

## Newsletter November 2017.

Welcome back after half term, we hope that you are all ready for an exciting build up to Christmas.

### Themes-

The theme will be “Firework Safety” for the first week.

The themes for the following weeks are listed below. We will also be including “Road Safety” during the half term and the community police will visit to talk to the children about road safety. We will notify you of the themes on the parents’ notice board in the entrance hall.

Week 1	Firework Safety
Week 2	Children’s Interest
Week 3	Children in Need
Week 4	Road Safety Week including a visit from the community police
Week 5	Children’s Interest
Week 6	Christmas
Week 7	Christmas and Christmas parties

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

The children play outside every day and for safety reasons we would ask you to make sure that they have suitable footwear for the garden.

**Autumn Term:** Half term holiday club is for one week beginning 23rd October.  
Second half of the Autumn term begins on Monday 30th October to Friday 15<sup>th</sup> December.  
Christmas parties will be held in the last week of term.  
We will then open for the Christmas holiday club.

**Spring Term:** Term begins on Wednesday 3rd January 2018 to Friday 9<sup>th</sup> February.  
Half term holiday club is for one week beginning 12<sup>th</sup> February.  
Second half of the Spring term begins on Monday 19th February to Wednesday 28th March.  
We will then open for the Easter holiday club.

**Summer Term:** Term begins on Monday 16th April to Friday 25<sup>th</sup> May.  
Nursery will be closed on May Day 7th May.  
Half term holiday club is for one week beginning 28<sup>th</sup> May.  
Second half of the Summer term begins Monday 4<sup>th</sup> June to Friday 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
Account Number:	60037524

The payment should be referenced with your child’s name and written notification emailed to [janemarshall@littlehands.co.uk](mailto: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](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.**

### **IMPORTANT change to invoice dates.**

**From September 2017 invoicing arrangements at nursery have been brought forward by two weeks – from an invoice period at the beginning of each half term to an invoice period where fees are paid in advance of each half term. Invoices for full price fees for each half term will be issued at least two weeks before the preceding school holiday. The fees for each half term are to be paid by the Friday before the start of the new half term. The late pay penalty of £20.00 will be added to all fees not paid on time.**

### **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 January 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 15/12/2017 otherwise you may not be able to make a claim until April 2018. There are strict cut off dates which have been issued by the local government.**

### **Interests from Home**

**We have a board just inside the nursery door where the children can display any photographs or pictures of things that they have been doing at home. It is looking a bit empty at the moment so any contributions will be gratefully received.**

### **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 (particularly trousers) 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.**

### Children in Need

We will be fund raising for Children In Need during the week beginning the 13th November. The theme this year is Spotacular. It would be lovely if the children came to nursery dressed in spots or in fancy dress during the week and particularly on Friday 17<sup>th</sup> November. 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 Children In Need by selling sweets, biscuits, cakes, etc. Any donations of sweets, biscuits and cakes will be gratefully received.

### Photographs

If your child had an individual photograph taken we would be grateful if you could return the payment and proofs or **unwanted** photo **by Friday 10th November at the VERY latest**, so that we can ensure that reorders are back in time for Christmas. Any orders place after this date may not be ready in time for Christmas.

### Parents evening

We will be holding a parents evening on Thursday 16<sup>th</sup> November 2016 from 7- 8.30 pm. If you haven't yet booked an appointment and would like one with your child's key worker or the session leaders Lisa or Hayley, then please fill out the form at the end of the newsletter and return it to nursery as soon as possible. We do try to book appointments at your convenience, however, sometimes the staff overrun, so please be patient when waiting your turn. If you do not require an appointment but would like to come and look around the nursery and chat to all the staff then you are all welcome.

### Christmas parties

We will be holding our Christmas parties on Thursday 14th December and Friday 15<sup>th</sup> December from 1-3pm. We have a high number of children this term so we are going to hold two parties. I will allocate spaces to the children and try to keep them with their friendship groups. The party consist of a welcome activity, games, dancing, party food and a visit from Father Christmas who gives all the children a present from his sack.

If your child normally attends the nursery on a Thursday or Friday afternoon then a space will be available for your child to attend the party and there will be no additional charge.

We will remain open until 4.30pm as usual for those children who are already booked in during term time.

**PLEASE RETURN THE FORM SO THAT FATHER CHRISTMAS CAN LOAD THE CORRECT NUMBER OF PRESENTS ONTO HIS SLEIGH.**

**A form will be sent separately for you to complete and return ASAP please.**

### February Half Term Holiday Club

The half term holiday club will run for five 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 9th February 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 at the bottom of this newsletter to be completed and returned as soon as possible as we cannot guarantee places will be available if the form is returned after Friday 5th January.

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

**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 Tuesday 16<sup>th</sup> November 2017 at (preferred time).....pm.**

**I will be attending but do not need an appointment.**

**I will not be attending.**

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**Booking form for February half term holiday club.**

**Please complete and return as soon as possible as we cannot guarantee places will be available if the form is returned after Friday 5th January.**

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

**Child's name**.....

<b>Monday 12th February</b>	<b>8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Tuesday 13th February</b>	<b>8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Wednesday 14th February</b>	<b>8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Thursday 15th February</b>	<b>8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Friday 16th February</b>	<b>8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>

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