

September 2016

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 and excited for a brand new year at nursery.

Reminder of Nursery Contact Details:

If you need to contact us please email lh.bourn@gmail.com or call us on **01954 710656**. If your child is unwell, please do call to let us know; it would be helpful to know your child's symptoms 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; please be patient - someone will come to the door as soon as the ratios allow it. **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 9.15am 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: **10am, 12pm, 1pm, 2.50pm-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 **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 for full details).

Nursery Photographer

The nursery photographer will be taking individual photographs of the children on **Wednesday 19th October from 10am-2pm**. These make excellent Christmas presents and we have been promised delivery before we break up for Christmas (sorry to be mentioning this already but it will be here before we know it)! If your child does not usually attend on a Wednesday 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

Holiday Club is becoming increasingly popular; we therefore need to plan ahead to ensure the necessary staffing levels are arranged. Booking forms for the October half term are available **now** in the red folder on the front table. Please take one if you would like to book a place and **return it by Friday 16th September** - places may be limited so book early to avoid

disappointment. Booking forms for the Christmas Holiday Club will be available in the week beginning Monday 19th September.

Fees:

Your invoice is attached to this newsletter; the last day for paying fees this half term is **Friday 16th 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 full 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.

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.

Children's Traffic Club

Last year we registered our pre-schoolers for the Children's Traffic Club. This is run by Cambridgeshire County Council who send us free a resource pack for each child to take home. The packs are full of fun activities which will help you to teach your children road and traffic safety. It was very well received and we enjoyed linking it to our 'staying safe' activities. To

register I must send a list of all children who are three before 1st September 2016 to Cambridgeshire County Council. If you do not want me to include your child on this list please let me know before Friday 16th September 2016.

Planning

We always 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! 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.

Details of the themes and activities we are planning will be displayed on the gate in the foyer from Monday 5th September but if you would like me to email you a copy please provide me with your email address.

Term dates 2016-2017

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| Autumn Term 2016 | 14 weeks |
| Monday 5th September – 21st October | 7 weeks |
| <i>24th - 28th October</i> | <i>Half Term Holiday Club</i> |
| 31st October - 16th December | 7 weeks |
| <i>19th, 20th 21st 22nd & 23rd December</i> | <i>Christmas Holiday Club</i> |
| Spring Term 2017 | 11 weeks 2 days |
| Thursday 5th January – 10th February | 5 weeks 2 days |
| <i>13th – 17th February</i> | <i>Half Term Holiday Club</i> |
| 20th February – 31st March | 6 weeks |
| <i>3rd 4th 5th 6th 7th April</i> <i>and 10th 11th 12th 13th April</i> | <i>Easter holiday club</i> |
| <i>Easter Bank Holidays 14th and 17th April (CLOSED)</i> | |

Summer Term 2017

12 weeks 3 days

Tuesday 18th April - 26th May
(1st May Bank Holiday - CLOSED)

5 weeks 3 days

29th May - 2nd June

Half Term Holiday Club

5th June - 21st July

7 weeks

Summer holiday club 24th July - dates to be confirmed

Comments/Suggestions.

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