



Best Friends Childcare Centre Limited
Newsletter - spring 2012

Contents: -

1. **WELCOME**
2. **INTRODUCING YOUR TEAM**
3. **INFORMATION FOR PARENTS**
 - RECEPTION AREA BAGS
 - NURSERY GATE
4. **OPERATIONAL ISSUES**
 - STAFFING
 - POLICEY AND PROCEDURES
 - ACTIVITIES AND OUTINGS
 - NURSERY UNIFORM
 - FUND RAISING
 - PLANNING AND CURRICULUM
 - NURSERY GRANTS AND TAX SCHEMES
 - CHILDREN LEAVING
 - NEW ARRIVALS
 - BIRTHDAYS
5. **TRAINING & QUALIFICATIONS**
 - COURSES ATTENDED
- 6, **DATES FOR YOUR DIARY**
 - January 2012 – March

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

[Rochelle Pye](#) - Assistant Nursery Practitioner

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.

Leaving & collecting your child/children

Upon leaving your child for their session each parent/main carer should sign them in by writing their name, the time left and your initials on the sheet in the reception area. Please do not write 'mum' or 'dad'. This is not permitted by Ofsted. When you collect your child/children the parent/main carer should sign them out by writing the time collected and signing in the appropriate space provided. **PLEASE SIGN EACH CHILD IN INDIVIDUALLY!!** This is not only a Health & Safety requirement but Ofsted have also

stated it must be done in this way. If your child has not been signed in correctly you will be asked to come back to the nursery to enter the required information.

You are welcome (and indeed encouraged) to come into the nursery when you leave and collect your child - we do ask that you remove your shoes and store them safely whilst visiting us. This will help reduce congestion in the reception area as well as allowing the parents to see the displays and activities your children are doing! We have some lovely blue overshoes if you wish to keep your shoes on but still enter the nursery!

4. Operational Issues -

Staffing

Students - We now have 2 students working at the nursery, who are doing their childcare qualification. Their names are Angie and Natalie. Angie does Tuesday and Wednesdays and Natalie does Tuesdays.

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.

Activities and Outings April - August 2011

September

Grandparent's day -

In September we held a coffee and cake morning for all the children's Grandparents to come into the nursery and play for a couple of hours. We would like to thank you for coming into the nursery and hope you enjoyed the experience as much as the children did.

Harvest festival -

Thank you for supporting the nursery in collecting and donating lots of tins and packages, which meant that we could take the food and the children over to the nannies and grandads at Cyril Dumbleton. They were extremely grateful for the donation and even sang the children some songs. This seemed a little confusing to the children that they knew their songs!!!

October

Halloween party -

Thank you for taking the time to either make or buy your child's fancy dress costume. The children had a lovely party and all look wonderful. The staff even dressed up which was fantastic. There were pictures taken and placed in the foyer, I hope you had a look!

November

St Andrews Day-

The children and staff dressed in Blue and White for the day and decorated the Scottish flag.

Bonfire night -

We hope you had fun with the sparklers that were sent home from the nursery. If any of you did do the activity with your child/children and you took some pictures, could you send some to the nursery for our files, this would be gratefully received.

Diwali

This year the children decorated the path way to the nursery, this is a custom to allow the god's and goddess' welcoming them into the home. This is for Hinduism, Jainism and Sikhism this occurs between October and November. If you did not notice the flower on the path please ask to see the photos!!

Remembrance Day -

The children took part in making a wreath and the 3-5 year olds had planned to walk safely to the memorial statue to place the wreath at 11am on the 11 day of the 11 month. However due to the weather we delayed this and went on the Friday 12th to lay the wreath. We explained to the children why we remember the soldiers on this day, as I am sure many of you heard from your child/children (as we were told by you) that this is where we remember the soldiers who did not come home. Well done to the children!!

December

Hanukkah-

The children learnt a new nursery rhyme about a dreidel and also made one. The children played games and decorated pictures for display.

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.

Christmas party -

A Big Thank you to you all for coming along to the Christmas party, it was lovely to see so many of you come and join in with the Christmas party and disco.

Nursery uniform



We have introduced 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.

Fundraising

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

Children in need:	£88.40
Brain foundation for children:	£20.00

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 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 3 hrs-funded educations. 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.

Children leaving

We have recently started doing leaving interviews within the nursery. When your child leaves the nursery you will be asked to arrange a time that will be best for you to sit down and have a chat. The interviews we have had have been very successful with positive feedback all round.

New arrivals

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

Matt and Kemi on the arrival of Enshira

Victoria and Jason on the arrival of Alexander

David and Tracey on the arrival of Demi

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 and we will focus on a healthy option wherever possible. **(Please give us suitable notice!)** 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:

Giovanni	12 th Jan	3 rd
Oliver	7 th Feb	2 nd
Emily	16 th March	2 nd
Dexter	17 th March	2 nd

Staff - yes, we even celebrate staff birthdays too

Gemma Brown	29 th Jan	21 +
Emma Blanchard	14 th March	21 st

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 - BA Hons in Early Years - 1 / 2 years

Gemma Jones / Gemma Brown / Emma Blanchard / David Farrer- Basic food hygiene - January 2012

Hilda McGrath - Basic food hygiene - February 2012

Darren Pegg - First aid paediatric - March 2012

Rochelle Pye - First aid paediatric - March 2012

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

23 rd January	Chinese New Year
14 th February	St Valentine's day
21 st February	Shoves Tuesday
1 st March	St David's day / Children to wear yellow to nursery.
8 th March	Holi - Hindu
10 th March	Nursery's 7 th Birthday party 2-5pm
17 th March	St Patrick 's Day / Children to wear green to nursery.
18 th March	Mother's day