



[Best Friends Childcare Centre Limited](#)  
[Newsletter - January 2007](#)

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## **HAPPY NEW YEAR & BEST WISHES TO ALL OUR CHILDREN & FAMILIES FOR 2007!!!**

**1. Welcome** - to all our parents and children!

This Newsletter will be the main form of communication for us all so please take *the time* to read and feedback to us when required as we do work in partnership with parents.

We would like to welcome all the new children and parents to the nursery that have joined us since our last edition.

**2. Introducing your team** -

Gemma Jones - Director of Childcare and Operational

Helen Hudson - Director of Administration, Finance and Design

Hilda McGrath - Deputy Nursery Manager

Gemma Brown - Nursery Practitioner - Head of Room

Lorraine Dockree - Assistant Nursery Practitioner - Under 2's

Kerry Hickson - Assistant Nursery Practitioner - Over 2's

Kayley Harmsworth - **Nursery Practitioner - Over 2's area**

Gemma Brooks - Nursery Practitioner - Under 2's

Tracy Harmsworth - **Assistant nursery practitioner - both areas**

Tracy is our new member of staff. Tracy will be working over the lunch time periods as well as covering staff annual leave and sickness. Please introduce yourselves to Tracy and make her feel welcome.

We also have Student & Work Experience placements working with us throughout the weeks until April. You will be introduced to these temporary staff when you come with your children.

**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.

In case you wondered Kerry is indeed pregnant!! We would like to take this opportunity in congratulating Kerry and David on their forthcoming addition. Please join us in wishing them well with this fantastic news.

I would also like to congratulate Kayley on completing her qualification in N.V.Q Level 3 in cache awards. I know it has not been easy but with all the hard work it really does pay off. Keep up the good work!!

Gemma Brown has just completed her First aid at work act. So well done Gemma we know it is a hard and challenging course!!

#### Reception Area Bags

A bag and basket is provided for every child attending our nursery and it is for storage of your child's items. The basket should be checked at the beginning and end of each session as we will often place letters and/or notes for parents in these bags and your child may have dirty clothing that requires taking home for washing or bottles or other items (special toys etc!) that are needed at home! Please can you take the bags home weekly and check that all the essentials are in there. As your child/children do grow and may have outgrown some of the items in their bags. **Please could we take all bags home at the end of your Childs weekly session to make sure everything is in there for the following week?** We would appreciate if you could please label all coats and ensure your children do have shoes as we are still using outdoor facilities and we would not want anyone to miss out on these events.

#### 4. Operational Issues –

##### Illnesses

We would like to request that when your child is absent from nursery could you please contact us and let us know that your child/children will not be attending before 9.30am wherever possible and at least by 11am. This will help us forward plan for meal times and activities!! On a few occasions children have been brought in to the nursery when they are not well. We would like to remind you of our sickness policy - we have attached this below for your reference. If your child is not well, he/she should be kept away from the nursery for the correct incubation period. If you are unsure please do not hesitate in calling to speak to a member of staff. If we need to contact you because your child becomes unwell whilst at nursery, we will advise on collection the amount of exclusion period required.

##### Policy and procedures.

Could you all please make sure you have a copy of our policies and procedures. We are going through the files so if you do not have a copy please could you advise us. Please find attached a copy of the illness and sickness policy.

##### Moving rooms

When your child reaches their 2<sup>nd</sup> birthday they move up to the over 2's area. We start encouraging the children to move into the area as a slow process by doing settling sessions throughout the week. Once we feel the children are comfortable we start increasing this to whole mornings and then afternoons. We find this helps the children and gets them ready for the bigger room!!

##### 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 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.

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 is 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 details then please do not hesitate in contacting Hilda or myself.

#### Supply of Groceries and Consumables

We would like to inform you that we now purchase the bulk of our heavy weekly groceries from Tesco. Our fruit, vegetables, milk, bread and other dairy products are now being supplied by a local wholesaler allowing us to purchase local produce wherever possible.

#### Planning

Please find enclosed a copy of the year's long term plan for each area. We will give you a copy of the planning applicable to your child/children. We follow "Birth to three" in the under two's and for the over two's we follow the "foundation stage". If your child will be moving rooms because they will be rising two's 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. Anything lent to us will be returned at the end of that month when the topic is completed.

#### 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 to have to ask **that 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:

Rebecca	14 <sup>th</sup> Jan
Jessica	16 <sup>th</sup> Jan
Jack	19 <sup>th</sup> Jan
Olivia	22 <sup>nd</sup> Jan
Caitlyn	23 <sup>rd</sup> Jan
Joel	2 <sup>nd</sup> Feb
Frankie	6 <sup>th</sup> Feb

#### Staff - yes, we even celebrate the staff's Birthdays too!

Gemma	29 <sup>th</sup> Jan (21 again!!)
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### Special Extra Activities

Baby signing - We have just introduced a "sing and sign" course for the children. This is a series of 10 sessions when our baby signing expert Katja comes and teaches the children signing along with songs. We would like the children to develop further with their signing as they are all doing a fantastic job. These will be starting from January on a fortnightly basis.

### 5. Training & Qualifications -

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

#### All the staffs have been on a variety of courses since our last issue:

British Sign Language (CDPDA) - Gemma Jones

Lorraine - Pre School Alliance level 3

Gemma Brown - First Aid at Work

I would like to take this opportunity in thanking all the staff for the outstanding hard work and achievements in gaining more knowledge by attending these courses out of hours, which develops our children further during the day.

### 6. Dates for your diary -

Saturday 10<sup>th</sup> March - Second birthday party of the nursery. Fun, games and events - to be confirmed.