

Newsletter September 2019.

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.

Dawn has left the nursery to work closer to home and we wish her every success in the future.

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 and outdoor clothes.

TERM DATES: -

Summer Term: Second half of the Summer term begins Monday 3rd June to Tuesday 23rd July.
We will then open for the Summer holiday club.

Autumn Term: Term begins on Monday 9th September.
Term begins on Monday 9th September to Friday 18th October.
Half term holiday club is for one week beginning 21st October.
Second half of the Autumn term begins on Monday 28th October to Friday 20th 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 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.

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.

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.

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 2020 and you think you might be eligible for the 30 hours extended entitlement then please make sure that you get your code before the 31/12/2019 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.

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 on the tables 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. Please ensure that cherry tomatoes and grapes are cut vertically into at least two pieces, so they are not a choking hazard.

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!

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.

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.

Parents evenings

In the past we have held two parents' evenings one in November and another one in June/July. The number of parents who attend in the evenings has decreased over the past two years since we have been using Tapestry. We have therefore decided to offer parents the opportunity to talk to your child's key worker either when you drop off or before you pick your child up from nursery at any point in the academic year.

Photographer

The photographer will be at nursery on the Tuesday 29th October and Thursday 31st October. He will be available to take photographs from approx. 8.30am – 10.30am on both days.

He will be taking individual photographs of the children in time for Christmas. If your child does not attend nursery on these days, please bring them along and if you would like siblings in the photo please bring them along too.

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 Sheila or Lisa if you have any concerns.

Half Term Holiday Club

The half term holiday club will run for five 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 18th October 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 by **13th September** otherwise we cannot guarantee places will be available.

Please see the booking forms below:-

**Booking form for half term holiday club.
I would like to book the following sessions:**

Child's name.....

Monday 21st October 8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm

Tuesday 22nd October 8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm

Wednesday 23rd October 8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm

Thursday 24th October 8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm

Friday 25th October 8.00-8.30am 8.30-9.00am 9-12am 12-1pm 1-3pm 3-4pm 4-4.30pm 4.30-5.30pm

Photographs

I would like my child to have their individual photograph taken on Tuesday 29th October or Thursday 31st October. (Please state which day). He will be at nursery from approx. 8.30am – 10.30am.

Child's name.....on Tuesday or Thursday (please circle which day you want)

I will/will not be present for the photograph.
