

Spring Newsletter 2018

OFSTED Reg. No. EY273915

OFSTED Reg. No. EY375589

The Dolls House and The Cottages

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thedhnursery.com



At The Cottages Pre-school

Congratulations to all Mums, Dads and children who made the beautiful Easter Bonnets this year.

It is the best display we have ever had and congratulations to the winners; they are all brilliant.

Pre-school Spring Forest Discovery –25th April
Open Day Saturday - 28th April – All welcome
Manor Farm Outing for 2's –Wednesday 16th May
Pre-school Summer Forest Discovery – 13th June
Photography Day – Wednesday 4th July
Twin Lakes Leavers' trip –Thursday 28th June
and Graduation Ball –7th July

Outdoor Forest Discovery

Nigel, Chris, Farhana and the team lead our Spring Forest trip for our pre-school members (3's and 4's) on **Wednesday 25th April**. Den building, stream paddling and wildlife studies in the Charnwood Forest are both educational and fun and complement our New Walk- based outdoor experience. Please complete and return the slip below.

The cost of the trip is £35 for each child or **free for F30 Gold Members**. As usual, if your child does not usually attend on Wednesdays' we charge £25 half-price for child-care (£60 total). Please complete the slip below and return to your key-worker.

Please make sure that your child has sun-cream, wellingtons and appropriate clothes. Food and drink and waterproof play-suits will be provided. A hot meal is served on our return.

Spring Fair Open Day

We are looking forward to this **Saturday** morning event for all parents (from 9am to 1pm on **Saturday 28th April**) which starts with a meeting with your key-person in your child's normal room at The Dolls House and Little House, or a meeting room at The Cottages Pre-school.

At this open day event **all** parents are invited to visit The Cottages Pre-school to see what your child will be enjoying from the age of two. You can enjoy tea, coffee, cakes and pastries, with morning papers and the usual Cottages hospitality before or after your interview with your Key-person team. **-Please make an appointment with your key-person as soon as possible.**

Your child's progress along their Foundation Stage tracker, Learning Journal and creative work can be viewed and discussed in an enjoyable relaxed atmosphere without the need to run to work or get home on time. For the children; Maypole Dancing, balloon modelling, professional face painting and hair braiding. This open-day event is for **all parents**, whose children attend The Dolls House (including The Little House) and The Cottages.

Please bring along any parents who may be thinking of enrolling their child to view the different parts of our nursery and meet our staff team.

Thanks to all who attended our Autumn Fair Open Day.

In our anonymous questionnaire parents voted all areas of our work to be 94% Excellent. Thank you.

Manor Farm Visit

Our 2's enjoy this educational trip on **Wednesday 16th May** to **Manor Farm Animal Centre** at East Leake. Members will need to be at pre-school for 9am and will return at 2.30 – 3.00pm. Food and drink will be provided. The cost of the trip is just £20 for each child and if your child does not usually attend on Wednesday's we charge £25 half-price for child-care (£45 total.) Please complete the slip below and return to your key-worker if you would like your 2 year old to join us. **Please send sun-cream and appropriate clothing.**

Leavers' Trip to 'Twin Lakes'

This trip on **Thursday 28th June** is for the children that will be leaving us for school this year and is always great fun. The children are always so well behaved and fun to be with – we can certainly say that they are all totally ready for school and the new challenges it will bring. If your child does not usually attend on Thursday's we charge half-price for child-care (£25.) Please complete the slip below. **Please send sun-cream and appropriate clothing.**

Leavers' Graduation Ball

To mark the occasion of our preschool members leaving our Pre-school to begin their schooling life, we have arranged a party for our leaver's. There will be lots of fun and games as well as (of course) party food.

Date: Saturday 7th July. Venue: The Cottages Preschool **Time:** 1:00pm to 3:00pm

Dress code: Party wear or fancy dress including Superheroes.

Photos will be taken of your child in graduation cap and gown.

Please RSVP on the form below (Parents are requested to stay and enjoy the party)

French Lessons

Madam Alexandrine will teach our pre-school children for one hour on Wednesday afternoons.

One hour lessons cost £5 or **free to Funded 30 Gold Members**. If you would like your child to attend and learn French with a most talented teacher you may change your attended days to Wednesday's or take a Wednesday's in addition. In no time at all, your child will be fluent and will not be afraid to tackle new languages in future at school.

Dance Sessions

Miss Emma teaches dance on Tuesday afternoons at The Dolls House and The Cottages.

These sessions are not free, but cost £3.00 per half-hour session at The Dolls House and £3.00 per ¾ hour session at The Cottages. **Free to Funded 30 Gold Members.**

Please see your key-person if you would like your child to take part.

Staff News Parents are really appreciating the combined experience and qualification level of **Jane** and **Esme** leading the **Dolls House team**. We also have welcomed **Rasmiya** as a fully qualified and experienced level 3. **Lauren** is valued as an experienced level 2 member of the team which includes **Chelsie** who we were delighted to welcome at the end of August. **Scarlett** returned recently from America where she was married - **Congratulations**. We love having Scarlett once more on our talented and caring Dolls House team.

