



[Best Friends Childcare Centre Limited](#)  
[Newsletter - July 2007](#)

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1. **Welcome** - to all our parents and children!

This Newsletter will be the main forms of communication for us all so please take *the time* to read and feedback to us when required as we do work in partnership with parents.

We would like to welcome all the new children and parents to the nursery that have joined us since our last edition.

2. **Introducing your team** -

Gemma Jones - Director of Childcare and Operational

Helen Hudson - Director of Administration and Finance

Hilda McGrath - Nursery Manager

Gemma Brown - Nursery Practitioner - Head of Room

Lorraine Dockree - Assistant Nursery Practitioner - Under 2's

Gerry Hickson - Assistant Nursery Practitioner - Over 2's

Sayley Harmsworth - Nursery Practitioner - Over 2's area

Gemma Brooks - Nursery Practitioner - Under 2's

Tracy Harmsworth - Assistant nursery practitioner - both areas

Emily - Nursery practitioner (maternity cover)

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 at minimum of 2 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!! If you do not have a Best Friends Childcare Centre bag, Could you please inform Gemma Jones, Hilda or Gemma Brown and we will make sure you are given one.

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 can you look in the baskets daily?

Slippers - Can you please supply your child/children with slippers. On a few occasions when we have had a fire drill children within the nursery have not had anything on their feet, as you may gather the children have become very upset and distressed. We would very much appreciate it if you could therefore provide these for your child.

#### 4. Operational Issues -

##### 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). You must provide these items as we are unable to apply any lotions/sprays etc in case of allergic reactions or skin conditions. 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.

##### Hairdressing

We have now introduced a new service to the nursery. We have a professional hairdresser who comes into the nursery on a monthly basis. The first session went very well and the next session will be **Friday 13<sup>th</sup> July**. If you would like to you child's hair cut or bring your child into the nursery for a hair cut then please advise your key worker who will arrange a time to suit. We do ask that you complete some brief forms to give your permission. These forms will be given out each month nearer to the time. There is a small charge of £5.00 per child. I hope you enjoy this service and if there is anything else we can offer you then please advise the staff or place a note in the suggestion box!!

##### Notice board

We are not sure if you are aware of the parent's notice boards in both areas. These have all information on them regarding your child's planning, curriculum and how they have been throughout the day. In the baby room this information is transferred onto a daily report which is handed over to you at the end of your child's session. This contains detailed information - what your child has done throughout the day, bottles, food intake, nappies and sleep times. A member of staff will discuss the information with you in more detail so you become aware of how much they have eaten and what they enjoyed playing with at nursery on that particular day etc.

In the older bay just inside the front door is the over 2's information. On this board will be the curriculum planning, daily food intake and a list of activities which your child has been involved in throughout the day. Please feel free to have a look in more detail about the activities. This information will be passed on to you at the end of the day - again listing details of how much your child has eaten, slept and what activities they have done throughout the day. If you would like to know any further information about the activities and how we have carried them out please do not hesitate to ask a member of staff.

## Garden

As you may be aware with the weather changing we will be out in the garden more. Could you please provide your children with suitable clothing so we can change your child if it becomes hot throughout the day. We have now got some beautiful gazebos outside which really sets the garden off, whilst bringing full protection to the children during our summer months. We have one more gazebo coming which should be here shortly.

You may have noticed the hard work that the staff have put into creating the garden and making a very pleasant and interactive learning space using it to its full potential with a variety of different toys/activities. The staff have really made a fantastic area full of fun and the children thoroughly enjoy using the equipment!!!

The children have also planted their own plants in the garden and these are now hanging on the Gazebos. Please take a look at the wonderful job your children have done in creating their plants.

## Suggestion box

If you are unaware we now have a suggestion box in the reception area. This is for any suggestions which you would like to make - anonymously if you prefer! We have had a few suggestions recently and we have put a notice on the windows to show the way we have implemented them into the nursery. A few of the suggestions were:

- ✓ Were we going to do any sun protection for the children in the garden? As you will know we have put the gazebo in place.
- ✓ We were also asked about putting a lock on the inside of the main gate, but unfortunately we will not be able to implement this as it is a breach of fire regulation and our main exit for fire evacuation. Could we please remind parents to make sure the gate is closed behind them at all times.
- ✓ Another suggestion was for us to offer more red meat. We do offer the children a good range of meats - from ham, pork and lamb as well as offering vegetarian alternatives. We do not offer Beef as a meat option as it has occasionally upset some of our children's digestion and having discussed the issues with Childrens, Schools and Families they recommended that we discontinued using beef.
- ✓ We were asked to provide another signing evening for you all and if possible a parents stage 2 class. Katja and the staff went to great lengths to provide this night on your behalf and to introduce the next phase of signs which was best for you and your children to learn at nursery as well as at home. Sadly on the night we did not have a lot of attendees.

