

September 2015

Hello everyone, and a very warm welcome to our new children and their families. I hope you all had a good summer break and are ready for a brand new year at nursery.

Staff News:

We said goodbye for now to Emma whose baby is due very soon and sadly to Gill who is taking a year off for family reasons. We look forward to seeing them both again in the future and will keep you posted on their return. We also said goodbye to Sharon who is returning to work at Lloyds Bank; we wish her well in her career there. On a happier note, we are saying hello and welcome to Alison Hobson who joined us in July; Ali has already got to know some of the children as she has worked through Holiday Club. I would also like to congratulate Stefan, who is taking on the role of Deputy Manager and Rachael Firth who is now the Session Leader. I am also happy to tell you that we are keeping Amy as a permanent member of the team - she has decided to enrol on the part-time Foundation Degree at Cambridge Regional College instead of going to university full-time. This will be great for the nursery as I know from my experience on the same course that we will benefit from Amy's work and findings as much as she will.

Dropping Off and Collecting Your Children

The main door is unlocked from 8.30am until approximately 9.15am allowing you time to arrive but the hall door is kept locked and the foyer is supervised to ensure the children already here are safe. The door is opened again at the following times: **10am, 12pm, 1pm, 3pm, 3.30pm, 3.50pm and 4pm.** Please arrive on time to drop off and collect your children; if you are late please ring the doorbell, but please be patient as it may take time for a member of staff to be freed from the ratio to answer the door at unplanned times. **It is very difficult for the session if staff are constantly leaving the room to answer the door but it also unsettles the children if they hear the doorbell many times during the session, especially when they are very young and new to the setting.** If you know you are going to be late or have a pre-planned reason for arriving at a different time please let one of us know. If parents are repeatedly late to pick up their children, please be aware that a penalty of £10 per 15 minutes may be charged (please see our policies on our website www.littlehands.co.uk for full details).

A Reminder of the Nursery's Contact Details:

The nursery email address is lh.bourn@gmail.com and our telephone number is **07708 061575**. Please use either of these methods of communication for any queries or to inform us if your child will not be attending nursery.

Please remember to keep me informed of any changes to your contact details or regarding your child's general health or requirements.

Nursery Photographer

Andrew Martin, the nursery photographer is coming in on **Friday 23rd October from 10am-2pm** to take individual photographs of the children. These make excellent Christmas presents and Andrew has promised delivery before we break up for Christmas. If your child does not attend

on a Friday or you would like to bring a younger sibling in for the photo session, please let me know so I can book you in.

Holiday Club

This summer's Holiday Club was busy and great fun. I am now taking bookings for the October half term Holiday Club; booking forms are available in the red folder on the front table so feel free to pick one up if you would like to book a place. **Forms must be returned by Friday 25th September so that sessions and staffing can be arranged.**

Fees:

Your invoice should be attached to this newsletter; the last day for paying fees this half term is **Friday 18th September**, late payments can incur a late payment fee of £20 but this can be waived if you let me know in advance. These dates also apply if you are paying by voucher but please speak to me if you think that your payment may be delayed. If you prefer to pay directly into the nursery account, the details are as follows:

Bank: HSBC, Sort Code: 40 16 59, Account Number: 60037524

Please remember to send a notification by email to Jane Marshall, the nursery proprietor, at janemarshall@littlehands.co.uk and enter your child's name and 'Bourn' as a reference to ensure that your payment is allocated correctly. This is to avoid any confusion with payments meant for other families with the same surname at one of the other Little Hands nurseries.

Children's Belongings

Please provide your children with a pair of wellies for outdoor play; we do have some spares but not nearly enough if everyone wants to play outside! Additionally it would be useful if all children brought spare clothing as they are quite likely to get wet or dirty through play as well as toilet accidents. We are happy to provide spare clothing but, as with the wellies, our supplies are limited, so please return any nursery clothing given to your child.

Please label your children's belongings as some children have identical items. This is especially important for lunch boxes as children have different dietary needs, and allergies and any mix ups can be harmful. For this reason, the nursery staff have been asked to label any unnamed lunch boxes.

