

# NEWSLETTER APRIL 2019.

Welcome back after the Easter holiday, we hope you had a nice spring break.

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: -

### **Summer Term:**

Term begins on Tuesday 23rd April to Friday 24<sup>th</sup> May.

Nursery will be closed on May Day 6th May.

Half term holiday club is for one week beginning 27<sup>th</sup> May.

Second half of the Summer term begins Monday 3rd June to Tuesday 23<sup>rd</sup> July.

We will then open for the Summer holiday club.

### **Autumn Term:**

**Term begins on Monday 9th September.**

## 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](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.

### **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. Please note that the emails are not always checked if we are busy so if your query is urgent then please phone us instead.**

### **Booking forms for September 2019.**

**Please consider carefully how many sessions your child will need for the whole school year as in many instances, it was not possible to increase the number of sessions for all the children wishing to do so this year. This is particularly important when your child becomes eligible for Early Years Funding as many parents wish to increase sessions at this point.**

### **30-hour funding codes**

**Please can I remind parents/carers that have qualified for the 30-hour funding that you need to do an eligibility check every 3 months with HMRC from when you were first given the code. HMRC should send you a reminder by email.**

**Also, if you will be claiming Early Years Funding in September 2019** and you think you might be eligible for the 30 hours extended entitlement then please make sure that you get your code before the **31/08/2019** otherwise you may not be able to make a claim until January 2020. There are strict cut off dates which have been issued by the local government.

#### **Attendance**

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.

#### **Dad's Week and other significant males (or females) (10th - 14th June)**

We would like to invite any Dad 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 10th June. 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 evening**

We will be holding a parents evening on Thursday 20th June 2019 from 7- 8.30 pm. If you require an appointment with either the session leader or your child's key worker, please return the form at the end of this newsletter as soon as possible or speak to Sheila or Lisa.

#### **Weather**

It is advisable to apply sunscreen to your child before bringing them to nursery. Cancer Research UK recommend factor 15 or higher. If your child attends for four hours or less, it will not be necessary for the sunscreen 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 help your child 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.

#### **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 the first week 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.

#### **Summer Holiday Club.**

The half term holiday club will run for six weeks 3 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 19th July otherwise a late pay penalty of £20.00 will be added.** The fees are £6.80 per hour unless your child is claiming Early Years Funding for the holiday club when the lunch session will be £9.30 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 will be sent by a separate email to be completed and returned as soon as possible and we cannot guarantee places will be available after Friday 7th June.

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**Parents evening**

**CHILD'S NAME.....**

**I would like to make an appointment with my child's key worker/session leader..... between 7.00 and 8.30pm on the evening of Thursday 20th June at (preferred time).....pm.**

**I will be attending but do not need an appointment.**

**I will not be attending.**

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