Meanwhile at **The Cottages**, **Vanisha** is working well as **Deputy Manager** in charge of the 2's, along with **Sylvia** our **Manager** working with our 3's and 4's Pre-school; the two work well with our older children to develop their learning and prepare them thoroughly for school-life. **Issac** and **Stacey** complete the pre-school team with **Cortaney**, **Farheen** and **Zoe** completing our 2's key staff. **Fauzia** completes the team as our valued EYT qualified teacher.

Food Hygiene Certificate Awarded Once again we have been awarded **Maximum 5** for our two kitchens. Thanks to **Indi** and the two key-teams for their consistently high standards in kitchen hygiene and food management. Both kitchens have consistently been awarded Maximum 5 since opening.

15 Years Old in November. It's the **15th Birthday** of The D H Nursery Ltd. And **15 years** since **The Dolls House Nursery** was first opened. It's also 10 years since **The Cottages Pre-school** was opened.

We are delighted to announce the near-completion of the Dolls House refurbishment with new paint, carpets and blinds etc. We hope you like the finished result as much as we do. The project also includes a new state-of-the-art CCTV system for added security.

Refurbishment of the outside rear and front areas will take place during the summer in more suitable weather along with the start of refurbishment of **The Cottages Pre-school**.

👍 **Facebook Google Plus and Twitter** Parents are respectfully reminded not to take photos or use mobile phones in the nursery and pre-school. With so many activities and trips happening inside and outside of our Nursery and Pre-school, parents can now 'log in' and see photos showing what we are getting up to but we are able to respect the privacy of children whose parents so choose.

👍 News of our events, details of our activities and reminders can be viewed from your phone wherever you are. Photos of individual children will not be used without parental permission. see www.facebook.com/dollshouse

thedhnursery.com Our website is constantly revised and refreshed and our key policies and procedures such as our Medication Policy and Sick children policy can be viewed.

Additional days. You may need your child to attend on a day that is not usually attended; just book with your Key-person but **you must pay on the day, when you leave your child.** Please do not ask to swap your register days within a week unless this is a permanent arrangement that requires a new register schedule.

Breakfast Time Your child can join us for breakfast up to 9.15am so that we are all packed away by 9.30am. Milk and fruit are served during our extended breakfast time which gives the children a good spell of learning and outdoor activity time before lunch. If your arrival time is after 9.15am please do not ask for breakfast.

No Food Please Do not allow your child to arrive eating at Nursery or Pre-school as we are not able to safely monitor the food that the children eat. Party food and cake can be brought in but unfortunately must be shop-bought as this is clearly labelled for contents and can be safely monitored by our staff. **A list of allergens is available in Parents Corner.**

Membership Fees and Opening Times

Membership fees are based on 52 weeks. All members are required to pay membership fees during the Christmas week and bank holidays. The good news for working parents is that the nursery and pre-school will only close on Good Friday and Easter Monday at Easter time. Funded 30hrs funding can now be 'spread' over the whole year giving a much-reduced membership cost for three year olds +.

Please be reminded that we open at 7.45am and cannot admit parents or children until that time as we are not insured for the children's safety. Collection of children should not be later than 5.45pm as staff must carry out health and safety checks and secure the nursery and pre-school before leaving the premises at 6.00pm. Thankyou.

Funded 30 scheme Nigel Dakin (Managing Director) aims to have a 20 minute registration meeting with all parents of children who have turned three years of age as funding usually begins the term after the child's third birthday (1st of January, April and September. Please contact Nigel to arrange this meeting to ensure that you get the most benefit from this grant which helps financially to educate your child to a high level before entering school at age four to five.

Parking your Car We are waiting to see how this will work. Before building works commenced the bollards lowered before 10am to allow parents to park for 5 minutes max in order to deliver their child to nursery. Parking slips can be provided to let traffic wardens know that you are on official business (please ask if you need one) but only cover you for the regulatory 5 minutes. You will be informed when we know more.

Medication It is most important that parents complete and sign the correct form with their Key-person if medicine is to be given. Please supply your own child's Calpol or similar; it can then be used if he or she has a raised temperature and will be kept in our medication cupboard but used only after contacting the parent. Please hand the medicine directly to your Key-person so that they are aware, do not just leave it in the bag or take it to work! Please do not ask the nursery to administer medicine to a child that displays no raised temperature, persistent cough or discomfort. **Please always supply medication in the original bottle labelled with the child's name supplied by the pharmacist. If your doctor prescribes antibiotics, your child is clearly ill and needs to be kept at home for 48 hours to take the antibiotics and display no negative reactions. Please see our Medication Policy in our up-dated Policies and Procedures or on our website.**

An Unwell Child Our Nursery and Pre-school cannot care for children that are ill. If your child has a tummy bug or is prescribed anti-biotics they must stay at home for at least 48 hours to prevent cross-infection and to guard against negative reactions.

