



[Best Friends Childcare Centre Limited](#)

[Newsletter - autumn 2008](#)

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## To all our Parents and Children

### *Tello & 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 take *the time* to 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

*Morraine Dockree* - Nursery Practitioner - Over 2's

*Gerry Hickson* - Assistant Nursery Practitioner - Over 2's

*Emily Coles* - Nursery practitioner - Baby room

*April Dunk* - Assistant nursery practitioner - Baby room

*Aura Bozier* - Assistant nursery practitioner - Older bay

### *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!

Could you also please check your child's baskets for letters and information updates? There have been a few occasions where the baskets have not been checked and no nappies or wipes have been supplied; please look in the baskets daily.

#### *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 up most concern over this. We have moved the handle higher hoping this will prevent the children from opening the gate themselves on entering and leaving the nursery.

## 4. Operational Issues –

### Staffing

Sadly Lorraine is leaving the nursery on the 5<sup>th</sup> September. Lorraine will be moving on from Childcare for a while and trying a new adventure in Carpentry!! I hope you will join us in wishing her well in her future. Lorraine will be sadly missed by all the children and staff.

I would like to take this opportunity in congratulating Laura on her pregnancy. Laura will be going on maternity leave in November and returning to the nursery next year.

I am currently doing interviews for the forthcoming vacancies.

### Standing orders

Can I please ask you to look at your standing orders? As some Moms & Dads have not changed their payment to take into account the increase in fees which became effective from May. It would also be extremely helpful if you could put your child's name as a reference with all standing orders and vouchers. It makes it a little easier to put the payments to the children.

### Hairdressing

We will not be doing hairdressing for a few months, as Samantha is due to have her baby on the 15<sup>th</sup> September, and will be on Maternity leave. I am sorry for the inconvenience and I will inform you of Samantha's return.

### 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 before incurring staff to extend their working hours. This is for the safety of all staff and yourself.

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 are maintaining the nurseries guidelines and procedure when carrying out alternative arrangements on your behalf.

### Parents evening

I would like to thank you all for attending the parents evening this term. I am sorry I was not present; however I was very pleased it was a success and that we had wonderful feedback from you. I would like to thank all my staff for their continuous support, hard work and dedication to the children. Like you would have found out by seeing all their assessments, portfolios and photos on the night!

### New arrivals

We would like to take this opportunity in congratulation the following on there new arrivals:

Li and Andy on the arrival of Ameline. (Joshua)  
Isabel and Harish on the arrival of Ines (Luis)  
Louisa and Phil on the arrival of Ava (Joel)  
Natasha and Howard on the arrival of Nathy (Bella)  
Samantha and Paul on the arrival of Jay (Caitlyn)  
Debbie and Alan on the arrival of William (Lucy)  
Sajani and Marish on the arrival of Simran (Mahi)  
Kristina and Adam on the arrival of Sam (Max)  
Katja and Peter on the arrival of Giselle (Odette)

### Courses

As of September a number of staff will be going back to college/university once a week for a one year or 3 year course. Ofsted have now brought in some new changes in which they would like to be implemented into the nurseries by the year 2015. At least one member of staff has to have the foundation degree in early year's studies, whilst other members of staff can have a certificate in early year's studies. I will be doing the Foundation degree, whilst Gemma Brown and Hilda will be doing the certificate in early years.

### Sponsored walk for Barnardo's

We would like to take this opportunity in congratulating the children on there wonderful toddle waddle events. The children and staff had a wonderful time in doing this. As you would see by the photos which have been displayed in the foyer? I would like to thank all the parents on their involvements and help in raising the money. We have currently raised £278.69 and are still receiving money from parents every day. Well done everybody this is fantastic!!

### Curriculum planning

Thank you to all the parents who remembered and participated in bringing in the required information for the topic each month.

A number of parents have been asking about the government funding and how you go about claiming this. When your child/children reach the term after their 3<sup>rd</sup> Birthday we can start to claim funding for them. The reason for this is that they attend a private day nursery and do not attend a state school for the 2.5hrs funded education. We can therefore claim this directly from the government. We apply automatically on your behalf and pass the funding received directly back to you in the form of reduced fees. We will inform you as and when this situation becomes applicable to your child/children and on how much funding your child/children have received.

### Children leaving

It has come to this time of year where we have to say goodbye to some of our children. As they all move on to go to BIG School. We would like to wish the following children well in their new adventure at school. We will miss them all:

Grainne, Aidan, Sean, Mahi, Joshua P, Saami, Nicola, Tahlia and Keira Seaman,

### Testimonials

We are now into our 4<sup>th</sup> year of business and were wondering if any of you would like to do a testimonial for us. For the past 3 years we have been receiving these from you and they have been lovely to receive and keep on our files. We would also like to place a few of them onto our website this year.

### Tiny mites, yoga and playmakers

We would like to keep you up to date on our extra activities which we do at the nursery. Anna from tiny mites will be leaving in at Christmas to have a baby; we will be having someone stand in for a while until Anna returns. Andy will sadly no longer be doing playmakers with us. We are sorry to lose him and wish him well in his ventures. Taking over from Andy we have a new man called Chris that started with us on Monday 4<sup>th</sup> August, the children and staffs love him.

Jemma from yoga bugs will be leaving to go on to do further training in yoga for adults. She has provided us with a member of her team a lady called Barbara, she will be starting from the 1<sup>st</sup> September.

### 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:

Luis	7 <sup>th</sup> Aug	4 <sup>th</sup>
Isabel	9 <sup>th</sup> Aug	4 <sup>th</sup>
Clara	16 <sup>th</sup> Aug	3 <sup>rd</sup>
Harriet	21 <sup>st</sup> Aug	4 <sup>th</sup>
Madette	29 <sup>th</sup> Aug	2 <sup>nd</sup>
Joshua	31 <sup>st</sup> Aug	4 <sup>th</sup>
Sophie	3 <sup>rd</sup> Sept	4 <sup>th</sup>
Aran	18 <sup>th</sup> Sept	2 <sup>nd</sup>
Hyder	17 <sup>th</sup> Oct	3 <sup>rd</sup>
Lucas	31 <sup>st</sup> Oct	4 <sup>th</sup>

Nathan	11 <sup>th</sup> Nov	2 <sup>nd</sup>
Ethan	2 <sup>nd</sup> Dec	3 <sup>rd</sup>
Lucy	5 <sup>th</sup> Dec	3 <sup>rd</sup>

Staff - yes, we even celebrate staff birthdays too

Emma Jones	24 <sup>th</sup> August	30 <sup>th</sup>
Ferry	25 <sup>th</sup> September	21 <sup>st</sup>

### 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:

ALL STAFF - curriculum training - September 2008 - on going

Emma Jones - Foundation degree in early years studies - 1/3 years

Hilda McGrath - Cache - certificate in early years studies 1 year

Emma Brown - Cache - certificate in early year's studies- 1 year

Emma Jones / Hilda McGrath- SENCO - autumn term T.B.C.

Emma Jones - N.S.P.C.C - Diploma on going - 1 unit left.

Emily Coles - First aid at work act - September 22<sup>nd</sup>

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 -

4 <sup>th</sup> August	Leaving party for the children between 3pm and 5pm. Children who are leaving and coming in for the party, can be left while the party is on.
1 <sup>st</sup> September	Cheese and wine evening - interacting with staff and other parents 7pm-9pm
4 <sup>th</sup> October	Baby signing evening - 7:30-9:30pm
2 <sup>nd</sup> December	Parents evening 6:45pm - 8:30pm