

# Newsletter September 2014.

Welcome back to “Little Hands” nursery after the summer holidays.  
We hope that you have all had an enjoyable holiday.

We would like to welcome all our new children and parents to nursery and also welcome back all our familiar faces.

Just to remind you that Meryl has now retired from work although we hope that she will call into the nursery to see us still. Also Denise left the nursery at the end of last term.

## Themes

The theme for the first two weeks will be Nursery Rhymes followed by two weeks of Autumn. 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 parent’s notice board in the entrance hall.

Week 1                      Nursery Rhymes  
Learning Intention: All areas  
Week 2                      Nursery Rhymes.  
Learning Intention: All areas  
Week 3                      Autumn  
Learning Intention: Personal, Social and Emotional  
Week 4                      Autumn  
Learning Intention: Communication and Language  
Week 5                      Children’s interest  
Learning Intention: Physical  
Week 6                      Children’s interest  
Learning Intention: Literacy  
Week 7                      Children’s interest  
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.

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.

## TERM DATES:

**Autumn Term:**                      The Autumn term will start on Monday 8<sup>th</sup> September 2014.  
Term begins on Monday 8<sup>th</sup> September to Friday 24<sup>th</sup> October.  
Half term holiday club is for one week beginning 27<sup>th</sup> October.  
Second half of the Autumn term begins on Monday 3<sup>rd</sup> November to Friday 19<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 Monday 5<sup>th</sup> January 2014 to Friday 13<sup>th</sup> February.  
Half term holiday club is for one week beginning 16<sup>th</sup> February.  
Second half of the Spring term begins on Monday 23<sup>rd</sup> February to Friday 27<sup>th</sup> March.  
We will then open for the Easter holiday club.

**Summer Term:**                      Term begins on Monday 13<sup>th</sup> April to Friday 22<sup>nd</sup> May.  
Nursery will be closed on May Day 4<sup>th</sup> May.  
Half term holiday club is for one week beginning 25<sup>th</sup> May.

**Second half of the Summer term begins Monday 1<sup>st</sup> June to Monday 20<sup>th</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: 401608  
Account Number: 31615947

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.**

#### **Children's All About Me Folder**

**We will be sending home your child's All About Me Folder on a termly basis for you to look at. Please read the comments that the staff have written on the seven areas of learning for your child and the suggestions on how we would like to help them to develop in the coming weeks. It would be very useful if you could write your thoughts and comments on the sheet included in your child's profile which will help us to plan activities for your child at nursery, some of which you could also use at home. If your child attends another setting or is looked after by someone else their comments would be very useful to our planning. Please return the folders to us ASAP as they are a working document and the key worker uses them on a weekly basis..**

#### **Contact Numbers**

**Please remember to update your child's contact numbers whenever they change. This becomes very important when a child is poorly and the staff are trying to contact you to collect them.**

#### **Weather.**

**It is advisable to apply sun cream to your child BEFORE bringing them to nursery. Cancer Research UK recommend factor 15 or higher. If your child attends nursery for four hours or less it will not be necessary for the sun cream 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 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.**

### **Children's "work"**

Please remember to check on the tables to see if your child has any "work" to take home. The children are always very proud of the things they have produced during their time at nursery and are always keen to take it home to share with their family.

### **Make up sessions**

There is no refund of fees for sessions missed because of holidays or sickness; however, we do try hard to allow parents to make up some of the sessions whenever possible. Make up sessions can only be taken if there is a vacant fully staffed session available and must be taken within the half term that the missed session occurs. This sometimes means that it is not possible to make up all the sessions missed. These sessions should not be booked until your child is sufficiently recovered to manage their usual week.

### **Lunches**

Please ensure that your child's lunch box and drinks container are named. As we have a number of children with allergies we request that nut products are not included in lunch boxes. If you normally cut up items, such as cherry tomatoes or grapes etc., to make them easier to eat at home, then please can you do so in their lunch boxes.

Due to food hygiene regulations we are not able to heat children's lunches in the microwave.

### **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.

### **Named Clothing**

It is important to name all your child's clothing and Wellington boots as so many garments look the same which can be confusing for your child. Please send your child to nursery in suitable clothing as we like to provide numerous messy activities for the children and we go outside whatever the weather is like!

### **Thoughts and Reflections Box**

Just to remind you of our thoughts and reflections box that is in the entrance hall. It is there for you to put in any concerns, thoughts or wishes you may have for the nursery and do not wish to discuss with the staff.

### **Photographer**

The photographer will be at nursery on the Tuesday 7<sup>th</sup> October and Wednesday 8<sup>th</sup> October. He will be available to take photographs from 11.45-1.15pm on both days.

He will be taking individual photographs of the children in time for Christmas. If your child does not attend nursery on these days please bring them along and if you would like siblings in the photo please bring them along too.

### **Key workers**

Some of our existing children may have been allocated a new key worker either because the children or staff have changed their days at nursery.

Please speak to Sheila or Lisa if you have any concerns.

Your child's key worker is now.....

### **Half Term Holiday Club**

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> October 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.**

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**Booking form for half term holiday club.  
I would like to book the following sessions:**

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

<b>Monday 27<sup>th</sup> October</b>	<b>8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Tuesday 28<sup>th</sup> October</b>	<b>8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Wednesday 29<sup>th</sup> October</b>	<b>8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Thursday 30<sup>th</sup> October</b>	<b>8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>
<b>Friday 31<sup>st</sup> October</b>	<b>8.30-9.00am 9-10am 10-12am 12-1pm 1-3pm 3-4pm 4-4.30pm</b>

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### **Photographs**

**I would like my child to have their individual photograph taken on Tuesday 7th October or Wednesday 8th October. (Please state which day). He will be at nursery from 11.45-1.15pm**

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

**I will/will not be present for the photograph.**

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