We hope you will continue using the suggestion box and all suggestions are looked into and a letter of the outcome is put into the main door.

## Notices, letters and information for parents.

We use a variety of ways in which we communicate with you, and we were wondering for some kind of feedback from you as to which way you believe is best for you. At Best friends we communicate with all parents at the beginning and end of the day, we place letters and information into your bags, and place notices in the reception foyer on the doors or by the signing in and out sheets.

On a few occasions we have been informed by parents that they have not received any kind of information regarding a event which has or is occurring within the nursery. I would like to take this opportunity in asking all of you to please READ all notices on the doors - they do change quite frequently and the information is important to you all. The children have on occasions been upset as they have not brought or worn something which we have requested. We would ask that you take a little time to assist us with this.

Our main aim here at Best Friends is to work in partnership with you all, but sadly we cannot do this if the information which we circulate is not taken notice of!

If you would like to make some suggestions as to how we may communicate with you in the best way then please mention this to us. We can e mail or produce letters - please let us know your views!!!!

### Kerry

Just in case some of you are unaware we would like to take this opportunity in congratulating Kerry and David on the birth of their little baby boy George.

Kerry and George are doing well.

### Children Leaving

We would like to say goodbye to some of our children who are leaving us at the end of August to take their next steps and start school. Good luck Rebecca, Ciara and Grainne. Grainne will still be coming to us in the afternoons. We will miss you all very much and hope you enjoy your new school which will be full of adventure. Come back and see us soon.

### 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:

Bella	7 <sup>th</sup> July	1 <sup>st</sup> birthday
Oliver	20 <sup>th</sup> July	1 <sup>st</sup> birthday
Luis	7 <sup>th</sup> August	3 <sup>rd</sup> birthday
Isobel	9 <sup>th</sup> August	3 <sup>rd</sup> birthday
Libby	11 <sup>th</sup> August	3 <sup>rd</sup> birthday

Kiera	16 <sup>th</sup> August	2 <sup>nd</sup> birthday
Zara	18 <sup>th</sup> August	2 <sup>nd</sup> birthday
Lilan	18 <sup>th</sup> August	3 <sup>rd</sup> birthday
Harriet	21 <sup>st</sup> August	3 <sup>rd</sup> birthday
Goshua	31 <sup>st</sup> August	3 <sup>rd</sup> birthday
Sophie	3 <sup>rd</sup> September	3 <sup>rd</sup> birthday
Aram	18 <sup>th</sup> September	1 <sup>st</sup> birthday
Sean	29 <sup>th</sup> September	4 <sup>th</sup> birthday

Staff - yes, we even celebrate the staff's Birthdays too

Jemma Brooks	7 <sup>th</sup> August	21 plus again!!!
Jem Gem	24 <sup>th</sup> August	21 Plus again!!!!
Kerry	25 <sup>th</sup> September	21 plus again!!!!!!

## 5. Training & Qualifications -

We see this area as vitally important for our staff and will have much benefit for you and your children.

All the staffs have been on a variety of courses since our last issue:

Jemma Jones - British Sign Language (CDPDA) - Continued

Lorraine - Pre School Alliance level 3 - Continued

Jemma Brooks - Paediatric first aid - June 2007

Jemma Jones - Communication Matters Module one - June 2007

Kayley Harmsworth - Communication matters - Module one - June 2007

Jemma Jones, Hilda McGrath, Gemma Brown:

- ✓ building success in an early years team - June and July 2007

Jemma Jones /Hilda McGrath - Senco cluster - Parents booklets and communication.

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 develops our children further during the day.

5. Dates for your diary -

3<sup>th</sup> July - Hairdresser morning - 9:30am -11:30am

9<sup>th</sup> July - photographer - 9am - 11am

1<sup>th</sup> July - Parents evening - 6:45pm - 8:30pm

5<sup>th</sup> July - sponsored walk for Breast Cancer all welcome. Speak to a member of staff for details about times and venue.

0<sup>th</sup> August - Hairdresser - 9:30 -11:30

7<sup>th</sup> September - Hairdresser - 9:30-11:30