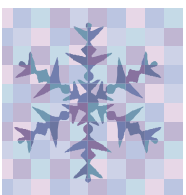
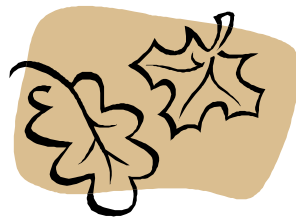




Best Friends Childcare Centre Limited

Newsletter - winter 2010



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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

Kerry Hickson - Assistant Nursery Practitioner - Maternity Leave

Jenna Martin - Assistant nursery practitioner - Over 2's

David Farrer - Assistant Nursery Practitioner - Baby room

Darren Pegg - Nursery Chef

### **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)
- Hats, Gloves and Scarf's
- Wellies
- 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. 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 most concern over this.

## **4. Operational Issues –**

### **Staffing**

I would like to take this opportunity in offering Kerry, David and George congratulations on the arrival of William. They are all doing well. You may have seen her pop into the nursery already.

Sadly April left us in November; she has moved area and has found a job nearer to where she lives. We would like to wish her well in the future.

Jenna has moved rooms and is now a key worker in the over 2's.

David and Darren will be doing a Diploma in Pre-school practice level 3 qualifications; it is a 15month course, they will be starting this in January 2010. They will be attending college 1 day a week and will become a qualified member of staff in May 2011. I would like to take this opportunity on behalf of the nursery in wishing them success in achieving this qualification.

### **Junior Safety Tabard**

I have just given out the tabards for the older 2's that have moved rooms. If I have missed anyone, could you please let me know? Can I please remind you and at the same time say thank you to the parent's who are bringing their children's tabards into nursery on a daily basis. The children have been using these in the garden and on outings. 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 and will continue to be useful for you outside of the nursery too.

### **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 there 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 nursery guidelines and procedures when carrying out alternative arrangements on your behalf.

### **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. 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.

### **Planning**

Please find enclosed a copy of the planning applicable to your child/children, together with a copy of this year's long term plan for each room.

### **Nursery grants and tax schemes**

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

### **Activities and Outings**

**Harvest festival** - We collected and were given lots of tins and packages, which we took over to the nannies and granddads at Cyril Dumpleton. They were extremely grateful and even sang the children some songs. This seemed a little confusing to the children that they new their songs!!!

**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.

**Remembrance day** - The children took part in making a reef and the 3-5 year olds were walked safely to the memorial statue to place the wreath at 11am on the 11 day of the 11 month. 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 were we remember the soldiers who did not come home. Well done to the children!!

**Christmas party** - A Big Thank you to you all for coming along to the Christmas performance. Sadly we had to cancel the first one, but it was lovely to see so many of you rearrange and come to the second attempt. The children were true stars and performers on the day. Considering their age we were extremely proud of them all. Well done. !

**Our 5<sup>th</sup> Birthday party** - we will be holding a 5<sup>th</sup> year birthday party of the nursery opening. I look forward to seeing you all. More details about this event will be sent to you shortly. We hope to have it in the village club were the bar will be open for refreshments, with a performing 'CLOWN' bouncy castle and party games. This is a special event so please bring all the family to join in this celebration.

**Mothers day** - We would like to invite the 'mummy's' into the nursery on Friday 12<sup>th</sup> March between 10am -11:30am to have tea and cake and to play!!

**Easter** - We will be having a Easter party on Thursday 1<sup>st</sup> April for the children that attend nursery on this day. We were wondering if it is at all possible if you could make Easter bonnets at home with your child and bring them in, for the Easter bonnet competition.

### **Garden**

If we can get the children out and it is safe for them and the staff, we will still be out in the garden, going on walks and playing out at the parks. Could you please provide your children with suitable clothing so we can change your child if they become wet through playing outside?

### **Hairdressing**

Samantha will be doing the hairdressing for the children on Friday's this term. The dates and times she will be in are in the dates for your diary section. If you would like your child's hair to be cut by Samantha and your child does not attend nursery on a Friday you can bring them in to have their hair cut only. Samantha Charges £5.00 per Childs hair cut. Could you please pay in advance to a member of staff or on the day to Samantha?

### **Fundraising**

We would like to thank you all for your support during the fundraising course throughout the last few months of 2009 we raised the following: £ 67.48. This has been a fantastic contribution and once again thanking you all.

Breast cancer:- We will be doing this Appeal in October! And once again will be asking for your valued support at that time.

We are also raising money for the Haiti appeal at present. If you would like to kindly donate to this course.

### **Weather closure of nursery.**

May I assure you that all the team at the nursery have shown resource during these resent bouts of poor weather and we appreciate the level of understanding given to the Nursery for the Health and Safety practices for the children and staff alike in travelling to and from the nursery in extreme weather conditions?

The request for the collection of children early or the closure of the Nursery is not a decision taken lightly and I would like to take this opportunity in thanking you all for your support over the winter period.

### **New arrivals**

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

Kerry and David on the arrival of William

### **Children leaving**

We have to say goodbye to some of our children who will be leaving to go to big school. It was a pleasure having them with us, we will miss them:

Odette and Akere,

### **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:

Christian	12 <sup>th</sup> Jan	3 <sup>rd</sup>
Joel	2 <sup>nd</sup> Feb	4 <sup>th</sup>
Alfie	9 <sup>th</sup> Feb	3 <sup>rd</sup>
Kian	15 <sup>th</sup> Feb	2 <sup>nd</sup>
Ayomide	29 <sup>th</sup> March	3 <sup>rd</sup>
Joey	20 <sup>th</sup> Feb	3 <sup>rd</sup>
Leon	20 <sup>th</sup> Feb	3 <sup>rd</sup>
Harry	21 <sup>st</sup> Feb	2 <sup>nd</sup>
Joseph	26 <sup>th</sup> Feb	2 <sup>nd</sup>
Pearce	10 <sup>th</sup> March	1 <sup>st</sup>

Staff - yes, we even celebrate staff birthdays too

Gemma Brown	29 <sup>th</sup> Jan	21 +
Jenna Martin	3 <sup>rd</sup> February	21

### **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 - Foundation degree in early years studies - 2/3 years

Gemma Jones - SENCO training - January 2010

Hilda McGrath - SENCO training - January 2010

David Farrer - Pre-school - Diploma in Childcare - 1 / 2 years

Darren Pegg - Pre-school - Diploma in Childcare - 1 / 2 years

David Farrer - Basic food hygiene - October 2009

Gemma Brown - First aid at work act - refresher - January 2010

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**

15 <sup>th</sup> January	Hairdressing	9-11am
14 <sup>th</sup> February	St Valentines day	
1 <sup>st</sup> March	St Davids day	
	Children to wear yellow to nursery.	

6 <sup>th</sup> March	Nursery's 5 <sup>th</sup> Birthday party 2-5pm	
12 <sup>th</sup> March	Hairdressing	9-11am
14 <sup>th</sup> March	Mothers day	
17 <sup>th</sup> March	St Patricks day	
	Children to wear green to nursery.	
28 <sup>th</sup> March	British summer time begins.	
1 <sup>st</sup> April	Easter Party	3-5pm (children in on this day only)
2 <sup>nd</sup> April	Good Friday	