



[Best Friends Childcare Centre Limited](#)

[Newsletter - Winter 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 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

Ferry Hickson - Assistant Nursery Practitioner - Over 2's

Emily Coles - Nursery practitioner - Baby room

April Dunk - Assistant nursery practitioner - Baby room

Aura Bozier - Assistant nursery practitioner - Maternity Leave

Fenna Martin - Assistant nursery practitioner - Over 2's

Caron Hooper - Assistant nursery practitioner - to be assigned

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. We have moved the handle higher hoping this will prevent the children from opening the gate themselves on entering and leaving the nursery.

4. Operational Issues –

Staffing

We would like to take this opportunity to introduce our two new members of staff. Emma Blanchard has been with us since August taking over from Lorraine. Jenna Martin joined us in October who will be covering Laura's maternity leave. The both will be working in the older bay along side Hilda and Kerry. If you have not already been introduced to the girls please introduce yourself to them.

You may remember Caron who covered Kerry's maternity leave. Caron will be doing 3 days a week from January. Working in both areas.

We would like to welcome all the girls to the team.

Funding

When your child/children reach the term of their 3rd Birthday we can apply for government 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 credit the funding received directly back to you in the form of reduced fees. We can start claiming the term of or after their 3rd birthday depending on when your Child's birthday falls into the dates I have been given to make the claim. We will then credit this back to your monthly fees. We have been asked by government to return this to parents as quickly as possible.

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 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. We are with a number of voucher scheme companies, please ask Hilda or I for the account number for the scheme you wish to join, your application hopefully will be processed more quickly. If you would like any of the above information in more details then please do not hesitate in contacting Hilda or myself.

Curriculum planning change!

Since September under OFSTED standards the curriculum in which we use to plan activities and to do the children's observation and assessments has changed. However we have implemented the new planning criteria, doing activities since January 2008. The new assessments records have been transferred to the new ones from September 2008.

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 lent to us will be returned at the end of that month when the topic is completed. 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.

Ofsted

We are thrilled to be able to announce that we were inspected by Ofsted on 1st and 2nd December and we will be receiving our written report within the next few weeks. Child day care facilities are awarded grades between 1 (outstanding) and 5 (inadequate). We are very pleased and very proud to say that we were awarded a grade 2 which is rated as good. Once we have received our written report you will receive a copy of it. It will be available on the OFSTED website soon!!

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

You may have already received if not you will be receiving a safety tabard for your child. We have brought these as a safety measure and would appreciate it if your child has these at the nursery at all times. This is for when the children are playing in the garden, car park, going out on outings with the staff and also for when you will be taking them to the car at the end of nursery sessions. I have got extra tabards if you would like to buy one for your home use.

Nursery Cam

The planning for "web-cam" access availability has been hindered by several matters, however since this has become under my sole control I've been able to resolve the matter, the last piece of the puzzle security issues to which I decided to move away from the company I was previously thinking in favour of and appointing a company to administer the service. I have been working with "Nursery-Cam" for many months and we are now in the process of this being installed over the Christmas closure. I understand the delay must have been frustrating equally for the parents, staff and the site management team. Hopefully there is now closure in sight to this with the system going live as quickly as the company policies and updates that cover the use of this equipment have been signed and returned by all, these will be released to you in Jan 09.

At this time I'm also upgrading a few things to assist in communication within the nursery C.C.T.V. system. We will have additional adjustments made, upgrading the monitors with additional viewing facilities for the benefit of the nursery team!

Redecoration of Nursery

Normally during a deep clean of the nursery any decoration is addressed by the loving hands of our team, this year we need to have a full make over, with all the work being contractor out. I am pleased to inform you by utilizing these days between Christmas and New Year we are able to go to town securing the benefits of professional's decorators. I'm looking forward to seeing us all enjoy that bright, sharp, clean look of newness for the New Year.

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 before incurring staff to extend their 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 procedure when carrying out alternative arrangements on your behalf.

New arrivals

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

Samantha and Darren on the arrival of Thomas (Kiera)

Graham and Holly on the arrival of Jacob (Leon)

Rajvi and Saviz on the arrival of Ariana (Arman)

Children leaving

It has come to this time of year where we have to say goodbye to some of our children. As they all move on to go to BIG School. We would like to wish the following children well in their new adventures at their new School. We will miss them all:

Gene, Ysabel, Harriet, Kiera Pegg-Edwards, Luis, Lillie, Arman and Max.

Testimonials

We are now into our 4th year of business and were wondering if any of you would like to do a testimonial for us. For the past 3 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!!

Tiny mites, yoga and playmakers

We would like to keep you up to date on our extra activities which we do at the nursery. Anna from tiny mites has now gone into Maternity Leave and a Lady called Julie has taken over.

We would like to welcome Julie to the team and Anna all the best with her new arrival.

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:

Ethan	2 nd Dec	3 rd
Lucy	5 th Dec	3 rd
Rhia	12 th Dec	1 st
Daniel	16 th Dec	3 rd
Hope	23 rd Dec	1 st
Christian	12 th Jan	2 nd
Jessica p	16 th Jan	4 th
Rack	19 th Jan	4 th
Olivia	22 nd Jan	4 th
Maitlyn	23 rd Jan	4 th
Joel	2 nd Feb	3 rd
Frankie	6 th Feb	4 th
Alfie	9 th Feb	2 nd
Leon	20 th Feb	2 nd
Larry	21 st Feb	1 st

Staff - yes, we even celebrate staff birthdays too

Emma Brown 28th Jan 21 again!

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:

ALL STAFF -EYFS- curriculum training - September 2008 - on going

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

Hilda McGrath - Basic food Hygiene - November 2008

Jemma Jones / Hilda McGrath- SENCO - winter term T.B.C.

Jemma Jones - N.S.P.C.C - Diploma -passed all 21 units November 2008.

Emily Coles - First aid at work act - September 22nd - passed September 2008

ALL STAFF - Extra EYFS training - 20th January 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.

5. *Dates for your diary -*

1th December Hair dressing 9-11am

9th December Children's Christmas performance, 4pm - Village club

2th January Hair dressing 9-11

12nd February Beer and samosas nights - Daddies welcome!!!

13rd February Hairdressing