



Best Friends Childcare Centre Limited

Newsletter - Spring 2009



Contents: -

1. **WELCOME**
2. **INTRODUCING YOUR TEAM**
3. **INFORMATION FOR PARENTS**
 - RECEPTION AREA BAGS
 - NURSERY GATE
4. **OPERATIONAL ISSUES**
 - STAFFING
 - CHRISTMAS PARTIES
 - CURRICULUM PLANNING
 - BIRTH CERTIFICATES
 - JUNIOR SAFETY TABARDS
 - REDECORATION OF NURSERY
 - INFORMATION PACK/POLICIES AND PROCEDURES
 - ALTERNATIVE ARRANGEMENTS
 - SUN HATS AND SUN CREAMS
 - QUESTIONNAIRES
 - 4TH BIRTHDAY PARTY
 - NEW ARRIVALS
 - CHILDREN LEAVING
 - TESTIMONIALS
 - BIRTHDAYS
5. **TRAINING & QUALIFICATIONS**
 - COURSES ATTENDED
- 6, **DATES FOR YOUR DIARY**

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 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

Gemma Blanchard - Nursery Practitioner - Over 2's

Ferry Hickson - Assistant Nursery Practitioner - Over 2's

Emily Coles - Nursery practitioner - Baby room

April Dunk - Assistant nursery practitioner - Over 2's

Aura Bozier - Assistant nursery practitioner - Maternity Leave

Fenna Martin - Assistant nursery practitioner - Baby room

Aaron Hooper - Nursery practitioner - one to one care.

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)
- Sun hat
- Sun cream
- Calpol/nurofen
- Teething gels
- Comforts

Could you please check your Child's bags regularly, 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 Child's name

Nursery Gate

Could I please remind you all to make sure as you enter and leave the nursery and 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 or 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 utmost concern over this.

1. Operational Issues –

Staffing

We would like to take this opportunity to say we have had a change around of staff in the rooms. Jenna has moved from the over 2's room into the baby room and April has moved from the baby room into the over 2's room.

Simon has been doing a one to one, 2 days a week from February.

We would like to announce, Laura gave birth to a baby boy in December and called him Jaime. We would like you to join us in congratulating Laura and Michael on their new arrival.

Sadly Emily will be leaving us on the 17th April. We would like to wish her well in the future.

We are currently interviewing for this position, and we will be introducing you to the new team member soon.

Christmas Party

We would like to say a big thank you to all the staff and of course the stars of the show, the children, for putting on a lovely performance again. We hope you all enjoyed the nativity play as much as we did putting it together. I thought the venue was a lot better this year and that you were all able to see... We would love to see your photos and video's of this wonderful day!

Curriculum planning change!

Many of you are still unaware of the changes to the curriculum that took place last September I have done a brief description of the new planning. If you would like any information regarding the changes to the curriculum, and would like to see the way we plan, observe and process this information, then please do not hesitate in asking Hilda or I to have a look at the education plans and folders.

Since September under OFSTED standards, the curriculum in which we used to plan the activities and to do the children's observation and assessments has changed. The new planning is called EYFS and this is now the curriculum for all the children within the nursery. Where as before we were using 2 different curriculums.

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 loaned to us will be returned at the end of that month when the topic is completed. You will receive a monthly topic list of the next month's activities and events which we will be carrying out. This will also list items you may be required to bring into the nursery.

We were wondering if any parents or grandparents would like to get involved with the nursery by reading stories to the children or by spending a few hours at the nursery. You can see how the children spend and enjoy their day. You're always welcome.

Birth Certificates

Could we have a copy of either your Child's Birth Certificate or Passport? We will need these when applying for funding.

If we have them on file, it will save us having to ask for them once your child is eligible for funding.

Junior Safety Tabard

We would like to say thank you to the parent's who are bringing the children's tabards into nursery on a daily basis. The children have been using these in the garden and on outings. Sadly not all children have been bringing them in. 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 been useful for you outside of the nursery too. I have received another order. If any one would like to buy another one or for a child they know, please let me know. Whilst I still have stock!

