

NEWSLETTER APRIL 2018.

Welcome back after the Easter holiday, we hope you had a nice spring break.

Themes

The theme the first week will be Transport and week two will be Peppa Pig's Muddy Puddle Walk (Save the Children event) followed by Growing and Healthy Eating

The themes for the other weeks will be based on the children's interests which will be decided during the half term. We will notify you of the themes on the parents' notice board in the entrance hall.

Week 1	Transport
Week 2	Peppa Pig's Muddy Puddle Walk (Save the Children event)
Week 3	Growing
Week 4	Healthy Eating
Week 5	Children's Interest
Week 6	Children's Interest

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:

Summer Term:

Term begins on Monday 16th April to Friday 25th May.

Nursery will be closed on May Day 7th May.

Half term holiday club is for one week beginning 28th May.

Second half of the Summer term begins Monday 4th June to Friday 20th July.

We will then open for the Summer holiday club.

Autumn Term:

Term begins on Thursday 6th September.

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 janemarshall@littlehands.co.uk 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 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.**

Booking forms for September 2018.

Please consider carefully how many sessions your child will need for the whole school year as in many instances, it was not possible to increase the number of sessions for all the children wishing to do so this year. This is particularly important when your child becomes eligible for Early Years Funding as many parents wish to increase sessions at this point.

Please return any outstanding bookings forms as soon as possible as several sessions are already becoming very busy.

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 September 2018** and you think you might be eligible for the 30 hours extended entitlement then please make sure that you get your code before the **31/08/2018** otherwise you may not be able to make a claim until January 2019. There are strict cut off dates which have been issued by the local government.

Attendance

Please let us know verbally, by phone or by email if your child is not going to be attending nursery if they are unwell, on holiday etc. We are required by Early Years to monitor children's absences from nursery.

Dad's Week and other significant males (or females) (12th - 16th June)

We would like to invite any Dad 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 12th June. 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.

Photographer

The photographer will be visiting nursery on Tuesday 1st May and Thursday 3rd May. He will be available to take photographs from 8.45– 10.00am on both days. He will take individual photographs on these days and also group photographs. If your child does not attend on these days please feel free to come in between 8.45am– 10.00am to have their photograph taken and if you would like siblings in the photo please bring them along too. Please fill in the form at the bottom of this newsletter if you would like your child to have a photograph taken. Group photos will be taken at approx. 10.00am.

Parents evening

We will be holding a parents evening on Thursday 21st June 2018 from 7- 8.30 pm. If you require an appointment with either the session leader or your child's key worker please return the form at the end of this newsletter as soon as possible or speak to Sheila or Lisa.

Sport Relief

Thank you to everyone who supported our fund-raising efforts for Sport Relief. We raised £36.00 – thank you.

Peppa Pig's Muddy Puddle Walk (Save the Children event)

We are going to hold sponsored Peppa Pig Muddy Puddle Walks during the week beginning 23rd April 2018. A sponsorship form has been emailed to you and we hope that you will support this very worthwhile cause. If the weather is kind to us and it doesn't rain then we will create some puddles of our own.

Weather

It is advisable to apply sunscreen to your child before bringing them to nursery. Cancer Research UK recommend factor 15 or higher. If your child attends for four hours or less it will not be necessary for the sunscreen to be reapplied at nursery. If your child attends a full day please send a named bottle of sunscreen to nursery with them and we will help your child reapply the cream before afternoon play. We are not able to apply a “general use” sunscreen to children who have not brought a named bottle with them in case a skin reaction occurs.

Please label cream, hats and clothing with your child’s name.

Holiday Clubs.

We would like to notify all working parents and those who want to book into holiday clubs that we will be reviewing the number of children who have booked sessions within the first week of the start of each half term so that we can ensure that we have adequate staffing for the holiday club. If you require certain sessions then please book in as early as possible to ensure that we can offer you the spaces that you need. We have had a lot of late bookings this half term which we were not able to accommodate as we had already sorted out the staffing levels. It will be at the manager’s discretion to decide whether the sessions booked are viable.

Summer Holiday Club.

The half term holiday club will run for six weeks 1 day 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 6th July otherwise a late pay penalty of £20.00 will be added. The fees are £6.40 per hour unless your child is claiming Early Years Funding for the holiday club when the lunch session will be £8.40 per hour. Once the sessions have been confirmed they cannot be cancelled or reduced and the fees are payable in full. 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 attached with this newsletter email to be completed and returned as soon as possible and we cannot guarantee places will be available after Friday 8th June.

Photo confirmation slip

CHILD’S NAME.....

I would like my child/children to have an individual photograph to be taken on Tuesday 1st May or Thursday 3rd May (please circle the day and whether you will be present for the photograph).

I will / will not be present for the photograph.

Parents evening

CHILD’S NAME.....

I would like to make an appointment with my child's key worker/session leader..... between 7.00 and 8.30pm on the evening of Thursday 21st June at (preferred time).....pm.

I will be attending but do not need an appointment.

I will not be attending.

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