

Spring Newsletter 2016

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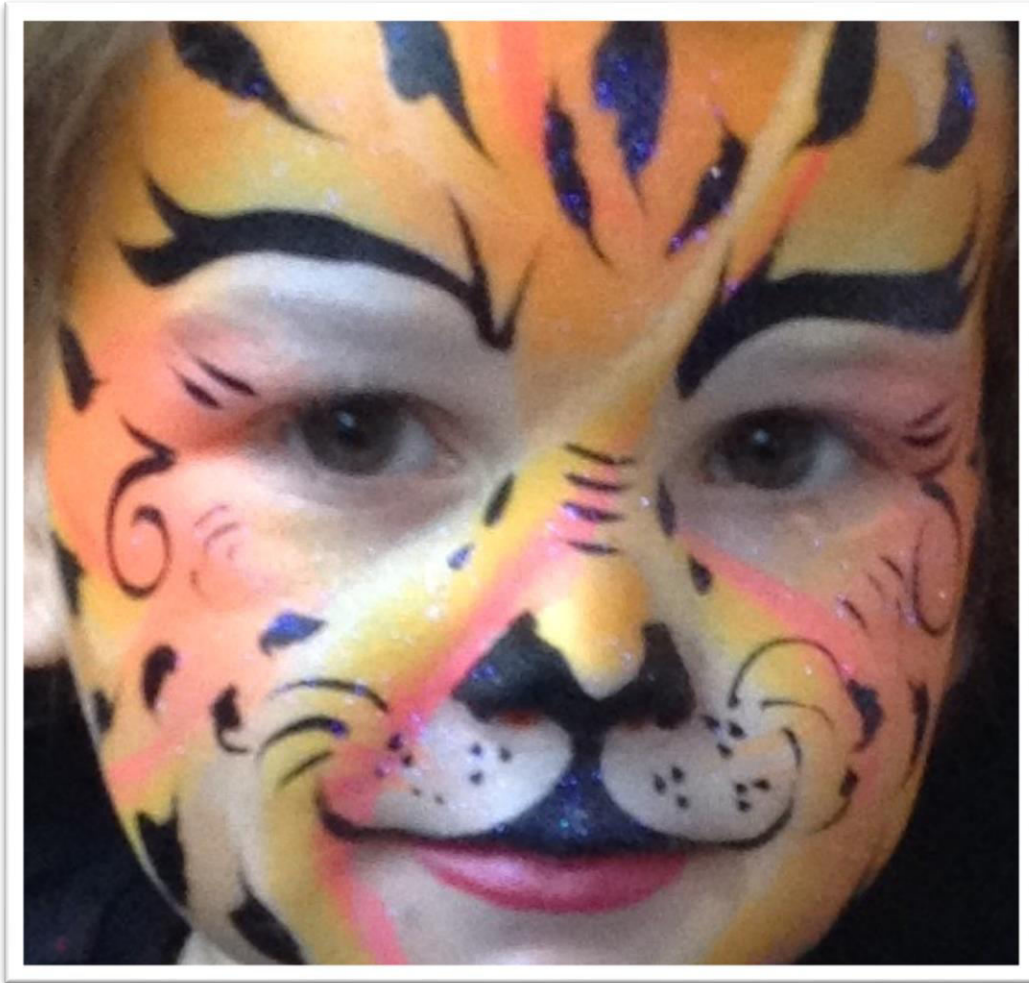
The Dolls House and The Cottages

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thedhnursery.com

Look-Out! There's a lot Going On.



Open Day Saturday 23rd April – All welcome

Manor Farm Outing for 2's

Twin Lakes Leavers' trip and Graduation Ball

Outdoor Forest Discovery Trip for pre-school

Spring/Summer Dates for your Diary



Spring Fair Open Day

We are looking forward to this Spring event where, weather permitting, the food and festivities will take place at The Dolls House nursery on New Walk. You are invited to enjoy tea, coffee, excellent home-made cream-teas and cakes with morning papers and the usual hospitality at **The Dolls House** before or after your interview with your Key-person.

This **Saturday** morning event from 9am to 1pm on **23rd April** starts 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.

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; may-pole dancing, balloon modelling, professional face painting and hair braiding to enjoy. This open-day event is for **all parents**, including those whose children attend The Cottages Pre-school.

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.

Manor Farm Visit

Our 2's enjoy this educational trip on Wednesday **18th May** to **Manor Farm Animal Centre** at East Leake. Members will need to be at pre-school for 9am and will return at 2.30pm. Please make sure that your child has sun-cream and appropriate clothes for the weather. Food and drink will be provided. If your child does not usually attend on Wednesdays' we charge half-price for child-care (£20.) Please complete the slip below if you would like your 2 year old to join us.

Leavers' Trip to 'Twin Lakes'

This trip on **Thursday 30th 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 that it will bring by this stage. If your child does not usually attend on Thursdays' we charge half-price for child-care (£20.) Please complete the slip below

Leavers' Graduation Ball

To mark the occasion of our preschool members leaving our nursery 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, all prepared by Indi, Chris, Farhana and the team.

Date: Saturday 2nd 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)

Outdoor Forest Discovery

Nigel, Chris, Farhana and the team lead our Summer Forest trip for our pre-school members (3's and 4's) on **Wednesday 8th June**. Den building, stream paddling and wildlife studies in

the Charnwood Forest are both educational and fun and compliment our New Walk- based outdoor experience. Please complete and return the slip below.

