

Dear Parents/Carers,

Welcome to the Autumn Term. We would like to welcome all our new children and parents to Gingerbread 2 Nursery. For most of our Pre-School children, this will be their last term at Gingerbread before they start school in September. We would like to thank all of our parents and carers for the support they have given us over the last year. We hope that your child's learning experience at Gingerbread will make their transition into school a happy one!

### **Gingerbread Events (Last Term)**

- We all took part in 'The Big Toddle' for Barnardo's and managed to raise lots of money for the charity!!
- Our Fun Day was enjoyed by all who attended and we raised £348.85.
- Our end of term trip to Twinlakes was a lovely sunny day for all who went along.
- Thank you to everyone who came to our Opening Evening.

### **Events Planned (This Term)**

- Katy Lous Sing and Sign,  
Baby Room – Tuesday 20<sup>th</sup> September,  
“ 27<sup>th</sup> September,  
“ 4<sup>th</sup> October
- Katy Lous Music and Movement  
Toddler Room – Tuesday 20<sup>th</sup> September  
“ 27<sup>th</sup> September  
“ 4<sup>th</sup> October
- Katy Lous  
Pre-School Room – Thursday 22<sup>nd</sup> September (Sing&Sign)  
“ 29<sup>th</sup> September (Music&Movement)  
“ 6<sup>th</sup> October (Music&Movement)



- Mothers Week – 10<sup>th</sup> – 14<sup>th</sup> October
- Fathers Week and Diwali activities – 24<sup>th</sup> – 28<sup>th</sup> October
- PSP – Photographers – Wednesday 26<sup>th</sup> October
- Parents Evening - Baby and Toddler Room – Wednesday 2<sup>nd</sup> November
- Parents Evening – Pre-School Room – Thursday 3<sup>rd</sup> November
- Children In Need – Friday 18<sup>th</sup> November

### **Staff**

There have been a few staff changes made over the school holidays, Mrs Joanne Sahota and Ms Sheetal Rajdev have joined our Pre-School team and Miss Jessica Porteus has moved over to Gingerbread Cottage Playgroup while Ms Maggie Allured has joined our Baby room.

These changes have been put in place to further improve the service we provide by engaging staff that have a wealth of experience. Handovers are discussed by key persons so that there is no adverse effect on the children in our care.

We would like to welcome Miss Zara Rashid and Mrs Sarah Cramp to our Toddler room and Miss Amara Kassam to our Baby room.

We are sorry to inform you Mrs Tahira Qalib, Miss Sabrina Hussain, Miss Yasmin Kaur and Miss Bothina Al-Twaijeri have left, we would like to wish them all the best for the future.

### **Personal information**

As the new term begins can we remind parents the importance of updating us of any of their personal details.

If there are any changes in your circumstance;

- Home address/ your mobile phone number
- Your child's health/diet
- G.P. details
- Emergency contact numbers

Please notify Mrs. Singh or Mrs Bains as soon as possible, as we have had incidents in the past where we have been unable to get hold of some parents due to incorrect phone numbers.



### **Parking**

May we remind all parents to use all the parking bays including the one's marked Staff Only, please be considerate to others. We would greatly appreciate your cooperation in this matter. Please do NOT park on the double yellow lines.

May we remind you that we do have an agreement with Waitrose you are more than welcome to park there for pick-ups and drop offs. We have had complaints from parents regarding children running around in the car park please hold your child's hand when you are in the car park.

In the past, parents have left children unattended in their cars while they go to Launde School to pick up/drop off their older children. We would like to point out that at this point your children are YOUR responsibility. We at Gingerbread 2 Nursery cannot be held responsible if a situation arises.

### **Holiday Care**

Gingerbread 2 Nursery remains open during school holidays. We can only accommodate children under eight. If you are interested in joining then please come and talk to Mrs. Singh and once again may we remind you that we require four weeks' notice for holiday period bookings too.

### **After School Clubs – Literacy and Numeracy & French**

Our popular Literacy and Numeracy and French clubs running this term, which children can join, we do have spaces available. These are at an additional cost of £4 per session payable in advance for the term.

For those of you who are not familiar with these clubs, they are aimed at our Pre-School children and designed to help children with phonics, number and letter recognition, rhyming and general concentration. Our popular French club will be continuing this term with our qualified French teacher Madame Tayyiba Bruce on a Monday, for further details please come and see Mrs Singh in the office.



### **Fees**

Invoices are sent out via email at the end of every month.

If fees are being paid later than the seven day period stated on invoices, a surcharge of **10% WILL BE ADDED TO YOUR BILL AND A FURTHER 10% FOR EVERY WEEK YOUR PAYMENT IS DELAYED.**

Any bookings/changes made with less than four weeks' notice will be charged at the hourly rate of £4.84, if we can accommodate your child.

May we remind parents we do not have a card machine at Gingerbread so all fees will need to be paid by either cash, cheque or online. Our account details can be found at the bottom of your invoices.

