



[Best Friends Childcare Centre Limited](#)

[Newsletter - Summer 2008](#)

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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 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

Kerry Hickson - Assistant Nursery Practitioner - Over 2's

Emily Coles - Nursery practitioner - Baby room

April Dunk - Assistant nursery practitioner - Baby room

Laura 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.

4. Operational Issues –

Staffing

Morraine has been doing her Diploma in Pre-school practice level 3 qualifications for the last 18 months. Attending college one day a week. I know it has been an ongoing challenge for her. I would like to take this opportunity on behalf of the nursery in congratulating her on this masterful achievement. I am extremely proud of her achievement and would like to say she is now a fully **QUALIFIED** member of staff.

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.

Welcome packs / policies and procedures

Both the Welcome Pack and the Policies and Procedures have been updated and changed. I will be sending a copy home for you. May I draw your attention to the Terms and Conditions in the welcome pack also the Sickness and Illness policies and procedures. As I know you are aware they are important.

If you could sign and return a copy to us as soon as possible for our files. Thank you.

3rd year Birthday party

We would like to thank all the parents and children who came to our third year of opening birthday party. 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.

Questionnaires

We will be sending out some questionnaires to you. We would be grateful for you taking the time in completing them and returning them to the nursery. All ideas, suggestions are welcomed. Could you please return the contact details so we can update your child's file in case of an emergency? On a couple of occasions contact details are no longer in use or parents have changed jobs. Please could you let us know any changes as it is important to keep all details up to date?

Price changes

I have changed the fees from 1st May 2008. I have held off doing this for as long as I could. I hope you understand that with the level of care, continuity and professionalism that we offer that the fees are in line with the service we provide. We have also included nappies, wipes and creams for under 2's into the new price. If your child is in the over 2's and you would like us to provide nappies for you there is an additional charge for this. Please speak to Hilda and myself for further information regarding this extra service available to you.

We are now sourcing much more local produce instead of using supermarkets as well as offering extra activities within the price. We are constantly updating and adding to our equipment to ensure that we follow the latest guidelines in providing correct stimulation and education for your children. The change in the fees does not include Playmakers or Tiny Mites. If your child is in on a Wednesday or Thursday and taking part in these activities, you will need to add an additional £5.00 per class per month per child. If your child is in on both days, you will need to add an additional £10.00 a month to your standing order. If you have any queries over this please do not hesitate to contact me.

Hairdressing

After implementing this service to the nursery and it is proving to be a reliably used service. I have been talking with Samantha and she is happy to carry on providing this service for Best Friends. However instead of it being on a monthly basis we are moving it to 6 weekly. We advise that you pay before the day that Samantha will be doing Hairdressing. So we can pay her on the day. Please find in the dates that Samantha will be coming, in **dates for your diary** if you have any questions, please do not hesitate in speaking to Hilda, Samantha or me.

Garden

As we all like to see the British summer time is here upon us. Could we please ask you to check your children's bags for the correct clothing? We would also like to remind you to bring sun hats and sun protection cream/spray/lotion, (at least factor 25+ is recommended even in this British climate) into the nursery clearly labelled. When bringing the sun cream into nursery, ensure the sun cream is 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.

Spanish

Hilda is now offering Private Spanish classes to the children at Best Friends' Childcare Centre. Hilda will be doing this additional service on a Saturday morning 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 on the weekends!!!

Alternative arrangements

Although Best Friends Childcare Centre staff maybe a first point of call, for a baby sitting service out side of working hours.

We respectfully request you speak with a Director before incurring staff to extend there 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 procedures when carrying out alternative arrangements on your behalf.

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:

Tahlia	4 th April	3 rd
Indiana	13 th April	2 nd
Benjamin	21 st May	3 rd
Lillie	25 th May	3 rd
Krishna	30 th May	2 nd
Keira	12 th June	4 th
Kene	23 rd June	4 th
Charlie	3 rd July	1 st
Bella	7 th July	2 nd

Staff - yes, we even celebrate staff birthdays too

April	14 th May
Laura	27 th May
Hilda	28 th May
Emily	19 th July

5. 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 - March 2008

Corrine - Pre School Alliance level 3 - QUALIFIED

Hilda McGrath - Health and Safety - March 2008

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

Jemma Jones / Hilda McGrath - SENCO - Autism awareness - May 12th 2008

Jemma Jones - H.Q.S (Herts quality standards) - May 15th 2008

Jemma Jones / Hilda McGrath - SENCO - Information sharing and update - May 19th 2008

Jemma Jones - SENCO 1ST July 2008

Jemma Jones - N.S.P.C.C - Diploma on going

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.

5. Dates for your diary -

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

12nd May - beautician night with Abby (rhyders mum) 7:30 - 9:00pm

17th May - Hairdressing - 9:30-11:30

1st June - Photograph - 9:00-11:30 all children welcome, with siblings and parents.

13th July - Hairdressing - 9:30-11:30

9th August - Hairdressing - 9:30-11:30