



Best Friends Childcare Centre Limited
Newsletter - January 2008

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To all our Parents and Children

[Hello & Welcome from Gemma Jones & All the Team at Best Friends](#)

We would like to take this opportunity wish everyone a happy & healthy 2008

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

1. Introduction. Our Newsletter is now the main form of communication from all of us at [Best Friends](#), so please take **the time** to read through it, we welcome feedback 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

Suzanne Dockree - Assistant Nursery Practitioner - Over 2's

Sally Hickson - Assistant Nursery Practitioner - Over 2's

Emily Coles - Nursery practitioner - Baby room

April Dunk - Assistant nursery practitioner - Baby room

Suzanne Bozier - Assistant nursery practitioner - Over 2's

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 you 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!

It only takes a minute to make sure the gate is closed for the safety of the children. 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 am pleased to say that Kerry will be returning to the nursery after her Maternity leave the week of the 4th February. I know most of you will know her, but for our new parents that have not met Kerry we will introduce her to you. She will be doing Thursday and Fridays all day. I would like to take this opportunity in welcoming Kerry back on behalf of the staff and parents and of course especially the children!!

Tracy sadly left the nursery at Christmas due to health reasons; all staff and children will sadly miss her. We would like to wish her well in the future.

Laura will continue working with us, but when Kerry returns. Laura will be working Mondays, Tuesdays, and Wednesdays along side Kerry. Laura will also be doing Thursday and Friday mornings 9-1.

Birth certificates

Under the new standards set by ofsted we are asked to keep a copy of each Child's birth certificate on file. If you could hand them into a member of staff we will keep them safe and return them to you by the end of the day. Or if you would like to do a copy and bring it in, I would be most grateful.

Christmas party

We have had wonderful feedback on what a wonderful performance our Christmas sing along was. I would like to take this opportunity in thanking my team for the hard work and their continuous dedication in the performance. Without the little stars there would not of been a performance. So 'well done' to all the children you were GREAT!!!!

Thank you to you all for taking the time to come and see the performance and bringing the children's Nannies and Grandads. It was a wonderful turn out. I am sorry that not all of you got to see it!

I would like to ask all parents who did manage to take Video footage and photos if we can have a copy for our nursery files. We could not get to take any as we were all in the performance too!!! I have been asked by some of the parents if anyone had take photos or video if they could have a copy, as sadly not everyone managed to take some! If you could oblige and bring them in, I will copy them and pass them onto the parents concerned.

Extension

I am pleased to tell you I have now received and been granted Planning permission for the new extension. Building work should be starting shortly. We are just waiting for the final agreements from the village club before any work can be carried out.

I would like to ask you to make sure the children accompanying you are by your side on entering and collecting. We have planned for the larger building work and digging to be done at the weekends. The builder will be doing work throughout the week, but this will be bricklaying and cementing. The garden will be secured off and the entrance gate will be moved across to the middle of the fence. You will be entering the nursery by the middle fire exit whilst the building work is being carried out. The garden area and all the other areas affected by this work will be securely fenced off. The children will still be able to use the other half of the garden as this will be secured also, (weather permitted).

I would like to apologise to you all for any inconvenience whilst the work is carried out, hopefully it will begin middle to end of February!! Any questions please do not hesitate in speaking to Hilda or myself.

Planning and curriculum

Curriculum

Currently we follow "Birth to three" in the under two's and for the over two's we follow the "foundation stage". If you child will be moving rooms as they will be turning two and you would like a copy of the new room's planning, please ask a member of staff for a copy. As of September this year the curriculum will change on how we will be assessing you child/children. We will be now following the new standards, which are: 'The early years Foundation Stage'. We have started introducing the new system into the children's daily routine as of January in small stages. We feel this will encourage the children's development and will seem less of an impact than changing the development in one go. Th

Children will be doing activities towards the new Foundation stage. The children's development records will still be charted in the current curriculum.

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 are still following the "Birth to three" in the under two's and for the over two's we are still following "foundation stage".

Would you like to be involved? If you would like to join in any of the events for the monthly topics 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 two areas with a toy, or item of clothing. Anything loaned to us will be returned at the end of that month when the topic is completed.

Nursery grants and tax schemes

When your child/children reaches the term of their 3rd 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 2.5 hrs-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 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 details or account numbers for the vouchers systems we have already in place, then please do not hesitate in contacting Hilda or myself.

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. 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? If you have misplaced your copy at home and would like another copy please advise us and I will arrange for a new copy to be sent to you. Please read them and sign and return the forms provided. These will go onto your child/children's file. At any time the procedures are updated we will send the new amended copies home, and new forms will need to be signed.

Spanish

Hilda is now offering Private Spanish classes to the children at Best Friends' Childcare Centre. Hilda will be doing this additional service on Saturday mornings at the nursery. Please speak to Hilda regarding fees and times for which age group your child falls into and availability.

I am sure you are all aware of how much the children enjoy speaking Spanish so why not take it a step further with Hilda at the weekends!!!

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:

Ella	13 th Jan	1 st
Nicola	13 th Jan	1 st
Jessica	16 th Jan	3 rd
Jack	19 th Jan	4 th
Olivia	22 nd Jan	4 th
Caitlyn	23 rd Jan	4 th
Joel	2 nd Feb	2 nd
Frankie	6 th Feb	3 rd
Alfie	9 th Feb	1 st
Saami	11 th Feb	4 th
Leon	20 th Feb	1 st

Staff - yes, we even celebrate staff birthdays too

Gemma Brown 29th Jan 22nd?????

2. Training & Qualifications

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

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

ALL STAFF - curriculum training - September 2007

Corrine - Pre School Alliance level 3 - continued

Gemma Jones / Hilda McGrath- Foundation stage development - February 2008

Gemma Jones First Aid at work act - refreshers course - March 2008

Hilda McGrath First Aid at work act - refreshers course - April 2008

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 have further aided their skills in the care and development of our children.

1. Dates for your diary –

1st January - children to wear *Gold* colours for the day!!

5th January - Hairdressing - 9:30-11:30

8th February - Hairdressing - 9:30-11:30

9th February - Children to wear *red* for the day!!

3th March - Nursery's 3rd Birthday Party

7th March - Hairdressing - 9:30-6:30

9th March - Children to wear *Green* for the day!!

10th March - Easter party 2-5pm