

Newsletter February 2015.

Welcome back after the half term break.

We are delighted to welcome Claire Woolford to our staff team in January. Some of you may remember that Claire was one of our mothers who volunteered one morning a week at Newton during the summer term last year. She has worked the Autumn term at our Melbourn nursery. We hope that she will enjoy working with us.

Themes. The theme for the first week will be Spring, week two will be World Book week with World Book Day on 5/03/15 and the Holi Festival on 06/03/15. Week three will be Comic Relief and will incorporate Mothers Week.

The themes for the other weeks will include Children's Interest and Easter. We will notify you of the themes on the parent's notice board in the entrance hall.

Week 1 Spring

Learning Intention: Personal, Social and Emotional

Week 2 World Book Week and World Book Day – 05/03/2015 + Holi Festival- 6/03/15.

Learning Intention: Literacy

Week 3 Comic Relief and Mum's week

Learning Intention: Communication and Language

Week 4 Children's Interest

Learning Intention: Physical

Week 5 Easter

Learning Intention: Mathematics

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 23rd February to Friday 27th March.

We will then open for the Easter holiday club.

Summer Term: Term begins on Monday 13th April to Friday 22nd May.

Nursery will be closed on May Day 4th May.

Half term holiday club is for one week beginning 25th May.

Second half of the Summer term begins Monday 1st June to Monday 20th 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 - NEW
Account Number:	60037524 - NEW

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.

Our website address is www.littlehands.co.uk..

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 or when the heating broke down only to find that numbers were unobtainable.

Siblings

We have a waiting list for children who want to attend Little Hands which so far stretches to September 2016. 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.

Red Nose Day

We will be fund raising for Red Nose Day during the week beginning the 9th March. It would be lovely if the children came to nursery either dressed up as their favourite animal or in fancy dress particularly on Friday 13th March. Please remember that the children will still be doing normal activities both inside and outside the nursery, so clothes should be comfortable, warm and washable. We will be collecting money for Red Nose Day by selling sweets, biscuits, cakes, etc. Any donations of sweets, biscuits and cakes will be gratefully received.

Mum's Week and other significant females (or males) (9th - 13th 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 9th 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 topics 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.

Sainsbury's Vouchers

We are registered with Sainsbury's and we are collecting their Active Kids vouchers. These can be placed in the collecting box in the entrance hall.

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 two weeks 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.

Easter Holiday Club

The half term holiday club will run for nine 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 charged for the holiday club will be the same as term sessions and I am sorry but we will no longer be offering a discount for the holiday club as we are no longer covering the cost of the sessions. The fees must be paid by Friday 27th March otherwise a late pay penalty of £20.00 will be added. The fees are £6.10 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.

PTO

Booking form for Easter 2015 holiday club.

I would like to book the following sessions:

Child's name.....

Monday 30th March: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Tuesday 31st March: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Wednesday 1st April: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Thursday 2nd April: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Tuesday 7th April: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Wednesday 8th April: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Thursday 9th April: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Friday 10th April: 8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

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