items to bring into the nursery.

### Nursery grants and tax schemes

When your child/children reach the term of their 3<sup>rd</sup> Birthday we can start claiming funding for them. The reason for this is that they attend a private day nursery and do not attend a state school for the 3 hrs-funded education. We can therefore claim this directly from the government. We apply automatically on your behalf and the funding which we receive, is taken into account when invoicing you for your monthly fees; we therefore amend your monthly fees and only charge you for the additional hours of care that is provided for you. We will inform you as and when this situation becomes applicable to your child/children.

There is also another benefit available to you providing your particular employer is part of the scheme. It is commonly referred to as the "voucher" scheme. As a working parent you are entitled to apply for £243.00 a month to be deducted from your wages and are paid directly to us from your employer. The result of this is that you do not pay Income Tax or National Insurance on that sum of money each month. This therefore allows you to be slightly better off. You then only pay the balance outstanding of fees due. This scheme is well worth joining and you should contact your employer to ask if they take part in the scheme. If you would like any of the above information in more detail or account numbers for the vouchers systems we have already in place, then please do not hesitate in contacting Hilda or myself.

## Parents signing classes

Baby Signing is used all day, every day at the nursery and is becoming almost a second language with all of our children, whatever their age. It is amazing to see how the babies can communicate clearly with the staff before they can talk and how the older children can talk to the babies using this language! Baby signing is a very useful way of ensuring your child gets what he/she needs without getting the usual frustrated cries when they are not understood! We will be holding a Parents signing evening on Thursday 13<sup>th</sup> October 2011 at 7:15pm

## Christmas closure

This year we will be closing the nursery between Christmas and New Year the dates being Wednesday 28<sup>th</sup>, Thursday 29<sup>th</sup> and Friday 30<sup>th</sup> December the nursery will re-open on Tuesday 3<sup>rd</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.

## NOTICES

I would like to clarify and remind you that any messages regarding illnesses, infections, fund raising and monthly agendas are placed on the office window. These are put here for your information, staff will tell you of any events that are or have happened within the nursery.

## 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:

Joey, Toby, George, Olivia mae, Dylan, Jody, Harry Chan, Tecla, Ariella, Kian, Harley, Mia and Eva

## New arrivals

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

None expect until the New Year unless we have some early arrivals!!

## 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:

James	1 <sup>st</sup> September	2 <sup>nd</sup>
Freddie	5 <sup>th</sup> September	4 <sup>th</sup>
Thomas	15 <sup>th</sup> September	3 <sup>rd</sup>
Harry Penn	18 <sup>th</sup> September	2 <sup>nd</sup>
Samuel	4 <sup>th</sup> October	3 <sup>rd</sup>
Kaelan	7 <sup>th</sup> October	2 <sup>nd</sup>
Simi	22 <sup>nd</sup> October	3 <sup>rd</sup>
Oscar	9 <sup>th</sup> November	2 <sup>nd</sup>
Jacob	13 <sup>th</sup> November	3 <sup>rd</sup>
Harper	23 <sup>rd</sup> November	3 <sup>rd</sup>
Jamie	30 <sup>th</sup> November	2 <sup>nd</sup>
Hope	23 <sup>rd</sup> December	4 <sup>th</sup>
Sophia	28 <sup>th</sup> December	3 <sup>rd</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 year's studies - completed

Gemma Jones - BA Hons in Early Years - 1/2 years

All staff - Positive behaviour - May 2011

Hilda McGrath - Safe guarding children Designated person - May 2011

Hilda McGrath - First Aid at Work re-qualification - June 2011

All staff - Ages and Stages of Child development - June 2011

All staff - Signing work shop - June 2011

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

25<sup>th</sup> September - Grandparents day

27<sup>th</sup> September - Harvest Festival

29<sup>th</sup> September - Jewish New Year

13<sup>th</sup> October - PARENTS SIGNING CLASS

26<sup>th</sup> October - Diwali - Hindu festival

28<sup>th</sup> October - Halloween Party - 3-5pm

5<sup>th</sup> November - Bonfire Night

11<sup>th</sup> November - Remembrance day

16<sup>th</sup> December - Parents evening - 6:45 - 8:30pm

21<sup>st</sup> December - Hanukkah - Jewish Festival

23<sup>rd</sup> December - Christmas party - 2:30-5pm

24<sup>th</sup> December - Christmas Eve - Catholic and Christian festival

25<sup>th</sup> December - Christmas day- Catholic and Christian festival

31<sup>st</sup> December - New Years Eve - Catholic and Christian festival.