

## Newsletter February 2019.

Welcome back after the half term break.

Please remember that we like to provide a wide range of “messy” activities for the children so please dress your child in suitable clothing.

### TERM DATES: -

**Spring Term:** Second half of the Spring term begins on Monday 25th February to Friday 5<sup>th</sup> April.  
We will then open for the Easter holiday club.

**Summer Term:** Term begins on Tuesday 23rd April to Friday 24<sup>th</sup> May.  
Nursery will be closed on May Day 6th May.  
Half term holiday club is for one week beginning 27<sup>th</sup> May.  
Second half of the Summer term begins Monday 3rd June to Tuesday 23<sup>rd</sup> July.  
We will then open for the Summer holiday club.

### PAYMENT OF FEES

Little Hands preferred payment methods are direct bank payments or Childcare vouchers. Payments should be made within 2 weeks of the invoice date or a late pay fee of £20 will be added. Alternative payment arrangements (cheque or cash) or timings may be possible please speak to the nursery manager in advance

#### **Direct Bank Payments**

Fees can be paid directly into the nursery bank account either at a bank/post office or via Internet banking. The nursery bank details are:

Bank: HSBC  
Sort Code: 401659  
Account Number: 60037524

The payment should be referenced with your child's name and written notification emailed to [little.hands@icloud.com](mailto:little.hands@icloud.com) stating your child's name, payment amount and date payment has been made; this is essential to prevent payments being mistakenly attributed to the wrong family. If email is not an option, the written notification can be given as a note/letter to the nursery manager.

#### **Childcare Vouchers**

Working parents can choose to pay using Childcare Vouchers if their employer is part of a voucher scheme. Voucher payments are popular as they are exempt of tax & national insurance deductions. The voucher company should be instructed to notify the nursery by e-mail when the payment is due so that individual payments can be correctly tracked.

#### **Cheque payments**

Cheques should be made payable to Little Hands Nursery.

Cheques are banked in the week following the payment period (two weeks after the invoice date.) Please note that cheque payments made outside the payment period may be not be banked until the following half term. Nursery will pass all bank charges incurred from un-cleared cheques to the parents.

#### **E-mail address**

**Our e-mail address is [lh-newton@btconnect.com](mailto:lh-newton@btconnect.com) if you would like to contact us in this way.** Please note that the emails are not always checked if we are busy so if your query is urgent then please phone us instead.

### PHONE NUMBERS

**Please ensure that your contact details are correct as on several occasions recently I have tried to contact parents when their child is ill only to find that numbers were unobtainable. This delays us contacting you to collect your child.**

## **COLLECTION OF CHILDREN**

We are very busy this term and do rely on you to pick your children up on time. Repeated late collection of children can be distressing for the child and make organisation of staffing difficult. If a child is repeatedly collected late a fee of £10.00 per 15 minutes will be charged.

### **30 hour funding codes**

Please can I remind parents/carers that have qualified for the 30 hour funding that you need to do an eligibility check every 3 months with HMRC from when you were first given the code. HMRC should send you a reminder by email.

Also if you will be claiming **Early Years Funding in April 2019** and you think you might be eligible for the 30 hours extended entitlement then please make sure that you get your code before the **31/03/2019** otherwise you may not be able to make a claim until September 2019. There are strict cut off dates which have been issued by the local government.

### **Siblings**

We have a waiting list for children who want to attend Little Hands which so far stretches to May 2020. If you would like a sibling to be added to the list, then please let me know.

### **Bad Weather**

Please remember that we like to go outside to play each day so please ensure that your child has suitable named clothing and footwear every day. Please bring a change of clothes for your child in case of accidents or if your child gets wet or dirty clothes during an activity. These can be left in a bag on their peg.

If you have any of our nursery clothes at home, please return them to us as soon as possible as our supplies are running low!

### **Snow**

There are circumstances which occur rarely, such as severe weather conditions, which may require the nursery day to be reconsidered or cancelled. It is possible that we cannot predict when these circumstances may occur. In cases of severe weather conditions, it may not be possible for the staff to travel safely to the nursery. It may be advisable to ring the nursery to check that we are open before setting off from your homes. "Little Hands" will endeavour to provide an uninterrupted service to families whenever possible.

### **Clothes and Shoes**

Please ensure that your child's clothes, shoes, boots, hats, gloves, scarves etc. are labelled with their name as it can be very difficult for your child (and the staff) to identify items of clothing.

### **World Book Day**

We will be celebrating World Book Day on Thursday 7th March. Please can the children come into nursery dressed as their favourite character from a book? Perhaps they would like to bring their favourite book to share with the other children but please remember to write your child's name on the book, so it doesn't get lost.

### **Mum's Week and other significant females (or males) (25th – 29<sup>th</sup> March).**

We would like to invite any Mum or other person to join us at nursery to spend an hour (it can be longer) at the nursery with your child during the week beginning the 25th March. This can be at the beginning or end of the session if this fits in best with your work schedule. You might like your child to show you around the nursery, read a story to the children, play on the computer, paint or draw or play outside. You may prefer to share any particular skill you may have with the children. If you would like to come into the nursery, please speak to Sheila or Lisa to arrange a date and time.

### **Parents Policies**

Please remember to spare a minute to read the parents policies on the notice board in the entrance hall. There is also a parent's policy folder available to read at any time in the office and they are also available on our website.

**Activity folder.**

**Please spare a minute to look in the green folder on the table in the entrance hall. It contains activity sheets, rhymes, songs and ideas relating to the ideas we are using each half term at nursery. Please help yourself to any of the enclosed sheets for your child to have fun with at home. If you have any queries relating to the folder, please speak to Sheila or Lisa.**

**Half Term Holiday Club – May 2019**

**The half term holiday club will run for four full days from 8.30-4.30pm. As usual, all siblings over 2 years and under 8 years of age are welcome to join us during the holiday club.**

**During holiday club we plan sessions using the Early Years Foundation Stage as guidance. We have flexible planning so that we can plan and work with the children’s current interests. If you have any ideas which we could use, then please let us know.**

**The fees must be paid by Friday 24<sup>th</sup> May otherwise a late pay penalty of £20.00 will be added. Once the sessions have been confirmed they cannot be cancelled or reduced, and the fees are payable in full. The fees are £6.80 per hour unless your child is claiming Early Years Funding for the holiday club when the lunch session will be £9.30 per hour. It will be at the manager’s discretion to decide whether the sessions booked are viable. If you have any problems or if you require any information about holiday club, please see Sheila or Lisa. A booking form is at the bottom of this newsletter to be completed and returned as soon as possible as we cannot guarantee places will be available after Friday 26th April.**

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**PLEASE RETURN THE FOLLOWING SLIP TO NURSERY.**

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**Booking form for May 2019 Half term holiday club.**

**I would like to book the following sessions:**

**Child’s name.....**

**Monday 27<sup>th</sup> May: Bank Holiday - CLOSED**

**Tuesday 28th May: 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm**

**Wednesday 29th May: 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm**

**Thursday 30th May: 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm**

**Friday 31st May: 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm**

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