

Newsletter September 2017.



Welcome to our first digital newsletter. If you would like me to send this newsletter to any other email addresses then please let me know.

Welcome back to "Little Hands" nursery after the summer holidays. We hope that you have all had a lovely holiday.

We would like to welcome all our new children and parents to nursery and also welcome back all our familiar faces.

We have said Goodbye to Amy and Melina who have gone off to have their own little bundles of joy, so we look forward to meeting the new additions.



Sara has decided to spend some time at home whilst her youngest settles into school.

Jane has jetted off to start a new adventure Thailand, we are keeping in touch with her and she



has settled in well.

We are delighted to welcome some "new" staff joining with us this term: Hannah McCrossen who has worked at all the little hands at various times during holiday club, we are now delighted that she has decided to join us as a permanent member of staff in the Butterfly room.

Melissa Lawrence has come back to us after her maternity leave and will also be joining the Butterfly room.

Room Leaders

Sally and Jacey have taken over as room leaders in the Ladybird Room and the Bumble bee room so please feel free to have a chat to them about their plans for the rooms.

Amelia (who got married in August!) has become the Room leader of the Butterfly room and has many exciting plans for developing the room.

Themes

The individual sharing sheets are in the foyer for you to look at and see what we will be doing with your children this term.

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.

Autumn Term: The Autumn term will start on Monday 4th September 2017.
Term begins on Monday 4th September to Friday 20th October.
Half term holiday club is for one week beginning 23rd October.
Second half of the Autumn term begins on Monday 30th October to Friday 15th December.
Christmas parties will be held in the last week of term.
We will then open for the Christmas holiday club.

Spring Term: Term begins on Wednesday 3rd January 2018 to Friday 9th February.
Half term holiday club is for one week beginning 12th February.
Second half of the Spring term begins on Monday 19th February to Wednesday 28th March.
We will then open for the Easter holiday club.

Summer Term: Term begins on Monday 16th April to Friday 25th May.
Nursery will be closed on May Day 7th May.
Half term holiday club is for one week beginning 28th May.
Second half of the Summer term begins Monday 4th June to Friday 20th July.
We will then open for the Summer holiday club.

E-mail address

Our e-mail address is lh-melbourn@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 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.

IMPORTANT change to invoice dates.

From September 2017 invoicing arrangements at nursery have been brought forward by two weeks - from an invoice period at the beginning of each half term to an invoice period where fees are paid in advance of each half term. Invoices for full price fees for each half term will be issued at least two weeks before the preceding school holiday. The fees for each half term are to be paid by the Friday before the start of the half term holiday. The late pay penalty of £20.00 will be added to all fees not paid on time.

Door

Please do not open the nursery door for other parents/carers as the staff need to monitor who is entering and leaving the nursery for safety reasons.

Contact Numbers

Please remember to update your child's contact numbers whenever they change. This becomes very important when a child is poorly and the staff are trying to contact you to collect them.

Weather.

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

Children's "work"

Please remember to check the going home boxes to see if your child has any "work" to take home. The children are always very proud of the things they have produced during their time at nursery and are always keen to take it home to share with their family.

Lunches

Please ensure that your child's lunch box and drinks container are named. As we have a number of children with allergies we request that nut products are not included in lunch boxes. If you normally cut up items, such as cherry tomatoes or grapes etc., to make them easier to eat at home, then please can you do so in their lunch boxes.

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

Collection of children

We are very busy this term and do rely on you to pick your children up on time. Repeated late collection of children can be distressing for the child and make organisation of staffing difficult. If a child is repeatedly collected late a fee of £10.00 per 15 minutes will be charged.

Named Clothing

It is important to name all your child's clothing and Wellington boots as so many garments look the same which can be confusing for your child. Please send your child to nursery in suitable clothing as we like to provide numerous messy activities for the children and we go outside whatever the weather is like!

Toys

Please can you restrict the number of toys which the children bring into nursery as other children often want to play with them which means that they may get broken or lost. Sometimes it is very difficult to reunite them with their owner at the end of the session. Comforters can be left on the children's peg in case they need them.

Harvest Festival Week

The week beginning 25th September we will be collecting tins and packets of food for the harvest festival at Harvest festival Melbourn Church. The food is distributed to people in the village and a local homeless refuge.

Please support us by bringing in tins and packets of food.

Key workers

Some of our existing children may have been allocated a new key worker either because the children or staff have changed their days at nursery. We will notify you separately who your child's key worker will be.

Please speak to Sharon or Amelia if you have any concerns.



Half Term Holiday Club

The half term holiday club will run for five 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 must be paid by Friday 20th October otherwise a late pay penalty of £20.00 will be added. The fees are £6.40 per hour for our over 2's and 6.50 for our unders 2's If your child is claiming Early Years Funding for the holiday club then the lunch session will be £8.40 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 Sharon or Amelia. A booking form is at the bottom of this newsletter to be completed and returned by **15th September** otherwise we cannot guarantee places will be available.

Booking form for half term holiday club.

I would like to book the following sessions:

Child's name.....

Monday 23rd October 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Tuesday 24th October 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Wednesday 25th October 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Thursday 26th October 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Friday 27th October 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm
