

Newsletter January 2020.

Welcome back after Christmas and a Happy New Year to you all.

The staff would like to thank you all very much for the lovely cards and presents that were given to them at Christmas –THANK YOU.

I am sad to tell you that Claire has left the nursery at Christmas to work with her husband. We will miss her very much and wish her every success for the future. We are pleased to welcome Charlie West to our staff team. She has been working at our Melbourn nursery and we hope she enjoys working here as much as the rest of the staff do.

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: -

Spring Term:

Term begins on Monday 6th January 2020 to Friday 14th February.

Half term holiday club is for one week beginning 17th February.

Second half of the Spring term begins on Monday 24th February to **Tuesday 31st March.**

We will then open for the Easter holiday club.

Summer Term:

Term begins on Monday 20th April to Friday 22nd May.

Nursery will be closed on May Day 8th May – (Friday)

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

Second half of the Summer term begins Monday 1st June to **Thursday 23rd July.**

We will then open for the Summer holiday club.

E-mail address

Our e-mail address is 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.**

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 little.hands@icloud.com 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.

Absences

Please let us know verbally, by phone or by email if your child is not going to be attending nursery if they are unwell, on holiday etc. We are required by Early Years to monitor children's absences from nursery.

Lunches

Please cut up items, such as cherry tomatoes, grapes, olives etc. in half-length ways to make them easier to eat for the children and to reduce the risk of choking. We will cut up any food items which we feel may be a choking hazard.

Please ensure that your child's lunch box and drinks container are named. As we have several children with allergies, we request that nut products are not included in lunch boxes.

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

Entrance Hall

Please remember that the entrance hall is a common area which is used by other users of the hall. Children should always be supervised and must not be allowed into the adjacent corridor, or to play on the glass door into the hall. Noise level should be kept to a minimum and other people always need to be able to pass safely through.

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.

Children In Need

Thank you to everyone who supported our fund-raising efforts for Children In Need. We raised £49.34 by dressing up and selling cakes and biscuits.

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.

Sharing Skills

We would like to invite any parent, carer or relative to join us at nursery to share any particular skill you may have with the children. In the past we have had a mother who talked to the children about her new baby, a father who plays the saxophone, a mother who was a fitness instructor, a mother who sang Spanish nursery rhymes and a father who is a dentist. They came in and talked to the children for a few minutes which all the children thoroughly enjoyed. Parents have also come in to share festivals and

celebrations that their families participate in. If you would like to come into the nursery, please speak to Sheila or Lisa to arrange a date and time.

Easter Holiday Club

The Easter holiday club will run for eleven full days from 8.00-5.30pm. 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 27th March otherwise a late pay penalty of £20.00 will be added. The fees are £6.95 per hour unless your child is claiming Early Years Funding for the holiday club when the lunch session will be £9.60 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 28th February.

Booking form for Easter 2020- holiday club.

I would like to book the following sessions:

Child's name.....

Wednesday 1st April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Thursday 2nd April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Friday 3rd April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Monday 6th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Tuesday 7th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Wednesday 8th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Thursday 9th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Friday 10th April:	BANK HOLIDAY – CLOSED
Monday 13th April:	BANK HOLIDAY – CLOSED
Tuesday 14th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Wednesday 15th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Thursday 16th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
Friday 17th April:	8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm
