

Newsletter February 2014.

Welcome back after the half term break.

We would like to welcome a new member of staff, Pippa Eccleston, and hope that she will enjoy working here as much as we do.

Themes. The theme for the first week will be All About Me, week two will be World Book week incorporating World Book Day on 6/03/14. Week four will be Sport Relief and week five will incorporate Mothers Week.

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

Week 1 All About Me - Staying Safe

Learning Intention: Personal, Social and Emotional

Week 2 World Book Week and World Book Day – 06/03/2014

Learning Intention: Literacy

Week 3 Children's Interest

Learning Intention: Communication and Language

Week 4 Sport Relief Week

Learning Intention: Physical

Week 5 Mother's Week and Spring

Learning Intention: Expressive Arts and Design

Week 6 Easter

Learning Intention: Understanding the World

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 24th February to Friday 4th April.
We will then open for the Easter holiday club.

Summer Term: Term begins on Tuesday 22nd April to Friday 23rd May.
Nursery will be closed on May Day 5th May.
Half term holiday club is for one week beginning 26th May.
Second half of the Summer term begins Monday 2nd June to Friday 18th 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 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.

Website

The website for Little Hands is now updated on the internet. It is www.littlehands.co.uk

We are uploading our newsletters each half term as well as a gallery of photographs of recent activities for you to access electronically. We will no longer inform you when your child's photos are being used. If you would prefer your child not to be included in any of the photos then please let me know.

Siblings

We have a waiting list for children who want to attend Little Hands which so far stretches to September 2015. If you would like a sibling to be added to the list then please let me know.

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. We are **VERY BUSY** at the moment so it may **NOT** be possible to make up sessions missed. 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. These sessions should not be booked until your child is sufficiently recovered to manage their usual week.

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.

Communication Books

Communication books will be gradually phased out for our existing parents and not given to new parents unless they are requested. We will replace them with loose leaf sheets of paper for parents to send any

information about their child into nursery. These sheets are available in a folder in the entrance hall. The completed sheets will be placed in the child's records under the relevant section and where appropriate used for their next steps.

Sport Relief – we're being "woolly jumpers" for Sport Relief.

We will be fund raising for Sport Relief during the week beginning the 17th March. It would be lovely if the children came to nursery either in "woolly jumpers" or fancy dress. 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 Comic Relief 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) (24th - 28th 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 24th 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.

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 4th April otherwise a late pay penalty of £20.00 will be added. The fees are £6.00 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 2014 holiday club.
I would like to book the following sessions:**

Child's name.....

Monday 7th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Tuesday 8th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Wednesday 9th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Thursday 10th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Friday 11th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Monday 14th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Tuesday 15th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Wednesday 16th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

Thursday 17th April: 8.30-9.00am 9-10am 10-11am 11-12am 12-1pm 1-2pm 2-3pm 3-4pm 4-4.30pm

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