

June 2014

Welcome back and a warm welcome to the new children and families who are joining us. This half term is, as always, going to be a busy one with lots of fun stuff planned!

Sunscreen:

Sunscreen must be applied on children before coming to nursery. We can re-apply sunscreen for children who attend more than four hours if you provide us with a named bottle; this is to avoid skin reactions. Please put your child's labelled bottle of sunscreen in the box on the front table. **You can leave this in there until the end of term, and we will check the box at the start of the afternoon session to reapply sunscreen.** We always offer outside play around the recommended times for sun safety (i.e. before 11am and after 3pm) and play either in the shade or inside at other times. All children are reminded to wear sunhats when playing outside; we have plenty of spares at nursery though your child may prefer to bring their own. If this is the case please make sure it is named as sometimes children have identical ones.

Lunch Times:

Please make sure that your children's lunch boxes are clearly labelled with your child's name and surname. We have recently had incidents where two or three children have had identical lunch boxes and this would be extremely dangerous if one of those children was severely allergic to something if they were to eat from another child's lunch box. It is within our policies to label any unlabelled lunch boxes for this reason. Also, it has been highlighted to us that food such as whole olives, grapes and baby plum/cherry tomatoes may be a choking hazard to young children; please therefore cut these in half (lengthways) before putting them inside your child's lunch box.

September Bookings:

I will be preparing confirmation slips for everyone who has returned their booking form. If you cannot find a confirmation slip in your child's name or have not completed a booking form for September, please speak to me. As of now all bookings are subject to a full seven weeks' notice period. This is because I will now be finalising the staffing of sessions for September and cannot therefore make changes once these hours are set. If you wish to increase or change sessions, this may still be possible so please speak to me to make arrangements.

Leavers' Party:

I can't believe we have reached this time of the year already (I say this every year!) and wish all the children moving on to big school the best of luck. A party for children leaving for primary school will be held on **Wednesday 16th July 1pm-3pm**. The cost of the party is £12 but no payment is required for children who are already booked into the Wednesday afternoon sessions. **The usual session for that Wednesday afternoon session is therefore cancelled; if your child normally attends this session and is not moving up to school please speak to me so that we can arrange a make-up session for another day.** Please complete the slip at the end of this newsletter to book your child's place at the party by **Friday 20th June**.

Fees:

The last day for paying fees this half term is **Friday 13th June**, late payments can incur a late payment fee of £20 but this can be waived if you let me know in advance. Little Hands' preferred method is through an online payment and our bank details are:

HSBC Bank Sort Code: 40 16 08 Account No. 31615947

Sports Week:

Sports' Week races will be held every morning during the week of Monday 30th June - Friday 4th July (starting at approximately 9.20am). Please complete the slip at the bottom of this newsletter if you wish to attend. If your child only attends afternoons, you are still most welcome so please choose a morning that is most convenient for you. Although the emphasis is always on fun we do need to be aware of staying safe so please see the attached letter which holds all these details.

Photographs and Video Images:

As parents will be wanting to take photos of their children during Sports' Week, I am taking this opportunity to remind you of our Photography and Videos policy which is attached to this newsletter. Please feel free to speak to me if you have any questions on this.

Holiday Club

The Summer Holiday Club will be open for the majority of the summer holiday (**we will be closed from 11th - 22nd, the Bank Holiday Monday 25th August and Friday 5th September for staff training**). If you would like to book your child(ren) in

please complete a booking form. These can be obtained from the folder on the front table or from a member of staff. Please remember that we can take children from ages 2-8 for holiday club, so older siblings and friends are also welcome. Children who do not usually attend Little Hands are also welcome, though Little Hands' families are given priority.

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

Kind regards,

Pam

Planning

- During this half term we will be looking at:

Week 1

2nd -6th June

Out & About - We will explore the great outdoors by making dens, using tents and going on listening walks and bug hunts.

Week 2

9th-13th June

Baby Animals -Idha and Maribella will be in charge this week and they would like us to talk about baby animals. We will also be receiving our caterpillars this week and so shall be learning new words such as 'metamorphosis' and 'cocoon' as we watch the caterpillars grow and change into butterflies over the next few weeks.

Week 3

16th-20th June

Recycling - We are going to try something new...we are hoping to start the week without any toys but make our own out of recycled materials (gulp)! Please can you bring in some items that you think may be suitable for us to use to make our own cars, dolls, musical instruments or whatever you can think of. If you'd like to come in to help

us make things we would greatly appreciate your help and skills!

Week 4
23rd-27th June

World Cup - We will be talking about the different countries of the world and of course football. We will be making flags, football shirts, and trophies and we will be playing football, learning to score goals and dribble a ball in between cones. We will also start practising our races for next week's sports races.

Week 5
30th June-4th July

Sports Week - We are hoping to hold sports day races every morning this week (weather permitting); parents, siblings and family members are welcome to also attend. We will also be continuing with the World Cup activities from last week.