New Online Resource for Parents

Some of you have already had a look at this document and found it useful so I thought it only fair to share! The Department for Education have brought out a parent friendly version of the Early Years Foundation Stage curriculum which sets out the areas of learning and highlights what you can expect your child to be achieving at different stages of their development. There are also some useful tips on what to look for and how to encourage your child to extend their skills or knowledge in each area. You can access it at:

<http://www.foundationyears.org.uk/2015/03/what-to-expect-when-a-parents-guide/>

Story Time

We welcome all parents/carers to join us for story-time at the end of each day; the door opens at 3.50pm for parents, grandparents, brothers and sisters who would like to come in and listen to the story with us. **We also welcome any volunteers who would like to read a story to the group - you may even like to bring your own story in.** Please arrive on time as latecomers can disrupt the story and the children's concentration. We would also be very grateful if you could help us to encourage your children to sit quietly for story. To ensure all children's safety please also supervise younger siblings closely as staff may be clearing furniture away into the Mouse room.

Planning

We form our planning around the children's needs and interests; if your child has any particular interests that you would like to introduce into the nursery sessions please let either myself, Stefan or Rachael know and we can incorporate them into the planning. We have had some wonderful activities run by parents and grandparents in the past (you can see photos of these in the blue folder on the front table). Please let us know if you would like to come in to share your skills and interests with us - we would be very happy to have you! In our recent quality review some parents told us they would like more special events and visitors which you and other family members can join in with at nursery - we have a few ideas of such events but would also welcome your ideas, the more the merrier! Also, please let us know of the festivals and celebrations that your family participates in so we can mark these within our planning. Your input will ensure we do this authentically, using your knowledge and experiences rather than 'googled' images and text.

Planning - During this half term we will be looking at:

Weeks 1 - 2

8/09 - 19/09

Settling In - During these two weeks we will be giving all the children the chance to settle into the nursery routine and for this reason there will be no 'focus play' session. We will be getting to know each other and everyone's names through games, songs and fun activities. We will be learning about the general rules and safety at nursery such as what we should do if we hear the fire alarm.

Week 3

22/09-27/09

All About Me - Me Boxes - The children will be encouraged to decorate a box (such as a shoe box) which they will take home to fill with their favourite things. The children can then bring their 'Me Box' in to nursery to share with their friends at nursery. It is important for the children to choose what goes inside their box and if their language is limited it would be helpful if you could write a brief explanation of the items inside the box or names of people in photographs so that we can help them to share it with their friends.

Week 4

29/09-03/10

Harvest Time - We will be talking about harvest time, and seasonal traditions. We will also be making daily visits to the church to see the Harvest Festival decorations and deliver food donations for the St Neots Food Bank and Jimmy's Shelter. Please look out for a poster in the foyer containing more information about the foods that can be included.

Week 5

06/10-10/10

PANTS - this is a fun way of showing children how to stand up for themselves if they don't like something and was a huge success last year; we will be using the guidelines from the NSPCC PANTS campaign (please visit www.nspcc.org for more details and look out for the posters in the foyer).

Week 6

13/10-17/10

Junk Modelling Week with a Pirates and Princesses Theme - we will be revisiting our hugely popular recycling week where we ditch the ready-made toys (for as long as we can hold out) and make our own! We would like to make a HUGE castle, pirate ship, hats, crowns, swords, and all sorts of treasures. Please bring in any boxes or materials that you think might be useful for these adventures or better still come in and help us to do it!

Week 7

20/10-24/10

Week of our Languages (Includes International Breakfast Day on Wednesday 21st October 9am-10am) - We will be learning how to say 'Hello' in all the languages that are spoken by the staff, children, parents and friends of Little Hands. Please let us know if a language important to you is not represented on our welcome board so we can add it. On the Breakfast morning - all are welcome regardless of whether your child is booked in for that session - so please bring some breakfast food to share with everyone and stay with us for breakfast! **We would also like to invite you in at all pick up times to share favourite songs or stories in all of our languages, please don't forget English is one of them.**

Term dates 2015 – 2016

Autumn Term 2015 14 weeks
Monday 7th September – 23rd October 7 weeks

26th - 30th October Half Term Holiday Club

2nd November - 18th December 7 weeks

Christmas Holiday Club 21st 22nd & 23rd December

Spring Term 2016 11 weeks
4th January – 12th February 6 weeks

15th – 19th February Half Term Holiday Club

22nd February – 24th March 4 weeks 4 days

Easter Holiday Club 29th 30th 31st March 1st April and 4th 5th 6th 7th 8th April
Easter Bank Holidays -25th and 28th March

Summer Term 2016 13 weeks
11th April - 27th May 6 weeks 4 days
(2nd May Bank Holiday - Closed)

30th May - 3rd June Half Term Holiday Club

6th June - 19th July 6 weeks & 2 days

Summer holiday club 20th July for possible 6 weeks – dates TBC

Comments/Suggestions.

We value your ideas and feedback. Please use this space to share any general feedback, comments or suggestions.