

# September 2017

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 are saying goodbye to Stefan who is moving to London and we wish him well on his new ventures. We may still see him as he might be returning to work some Holiday Club sessions for us. Congratulations to Rachael Firth who is taking on the role of Deputy Manager and to Amy, Edel and Marta who will be sharing the Session Leader role.

## **Nursery Contact Details:**

If you need to contact us please email [lh.bourn@gmail.com](mailto:lh.bourn@gmail.com) or call us on **01954 710656**. If your child is absent for any reason please do call to let us know; it would also be helpful to know your child's symptoms if they are unwell as we are required to monitor contagious illnesses. **Please also remember to keep us informed of any changes to your contact details or regarding your child's general health or requirements.**

## **Dropping Off and Collecting Your Children**

Please do not ring the doorbell if you are dropping off/collecting children at the allotted session start/finish times; someone will come to the door as soon as the ratios allow it, so please be patient with us. **It can be very unsettling for the children, especially those who are very young or new to the setting if they keep hearing the doorbell.** The main door is unlocked from 8.30am until approximately 9.20am allowing you time to arrive; 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: **12pm, 1pm, 2.50pm-3pm, 3.50pm and 4pm.** Please arrive on time to drop off and collect your children; if you are late please ring the doorbell **once**, 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.** 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](http://www.littlehands.co.uk) for full details).

## **Children's Belongings**

Please ensure your child always brings suitable waterproof clothing for outdoor play. Please also provide them with a pair of wellies labelled with their name; 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.

### **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.

### **This Half Term's Theme**

This half term's theme will be centred on '**Settling In**' because we have some new children starting and lots of children returning after the long summer break. We will be getting to know each other and the nursery rules and routine. We will be talking to the children about the fire drill and practising what we would do if the alarm went off. We probably won't be using the alarm in the early weeks because it is loud and may unsettle some of the children.

To help with this we would like to ask you to help us put together '**Me Boxes**' for your children. This involves a decorated box - shoe box or something similar is great and we have some spare ones here if you would like one. The box holds your child's special things inside; this could be photographs of pets or family members, favourite toys (which fit in the box), books, and any other special objects. If your child isn't able to talk yet, please write a little note about each object so that we can help them to share their box. This activity is a popular one that we have used regularly because it helps children to develop their communication skills, while giving them a sense of self and belonging as they share things from home. For children who are less confident, we can support them to share their boxes in small groups

We would love to hear about your child's interests so please let any of us know and we can incorporate them into the sessions. We are always happy for parents and other family members to come in to play and 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! Also, please let us know of the festivals and celebrations that your family participates in so we can mark these within our themes. Your input will ensure we do this authentically, using your knowledge and experiences rather than 'Googled' images and text.

# Term dates 2017-2018

**Autumn Term 2017** 14 weeks

Monday 4th September – 20th October 7 weeks

*23rd - 27th October - Half Term Holiday Club*

30th October - 15th December 7 weeks

*Christmas Holiday Club 18th, 19th, 20th 21st 22nd December 2017 & 2nd January 2018*

**Spring Term 2018** 11 weeks 1 day

Wednesday 3rd January – 9th February 5 weeks 3 days

*12th – 16th February Half Term Holiday Club*

19th February – 28th March 5 weeks 3 days

*Easter Holiday Club 29th March and 3rd 4th 5th 6th April and 9th 10th 11th 12th 13th April*  
***Easter Bank Holidays -30th March and 2nd April (CLOSED)***

**Summer Term 2018** 12 weeks 4 days

16th April - 25th May 5 weeks 4 days  
(7th May Bank Holiday - CLOSED)

*29th May - 1st June Half Term Holiday club*

*28<sup>th</sup> May – Bank Holiday (CLOSED)*

4th June - 20th July 7 weeks

*Summer holiday club from 23rd July dates to be confirmed*