Weeks 6 & 7
7th - 18th July

Big School - We will be dressing up in school uniforms, having pretend 'lessons', taking the register, and practising dressing and undressing (in preparation for PE). We will also be arranging visits to Bourn School, dates to be confirmed so please look out for notices.
School Leavers' party to be held on Wednesday 16th July 1-3pm so usual session is CANCELLED, please speak to me to arrange a makeup session.

Please see the activities notice board (on the gate) for the full list of activities.

As always we welcome all parents into nursery, to share their skills by carrying out activities with the children. Thank you to everyone who came in to play last half term! The photos from previous activities led by parents are in the Family Interest Sharing Folder (on the front table). Please let us know if there are any activities you would like to share with us.

Leavers' Party - Wednesday 16th July 1-3pm

Please reserve a place at the leavers' party for my child.....

I enclose payment of £12/my child already attends the Wednesday afternoon session

Signed.....

Please return by Friday 20th June 2014

Sports Week

Child's Name.....

Names of people attending (including babies).....

.....

Day attending.....

I have read and accept the safety rules and guidelines for Sports Week (attached)

Signed..... Date.....

Print Name.....

Comments/Suggestions.

Please use this space to share any general feedback, comments or suggestions.

Term dates 2014 – 2015

Autumn Term 2014	14 weeks
Monday 8th September – Friday 24 th October	7 weeks
<i>27th – 31st October</i> <i>Half term holiday club</i>	
Monday 3rd November – Friday 19th December	7 weeks
<i>Christmas holiday club 22nd and 23rd December</i>	
Spring Term 2015	11 weeks
Monday 5 th January – Friday 13 th February	6 weeks
<i>16th – 20th February</i> <i>Half term holiday club</i>	
Monday 23rd February – Friday 27 th March	5 weeks
<i>Easter holiday club 30th & 31st March 1st & 2nd April</i>	
<i>Easter bank holidays 3rd & 6th April 7th – 10th April</i>	
Summer Term 2015	13 weeks
Monday 13th April - Friday 22nd May	5 weeks 4 days
(4 th May bank holiday - closed)	
<i>25th – 29th May</i> <i>Half term holiday club</i>	
Monday 1st June - Monday 20th July	7 weeks & 1 day

Safety Rules and Guidelines for Sports Week

Please complete the slip at the end of the newsletter to indicate which morning you are attending. Children attending only afternoon sessions are still welcome, so please choose your preferred morning. Races will start at approximately 9.20am (once the register has been taken). **We ask that parents wait in the Cherry Tree Room and Entrance hall. Little Hands children can go into nursery, but parents must ensure that their child's name is added to the register.**

The big garden is not an enclosed space so please follow the guidelines below so we can be safe while we are having lots of fun:

- 1) **Please sign in and out using the Visitors' Book** - all members of your group, including babies must be listed.
- 2) **Please inform a member of staff if you need to leave early or if you need to pop out of the nursery** (e.g. to use the toilet) they will need to lock the hall door behind you. Failing to do so may leave the nursery unsecure.
- 3) **Please do not take your child away without first informing us** as we need to mark them off the register.
- 4) We are happy to take all Little Hands children to the toilet regardless of whether they are booked into the session. This actually makes maintaining the register easier for us so please don't feel bad to let us! If you need to use the toilet, please use the accessible toilet in the main entrance area. **Only Little Hands' Staff are permitted to enter the nursery toilet area (for child protection reasons).**
- 5) If the fire alarm sounds please gather under the apple tree in the corner of the big garden (the area that the activities will be taking place). We will point this out to you before we start the races.
- 6) We prefer all Little Hands' children to stay with the group if possible but **if your child chooses to sit with you please be aware that it is your responsibility to supervise them until they are returned to us.**

Policy on Photography and Videos

The nursery regularly takes photos of the children at play, for records and to support the curriculum planning. These photos are often shared with parents on the photo board and are always available on request. The nursery also occasionally videos the group to show at parents evenings. When signing the parent/nursery contract parents agree to the policies on photos and videos. However every parent has the option to refuse the photograph policy, in which case it should be made clear in writing when returning the admission forms. Your child will then not be photographed by any member of staff, by a parent, or by any outsider.

While pictures of children may be used as part of the publicity of the nursery, no pictures of children will be displayed on the nursery web site, nor will they be made available to anyone in a digital form.

Where pictures are made available to the press or television, they will not be released with the names of the child unless the parent gives express permission for this to be done.

Where pictures are taken of the whole nursery (for example on the day of the visit of Father Christmas) the parents of children who have opted out of having the child photographed will be contacted to allow them to rescind their decision.

When using photos of children in the prospectus, information book "Little Hands" asks parents directly

To prevent photographs and videos being taken without authorisation "Little Hands" has the following policies.

Staff are not permitted to take any personal electronic device (mobile phone, iPod etc..) into a children area.

Any devices staff bring to nursery should be stored in their bags in an area not accessible to the children.

Staff will ensure that visiting adults do not use mobile electronic devices in children areas.

Images or videos taken at nursery must not be displayed on social networking sites.