The cost of the trip is just £10 for each child and if your child does not usually attend on Wednesdays' we charge half-price for child-care (£20.) 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.

French Lessons Miss Helen teaches our pre-school children for one hour on Friday mornings. This is now free and part of our curriculum. If you would like your child to learn French with a most talented teacher you may change your attended days to Friday or take a Friday in addition. Your child will soon be fluent and will not be afraid of new languages.

Staff News Congratulations to Issac who has achieved NVQ Level 3 in child-care. Issac has been with us now for almost three years and is one of our most talented key-staff. Congratulations also to **Nasira** and **Milly** who have achieved their NVQ Level 2 in childcare.

No More Toys Please The amount of toys being brought into the Pre-school can cause a massive headache for our Key-person team. staff can find themselves monitoring the whereabouts and safety of these rather than teaching. Please encourage your child to leave toys at home and return to the nursery or pre-school any small toys, puzzle pieces etc. belonging to the nursery as this leaves games and educational toys incomplete and unusable.

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.

 **Facebook Google Plus and Twitter** With so many activities and trips happening inside and outside of our Nursery and Pre-school over the coming year, parents can now 'log in' and see photos showing what we are getting up to. News of our events, details of our activities and reminders can be posted and viewed from your phone wherever you are. Photos of individual children will not be named or identified. see www.facebook.com/dollshouse

Breakfast Time Your child can join us for breakfast up to 8.45am so that we are all packed away by 9am. Milk and fruit are served at 10am and the children need one hour of learning time activities in-between. If your arrival time is after 8.45am please do not ask for breakfast.

No Food Please 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-time food 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.**

Clothing Appeal Our nursery has always kept spare clothes in case the child's spare clothes get dirty. Parents usually return these but presently we are running low. Please return any nursery clothes or donate any clothes that your child has grown out of. Thank you.

Spring/Summer `Dates for your Diary' 2016

Spring Fair Open Day	Saturday 23 rd April
Manor Farm Trip (For 2 year olds)	Wednesday 18 th May
Summer Forest Discovery (For 3 & 4 year olds)	Wednesday 8 th June
Leaver's Trip to Twin Lakes (For 4 & 5 year olds)	Thursday 30 th June
Leavers Graduation Ball	Saturday 2 nd July

Opening Times 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 at 6.00pm. Thank you.

Fees for New Members from 1st April and Existing Members from 1st September

With the arrival of the 'living wage' and 'auto-enrolment pensions' it has been necessary to increase fees which have remained unchanged since 2014.

Full Day **£45.00** Half Day **£35.00** Full-time day **£44.00**

The Monthly fees are as follows

	<u>0 – 2 Yrs</u>	<u>3 – 5 Yrs NEG Funded</u>
1 Day Per Week	195.00	75.00
2 Days Per Week	390.00	215.00
3 Days Per Week	585.00	410.00
4 Days Per Week	780.00	605.00
5 Days Per Week	950.00	775.00

On 1st September existing member's fees will align with new member's fees and will be based on 52 weeks. The good news for working parents is that the nursery and pre-school will no longer close at Easter- only Good Friday and Easter Monday which are bank holidays. Nursery Education Grant funding can now be 'spread' over the whole year giving a much-reduced membership cost for three years plus as shown above.

Nursery Education Grant 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 (but please check) as 'headcount dates' are published. 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.

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 they must stay at home for at least 48 hours to prevent cross-infection. (Please see our 'Policies and Procedures' document)

Please help our Key-person team by phoning in 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 named complete set of spare clothes including slippers in case of accidents through toileting or after 'messy play.' 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 of spare clothes.

Pay-as-you-go 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 days within a week unless this is a permanent arrangement that requires a new register schedule.

Child-care Voucher schemes These schemes are designed to pay the nursery directly from parent's payroll, avoiding tax on that amount. Your employer must participate in a recognised voucher scheme (there are several different ones) but once informed of the amount that will be paid, you can arrange the balance from your own account on the 1st of each month. The Dolls House Ltd. can service all of the recognised voucher schemes. Once the scheme has been set up, it should run automatically without problems. Please speak to **Nigel** if your work-place is now participating in a voucher scheme.

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 kitchen It is a condition of our OFSTED registration that neither children nor 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 gates 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 a key-person.

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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Manor Farm Trip on Wednesday 18th May for 2 year olds

Child's Name _____ **I can / cannot go to Manor Farm.**

As my child does not usually attend on Wednesdays' I enclose **£20**.

Please be at The Cottages before 9am. Thank you.

Signed _____ Parent's name _____

✂.....

Leavers Trip to 'Twin Lakes'

I can / cannot go to Twin Lakes on Thursday 30th June

Child's Name _____

I enclose **£20.00 as** my child does not normally attend on Thursday's.

Signed _____ Parent's name _____

✂.....

Leavers Graduation Ball

I can / cannot attend the Leavers' Ball on Saturday 2nd July

Child's Name _____ Number of parents _____

Signed _____ Parent's name _____

✂.....

Summer Outdoor Forest Discovery for 3 and 4 year olds

**Child's Name _____ I can / cannot go to Forest Discovery on 8th June
I enclose £10 to cover transport and additional staff.**

As my child does not attend on Wednesdays I enclose **an additional £20. (£30 total)**
Please be at The Cottages for 9am. Thank you.

Signed _____ Parent's name _____