

# Spring 1<sup>st</sup> Half Newsletter.

## Welcome back

Welcome back to you all and we hope that you have had a fabulous and festive break! Before we broke up the children were all super excited about christmas and got stuck in with some great projects across the Nursery to celebrate Christmas, from making our own recycled christmas trees to going out and collecting natural resources to decorate it.

Goodbyes.....

Last term we sadly said goodbye to Jacey and Charlie, Jacey decided that she wants to explore new avenues and challenge herself with something new. She has been with little Hands for over 5 years and she will be missed.

Charlie has gone to work in our Little hands in Newton so although she will be missed her we know that we will still see her when she comes to cover and help us out.

Hallo's.....

We are delighted that Annie and Melina have taken over as the under two's room leaders and can't wait to see what they bring to the room!

DATES FOR YOUR DIARY:

JANUARY 27<sup>TH</sup> COFFEE EVENING

This was so succesful in June that we are going to offer it again this next year. You are invited to come along and have a coffee, tea or cake with us and have a look at what the children have been up to. All the staff will be there so it's a great opportunity to come and chat to them about what your child has been doing and a catch up.

We have got some other ideas up our sleeve including a table top sale further on in the year so please do check your emails regularly and look on our notice board for further information.

## ILLNESS

Our policy for the dreaded sickness and diarrhoea bug is 48 hours away from Nursery. Please don't bring your child into nursery until they have had 48 hours since their last bout, we have had a real run of it last term with children and staff and we would like to try to keep it at bay as much as we can. I really appreciate your support in this as I know how difficult this can be especially as normally after 24 hours they are bouncing around looking fine!!

For all other illnesses we follow the latest guidelines from NHS Direct which does change from time to time so if you are worried about whether to bring your child in then please do check the website

**If you have had to give your child any medication to help them get through the day ie Calpol then we would ask you to not bring them in that day.**

### E-mail address

Our e-mail address is [lh-melbourn@btconnect.com](mailto:lh-melbourn@btconnect.com) and [lhmelbourn1@gmail.com](mailto:lhmelbourn1@gmail.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 Jane Marshall [little.hands@icloud.com](mailto: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.

## COLLECTION OF CHILDREN

Please note that our pick up times are **12, 1.00, 3.00, 4.00 - 5.00 and 5-5.30** if you come at any other time then please be patient if we don't open the door straight away, we are often in numbers with the children and can't leave to open the door until we have made sure the children are safe, if you can stick to our pick up times (or as close as possible) it would be greatly appreciated. Our opening hours are 8.00 am until 5.30 pm, please make sure you are here to pick up your child at the time they are booked in until. Please let us know as soon as you can if you are going to be a few minutes late so we can prepare your child that you will be a few minutes late picking up.

As our policy states we will charge a late fee for parents that are late picking upon a regular basis.

As the weather changes please make sure your child comes into nursery with appropriate clothing and named spare clothes in their bag.

February Holiday Club has gone out for his half term so please make sure you fill that in and get back to me if you require holiday club.

Many Thanks  
Sharon and Team.

