



## Little Hands Linton and Bartlow News letter September 2015

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### **Under two's area**

Welcome back to the new academic year and we hope that you have had a fun filled and happy summer break. We look forward to the children sharing with us what they have been doing.

Welcome to all new children and their families who start with us at Little Hands.

The staff team and builders have been very busy over the holidays. The new under two's outside area has been created and the garden completely raked back of old bark and new bark laid. Whilst the builders have carried out this work the staff have been busy cleaning and sorting toys, painting children's toilet area, painting/cleaning chairs, cleaning shelving, work top areas etc. We have also had a company in to professionally clean our carpets.

### **Staff**

At the end of the Summer term we said goodbye to Julia Martin and Karen Burton, they came to work with us for a temporary period, whilst they we offered the opportunity of staying with us into the new Autumn term both have decided to take different career paths. Also a big thank you to Becky Doggett who has been helping on a temporary basis.

We would like to welcome Chloe Smith to the staff team at Little Hands. Chloe has had experience working with children in a nursery setting and is working towards a qualification in child care.

### **Keyworkers**

As children and staff change sessions for a new academic year then we review our keyworkers list. You will be informed if your child has a new keyworker for this year.

### **Topic**

Our topic to start with this half term is Handa's Surprise, the under two's will be looking at wild/zoo animals that closely link with the story.

### **Staying Safe**

We will be discussing people who keep us safe, people at home/family, nursery and building with the children their own safety circle. We will use our Persona dolls, Helen and Gordon, to deliver these messages to the children.

Your child may bring items in for the topic to show us. Can we ask that any other toys brought in, other than comforters, are shown to staff and friends and then either taken home with you or put in your child's bag if small enough. Other children always want to play with them and we cannot guarantee their safety.

### **Term Dates**

1st half of term ends **Fri 23<sup>rd</sup> Oct**

2nd half of term begins **Mon 2<sup>nd</sup> Nov**

Half term **26<sup>th</sup> Oct – 30<sup>th</sup> Oct**

2nd half of term ends **Fri 18<sup>th</sup> Dec**

Half term holiday club booking forms will be available shortly. Please ask if you require one.

## **Invoices**

**Invoices should be paid by FRIDAY 18<sup>th</sup> SEPTEMBER.**

If you are experiencing any difficulties with payment then please speak to Mandy in confidence.

Little Hands' preferred method of payment is by direct online payment into the nursery account (details below). When making the payment please remember to send a notification to:

[janemarshall@littlehands.co.uk](mailto:janemarshall@littlehands.co.uk) quoting 'Linton', your child's name, and the amount paid.

**HSBC Bank Sort Code: 401659 Account No. 60037524**

## **Contact Details**

If any of the details about your child has changed, particularly telephone contact numbers, since you filled in our Admission Form then please inform Mandy of the changes.

## **Lunch Boxes**

**Please remember to clearly label lunch boxes on the outside and drink bottles with your child's name.** It is very hard for cover members of staff to know which things belong to which child.

## **Make Up Sessions**

Please be aware that make up sessions could be limited this year as most of our sessions are busy.

**(From our policy)** There is no refund for sessions missed e.g. for holidays or because of sickness, however, we do offer "make-up" sessions under certain conditions. Make-up sessions must be taken in the half term in which the missed sessions occurred. It may not be possible to replace all the sessions missed. Make-up sessions cannot be carried over from term time to holiday club or vice versa. Make up sessions are booked at the manager's discretion and will not be allowed to affect our high staff to child ratio.

## **Parent/Carer Involvement**

Parents are always welcome at Little Hands to join in part or all of a session. If you have a particular skill or interest that you would like to share with the children then please speak to Mandy to organise a visit.

## **Illness**

Please can we remind parents that your child should not be attending nursery if you have had to give them Calpol or other fever reducing medicine. They will not be well enough to cope with a session.

## **Notes from Parent/Carer in Bag**

We do not normally look in children's bags. If you send information or replies in then please hand them to a member of staff or, if another adult is bringing your child in then ask them to give any notes, etc to staff.



**'Summer holiday club fun'**

**We look forward to the year ahead**

***Mandy, Caroline, Linda, Michelle, Natalie, Jill, Amy, Joyce, Shanade, Chloe***