

Newsletter October 2018.

Welcome back after half term, we hope that you are all ready for an exciting build up to Christmas.

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.

This half term we will be looking at firework safety, Children In Need, Road Safety week and winter.

TERM DATES: -

Autumn Term:

Second half of the Autumn term begins on Monday 29th October to Wednesday 19th 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 Monday 7th January 2019 to Friday 15th February.

Half term holiday club is for one week beginning 18th February.

Second half of the Spring term begins on Monday 25th February to Friday 5th April.

We will then open for the Easter holiday club.

Summer Term:

Term begins on Tuesday 23rd April to Friday 24th May.

Nursery will be closed on May Day 6th May.

Half term holiday club is for one week beginning 27th May.

Second half of the Summer term begins Monday 3rd June to Tuesday 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:

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|-----------------|----------|
| 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@icoud.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.

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 new half term. The late pay penalty of £20.00 will be added to all fees not paid on time.

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 January 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 19/12/2018 otherwise you may not be able to make a claim until April 2019. There are strict cut off dates which have been issued by the local government.

Interests from Home

We have a board just inside the nursery door where the children can display any photographs or pictures of things that they have been doing at home. It is looking a bit empty at the moment, so any contributions will be gratefully received.

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 (particularly trousers) 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

We will be fund raising for Children In Need during the week beginning the 12th November. It would be lovely if the children came to nursery dressed in spots or in fancy dress during the week and particularly on Friday 16th November. 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 Children In Need by selling sweets, biscuits, cakes, etc. Any donations of sweets, biscuits and cakes will be gratefully received.

Photographs -

If your child had an individual photograph taken we would be grateful if you could return the payment and proofs or unwanted photo by Friday 2nd November at the VERY latest, so that we can ensure that reorders are back in time for Christmas. Any orders place after this date may not be ready in time for Christmas.

Parents evening

We recently asked parents whether you would still like us to hold these evenings or whether you would prefer to see your child's key worker at the beginning or end of one of their normal sessions. The replies were 50/50 so to try to please both responses, we have decided that we will not hold a parent evening next half term but if you would like to see your child's keyworker, please arrange a meeting with them either when you drop off your child at nursery or shortly before your pick up time. We will aim to hold a parents evening in the summer term as well.

Christmas parties

We will be holding our Christmas parties on Monday 17th December and Tuesday 18th December from 1-3pm. We have a high number of children this term, so we are going to hold two parties. I will allocate spaces to the children and try to keep them with their friendship groups. The party consist of a welcome activity, games, dancing, party food and a visit from Father Christmas who gives all the children a present from his sack.

If your child normally attends the nursery on a Monday or Tuesday afternoon, then a space will be available for your child to attend the party and there will be no additional charge.

We will remain open until 4.30pm as usual for those children who are already booked in during term time.

PLEASE RETURN THE FORM EVEN IF YOUR CHILD USUALLY ATTENDS ON THE DAY SO THAT FATHER CHRISTMAS CAN LOAD THE CORRECT NUMBER OF PRESENTS ONTO HIS SLEIGH.

A form will be sent separately for you to complete and return ASAP please.

February 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 15th February 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 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 11th January.**

Booking form for February half term holiday club.

Please complete and return as soon as possible as we cannot guarantee places will be available if the form is returned after Friday 11th January.

I would like to book the following sessions:

Child's name.....

Monday 18th February 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Tuesday 19th February 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Wednesday 20th February 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Thursday 21st February 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

Friday 22nd February 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm

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