



Best Friends Childcare Limited
Newsletter - January 2018

To all our Parents and Children -

Hello & Welcome from Gemma Gittins & 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 and welcome.

Introduction. This Newsletter will be one of the main forms 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.

Introducing our team -

Gemma Gittins - Operational Director

Adrian Gittins - Commercial Director

Katie Gittins - Trainee Manager

Emma Blanchard - Assistant Manager

Lacie - Blackwell - Assistant Nursery Practitioner

Amina Khan - Nursery Practitioner

Paige Burr - Trainee Assistant Practitioner

Gemma Watt - Trainee Assistant Practitioner

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! Brand new spare underwear will be provided if needed at a charge of 50p.

We strongly recommend that all clothes brought to the nursery are labelled with your Child's name. I would recommend the website www.stampstastic.co.uk, it is a very easy way of labelling the children's clothes with no sewing needed.

Nursery Front Door

Could I please bring to your attention this **DOOR** will be locked when there are children in this area? Can I also ask that when collecting the children from nursery that the nursery connecting door is closed behind you? If you require access at this time there is a bell that can be used to get staffs attention.

Leaving & collecting your child/children

Upon leaving your child for their session each parent/main carer should sign them in by writing their name, the time left and your initials on the sheet in the reception area. **It must be parents/main careers signing the children who are over the age of 18 and not any older siblings of the child.** Please do not write 'mum' or 'dad'. This is not permitted by Ofsted. When you are collecting your child/children the parent/main carer should sign them out by writing the time collected and signing in the appropriate space provided. **PLEASE SIGN EACH CHILD IN INDIVIDUALLY.** This is not only a Health & Safety requirement but Ofsted have also stated it must be done in this way. If your child has not been signed in correctly, you may be asked to come back to the nursery to enter the required information.

Staffing

Katie Gittins - has been promoted to Trainee Manager, congratulations Katie. Katie is now doing her Level 5 qualification in Management.

Emma Blanchard - has been promoted to Assistant Management, Emma will be doing a Level 3 management course to go with her promotion. Congratulations Emma.

Lacie Blackwell - has recently completed her Level 2 childcare course and now will be starting her Level 3. I'm sure you will join me in congratulating her on this.

Gemma Watt - has joined the Best Friends team on a term time basis, in the older here at the London Colney nursery. Gemma has previous experience in childcare and now has a child of her own. She will be starting her childcare qualifications soon.

Paige Burr - has joined the Best Friends team, in the older here at the London Colney nursery. Paige has previous experience in childcare. She is currently doing her Level 3 childcare qualifications.

Annie Davies - sadly has left the team due to personal reasons. She would like to thank you all for the wonderful experience in looking after your children. She will be back from time to time to visit.

Extra activities - football, tiny mites, drama llamas

Sports Sessions: The children are continuing to enjoy their sports sessions. These sessions take place on a Monday so please ensure that your child has suitable clothing. When the weather does not permit the session taking place in the garden it is adapted to take place indoors to ensure the children don't miss out. If your child attends a Monday there is a £5 additional fee a month for this session.

Tiny Mites -. Tiny mites are on once a fortnight on a Thursday morning, this is also an additional £5.00 a month. Please can you add the monthly charge to your monthly fees

Drama Llamas -Carol normally comes in on the first Tuesday of the month. She follows the nursery themes and develops the theme into a story and gets the children to act out and express themselves in the drama class.

Spanish Lessons - Spanish lessons have been introduced and will be happening on Fridays mornings. The lessons have been a great success. There is a charge of £5.00 a month for these lessons, can you please add this onto your monthly fees.

Cooking - The children have now started to do cooking once a week, we will try of course to send all cooking home so you can see and talk to them about what they have created. All ideas are gratefully received and if any parents would like to come in and help out with these lessons, please speak to a member of staff.

Alternative arrangements

Although Best Friends Childcare Ltd 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 or Katie) before incurring staff to extend their working hours. This is for the safety of all staff and yourself. I would appreciate all of your support in this matter

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.

Parents Evening January 2018

Thank you to all that came, we hope you enjoyed your feedback on your childs' development.

Nursery uniform

We have had a lot of interest of late in the childrens uniform. I have now got the uniform in the age of 1-2 years as well as 3-4 years. If you would like to buy a t-shirt or V-neck tank top, then please let me know.

Although not compulsory, it would be nice to see the children wear the uniform on more of a daily basis. T-shirts are £9.20 and V-Neck tank tops are £12.00.

On some of the questionnaire feedback we had would like a uniform. Could we ask you to start wearing the free t.shirts you get on joining us, if you want more you can buy them at the prices above.

Birth certificates/ Passports and NHS Numbers:

Could you please bring a copy of your child's birth certificate or passport into the nursery? We need to have a copy of this on site for when we start to claim for funding. If we do not have a copy of this then we are not eligible to claim funding. We also now need all children's and parents NHS numbers. You will be asked by a member of staff for these, if we do not have them on our records. Please either scan and email them to us, or please bring them in for us to copy for you.

Tapestry

Tapestry continues to work really well within the setting, reducing the amount of time staff need to complete paperwork and allowing them to spend more time with the children. If you have any problems accessing your child's portfolio then please speak with Katie.

Don't forget that you can also add photos and videos from home. The staff love seeing these and it gives us a focus point to talk with the children about.

Fundraising

I would like to take this opportunity to thank all of parents for your generosity last year with the different fundraising events. We already have some events planned for this year but if you have any idea's or charities that are close to your heart then please get in contact with Katie or myself. Maybe we could even support with any fundraising that you are doing yourself.

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 and we will focus on a healthy option wherever possible. (Please give us suitable notice!) 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.**

Day Nursery Reviews

Hopefully you have now picked up one of the day nurseries review forms, we would be very grateful if you can spare a couple of minutes to pop online or fill out the form and leave us a review.

Facebook

If you have not already joined, liked our page please go on and do. We put up children's activities, food menu's, children's staff achievements. If you have any ideas that you would like to see on this page please contact either Stacey or I.

Medication and Illness:

Can I please ask you to INFORM the staff of any medication that your child is on. There is a 48 hour policy when your child is on antibiotics before they can return to the nursery. Staff are happy to administrate any medication prescribed by the DR after 48 hours after first dose has been administrated.

If your child is unwell and not attending the nursery, can I please ask that you call before 10am. If you have not called staff will call after 10am to see why the child is not in. This also will mean if the child has been in hospital or having a "mummy and Daddy" day at home.

Emails

Can I please remind you of the change of email address for Stacey and Sian. When being tagged in emails I still see some parents are using the old ones still. Can I please ask you to **DELETE** manager@bestfriendschildcarecentre.co.uk

Katie **new** address is: katie@bestfriends.ltd.uk

Emma **new** address is: Lc.manager@bestfriendschildcarecentre.co.uk

Notice period

Can I take this opportunity in reminding you to reduce session it is a 4 weeks' notice period ending at the end of a calendar month, whilst again to terminate your place at the setting is an 8 weeks' notice period ending again at the end of a calendar month? If you would like to increase your sessions with us, we will do this at the earliest convenience to you and ratio permitted.

Website

Our website will be closed down for a short period in January whilst we update the site. Look out for the new site soon.