Redecoration of Nursery

We had the nursery redecorated during the period we were closed over Christmas, and are now enjoying the bright, new, fresh look this has given to the nursery. We hope you approve!

Information packs / policies and procedures

Both the Information pack and the Policies and Procedures are being updated. Once I have received these back, I will be sending a copy home for your attention. If you could please re-submit all the information so our records are updated as this is now a recommendation of Ofsted that forms are re-filled in a yearly basis. However if you move house or change jobs please be sure to notify us immediately.

If I could draw your attention to the terms and conditions, and the sickness and illness policies and procedures in the Welcome Pack. When you have read through these would you please sign them and return a copy as soon as possible for our files. Thank you.

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 (Gemma Jones or Hilda McGrath) before incurring staff to extend their working hours. This is for the safety of the staff and the children they are being asked to care for.

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 procedures when carrying out alternative arrangements on your behalf.

Sun hats and sun cream

We take the health and safety of our children very seriously...therefore please can we ask that you provide each of your children with a suitable sun hat and sun protection cream/spray/lotion (at least factor 20+ is recommended even in this British climate) into the nursery clearly labelled. You must provide these items as we are unable to apply any lotions/sprays etc in case of allergic reaction or skin conditions. When bringing the sun creams into the nursery, can the sun cream be either new or within date (not more than 1 year old) - as the effectiveness of sun protection cream etc reduces to an unsafe level after 1 year these items may be kept in the children's baskets during the warm/hot weather.

Questionnaires

We will be sending some questionnaires out, we would be grateful if you could take the time to complete them. Could you please return them once you have filled them in. All comments and ideas are gratefully received.

1st Birthday Party

We had a fabulous turn out of current and new families and children. It was lovely to see so many of you, enjoying and celebrating this wonderful milestone. I hope you all will agree that it was a fantastic event for us all to get to know one another a little more. As well as you getting to know other parents within the nursery. We look forward to seeing you all again at the next event.

Fundraising

We would like to thank you all for your support during the fundraising course throughout March, as of the 17th March we have raised the following:

Red Nose day	£219.75
Children cakes	£ 23.87
Brain centre rehabilitation unit	£ 31.00

This has been a fantastic contribution and once again thanking you all.

New arrivals

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

Caroline and Kevin on the arrival of Harriet (Joshua)
Innette and Greg on the arrival of Sophia- Bella (Ethan)
Joanne and Brandon on the arrival of Pearce James (Eion)

Children leaving

We have to say goodbye to some of our children. It was a pleasure having them with us, we will miss them all:

Benjamin, Nathan and Krisha.

Testimonials

We are now into our 5th year of business and were wondering if any of you would like to do a testimonial for us. For the last 4 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!!

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:

Indiana	13 th April	3 rd
Logan	18 th May	3 rd
Jessica F	22 nd May	2 nd
George	30 th May	2 nd
Nia	5 th June	2 nd
Olivia Mae	8 th June	1 st
May	16 th June	1 st
Lva	17 th June	1 st
Ikere	30 th June	3 rd
Bella	7 th July	3 rd
Detle	29 th August	3 rd

Staff - yes, we even celebrate staff birthdays too

Emma	14 th March
April	14 th May
Hilda	28 th May
Emily	19 th July
Siem Gem	24 th August

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:

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

Jemma Jones - Funding amendments - March 09

Hilda McGrath - Funding amendments - March 09.

Emily Coles - Basic food Hygiene - February 2009

Jenna Martin - Basic food hygiene - March 2009

Jemma Brown - Foundation assessment - March 2009

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 th April	Hairdressing 9-11 am
11 th April	Easter Party 3-5pm (children only in on this day)
8 th May	Hairdressing 9-11 am
9 th June	Fathers and grandfathers coffee morning 9-11am
19 th June	Hairdressing 9-11am
11 st July	Children's leaving party time - T.B.C
10 th August	Hairdressing
17 th August	Children's sport day time T.B.C