(Please see our 'Policies and Procedures' document)

Please help our Key-person team by phoning if your child cannot attend.

Buggy storage Please **fold down** buggies to leave space for other parents. Every child has their own labelled peg for their **labelled coat and bag** as fashionable styles are often duplicated. **It is most important, for hygiene reasons, that you change your child into soft indoor shoes or slippers on arriving.** Please make sure that your child has a complete set of spare **named** clothes including slippers in case of accidents. A high factor sun cream is essential during summer months; Sun hats are provided. If you have clothes at home borrowed from the nursery, please return them as we are running out.

Tax-free Child-care Tax-free child-care is a government scheme @ .GOV.uk which can be googled and instigated on-line. Child-care can be paid for from your .gov account with a proportion added by hmrc. Voucher schemes can no longer be started from April 2018.

Changes of circumstances, addresses and numbers Please let your key-person or Nursery Manager know if your address or phone numbers change so that we can up-date our records. **Parents must not use mobile phones whilst on the premises.**

Access to our kitchen It is a condition of our OFSTED registration that neither children or parents have access to kitchen areas. This is a health and safety, as well as a food and hygiene matter. Members of staff will help if you need anything from the kitchen.

Security and Safety at The Dolls House and Little House

In line with our policies, it is a key-persons duty to check the identity of anyone wishing to enter the nursery. Please make sure that the door is securely locked behind you when entering or leaving. This also applies to the back door of the Dolls House which must remain locked at all times. Please bolt the stair gates securely on all levels. Closing the front gate makes it safer for parents leaving with young children and **when getting in and out of cars please use the kerb side only**. The nursery **must** be informed if another person will be collecting your child and a different password used on each occasion.

Security and Safety at The Cottages

The key-less entry system is excellent and reliable but it is parent's responsibility not to let anyone in behind them. Other parents will have their own security fobs and will not be offended. Do not open the door to anyone who is knocking as they should report to the office if they do not have a key-fob. Please bolt stair-gates securely at the tops of the stairs.

Please hold your child's hand and take care when leaving The Cottages onto King Street and when getting in and out of cars. Please use the kerb side only. The nursery **must** be informed if another person will be collecting your child and a different password used on each occasion.

Policies and Procedures

You may view a copy of our up-dated **policies and procedures** but may not remove them from the nursery premises. If you require a copy of a policy, please ask your key-person.

A Final Thought If you ever wished you were a nursery or pre-school key-person because you would no longer have to go to work (and playing with children is fun) consider the following minimum list of tasks that a key-person must do each day to satisfy OFSTED:

Observing the children, assessing the children, and setting targets all individually documented
Completing the daily diary sheets for each child.

Observations including narrative, structured, photo obs. Tick charts, time samples and snapshot observations (all documented)

Children's trackers, cohorts, learning journeys (all documented)

Carrying out risk assessments (environment, equipment and activities) all documented.

Completing detailed registers, medication and accident forms and previous accident forms.

Signing health and safety 'work-completed' forms. Preparing and serving food.

Carrying out Room evaluations and creating displays Checking first-aid kits and checking expiration of medicines (all documented) New member's induction forms, parent's ID.

Creating and maintaining children's personal files with emergency index. Pre-school information up-date forms. Cleaning and completing check-lists. Food temperature checks and completing documentary logs. Fridge temperature logs and cleaning. Toy cleaning on rota. Sweeping leaves and rubbish at the start of the day. Room cleaning at the end of the day. Documenting and adhering to the 'Competency Framework' attending assessment meetings, Attending first-aid, food hygiene and child protection training and qualification exams.

Our Managers are responsible for assessing staff members in addition to all of the above.

You may wish to stick to your day-job !

Nigel, Chris, Farhana and the whole team wish you a warm and relaxing Summer. Let's hope it's the best ever!

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Spring Outdoor Forest Discovery for 3 and 4 year olds

Child's Name _____ I can / cannot go to Forest Discovery on Wednesday 25th April. I enclose £35 to cover transport and additional staff.
(Free to F30 Gold Members)

As my child does not usually attend on Wednesday's I enclose **an additional £25.**
Please be at The Cottages for 9am. Thank you.

Signed _____ Parent's name _____

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Manor Farm Trip on Wednesday 16th May for 2 year olds

Child's Name _____ I can / cannot go to Manor Farm on Wednesday 16th May. I enclose £20 to cover transport and additional staff.

As my child does not usually attend on Wednesdays' I enclose **£25. (£45 total)**
Please be at The Cottages before 9am. Thank you.

Signed _____ Parent's name _____

✂.....

Leavers Trip to 'Twin Lakes'

Child's Name _____ I can / cannot go to Twin Lakes on Thursday 28th June. As my child does not usually attend on Thursday's I enclose **£25.**
Please remember sun-cream and appropriate clothing.

Signed _____ Parent's name _____

✂.....

Leavers Graduation Ball

I can / cannot attend the Leavers' Ball on Saturday 7th July.

Child's Name _____ Number of parents _____

Signed _____ Parent's name _____