### **ARRIVING/COLLECTING CHILDREN.**

Can we take this opportunity to remind you that it is very important that your child arrives and is collected on time.

This is valuable time when your child can be forming friendships and interacting with others.

We have noticed an increasing number of children arriving later than their start time, this takes the staff in the rooms away from their duties and children already in their care and disrupts the routine of the room.

This is apparent in Pre-School, this is when one should be teaching young children the value of timekeeping. Please see the link for more information – [www.kidsrkids.com/expert-parent-advice/top-five-things-your-childs-teacher-wants-you-to-know](http://www.kidsrkids.com/expert-parent-advice/top-five-things-your-childs-teacher-wants-you-to-know)

Please ensure that your child arrives at the allocated time and is picked up on time as late collections may upset your child.

**A CHARGE OF £4.84 WILL BE LEVIED FOR EVERY FIVE MINUTES THAT YOU ARE LATE COLLECTING YOUR CHILDREN.**

### **Important information about sickness and absence**

If your child is away from the nursery for any reason you will need to come in and sign an absence record.

It is important that you do this the next time your child attends the nursery.



Parents/carers of children who are in receipt of 15 hours of funding please be aware that failure to do so will affect your child's funding. If you are going to be away from the nursery for a long period of time, you will need to give this information in writing explaining the reason for the absence.

This information is required for auditing purposes by the LEA which is where your child receives the funding from.

Over the last term we have been inundated with children attending Gingerbread with High Temperatures where they are requiring continuous amounts of Calpol to be administered.

From now- we will be asking parents to seek doctors' advice if we find their child has been taking Calpol more than 3 consecutive days before being allowed back into nursery.

May we also remind parents if their child has had Sickness/Diarrhoea they must be kept away from nursery for 48 hours from the last episode.

As clearly stated in our medication policy if your child has been prescribed antibiotics or medication of an oral or cream form it is a requirement that the parent keeps the child at home for the first 24 hours.

This procedure is written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'.

### **Outdoor Play**

We have been increasingly asked by parents not to send children out to play due to illnesses, however we do go outside every day with the children so please send your child with appropriate clothing.

We have found some articles for you to read as to the benefits of young children playing outdoors in all kinds of weather.

<http://www.kidsexercise.co.uk/can-be-too-cold-for-children-play-outside.html>

### **Parents as Partners/Learning Journey.**

Early years learning is a very important time in a child's life and we as child care practitioners have a key role to play in working with you to support your child's learning and development.



In order for us to plan for your child's needs, there has to be constant dialogue between the setting and the home. We welcome and expect you to have an input in your child's Learning Journeys.

Gingerbread Cottage Playgroup and Gingerbread 2 Nursery are still using paperless forms of Learning Journeys. We are continuing to use Tapestry to keep a record of your child's development and next steps electronically, if you wish to learn more about it please click on the link <http://eyfs.info/tapestry-info/introduction#overview>

This saves a lot of valuable time writing observations, taking pictures, cutting them out and sticking them into folders!!! Pictures of observations and art work will be taken electronically and saved immediately into your child's folder. If you have information or pictures that you have at home – please send them in electronically to [veenybains@gingerbreadnursery.co.uk](mailto:veenybains@gingerbreadnursery.co.uk) to add them to your child's Learning Journey.

**A link will be sent to you via Tapestry for you to access your child's Learning Journey, provided you have given the office a valid e-mail address.**

As of this academic year we would like parents to be actively involved in their child's learning and daily activities. We would like to set up a parents group that would be involved in the daily running of our setting.

We would like a rota of parents coming in voluntarily on a regular basis for an hour or so to exchange ideas with staff and talk about their child's learning.

If you can help, please come in and see Mrs Singh.

### **Daily Diaries (Baby and Toddler Rooms)**

We have noticed lots of diaries are not being returned, this leads to us giving new diaries out on a regular basis which we cannot continue to do. Therefore we have introduce new diaries. If your child's diary is lost we will charge a fee of £1 for a replacement. These are an important tool for exchange of information for both parents and staff.



### **Nappies (Baby Toddler and Rooms)**

Parents continually failing to bring in nappies for their children will be charged £1 for every nursery nappy used. This will be added to your invoice.

### **Children's clothing – Uniforms for Toddler Room**

Due to the popularity of our pre-school uniforms many parents have enquired for uniforms for their toddlers, we welcome this change as it greatly helps our toddlers whilst toilet training and makes life easier for toddler room staff. We are pleased to inform you that we have smaller sizes in stock and would like all of our toddlers to attend in uniforms. These can be purchased from us, please ask Mrs Singh. Shoes should be practical and safe.

PLEASE COULD YOU ENSURE THAT ALL YOUR CHILDRENS CLOTHING IS CLEARLY LABELLED AS UN-LABELLED ITEMS OFTEN GO MISSING AND YOUNG CHILDREN MAY NOT RECOGNISE THEIR OWN CLOTHING.

If your child's clothes are changed for any reason at the nursery, please could you return them to us washed and ironed ready to be used again.

If you have unwanted spare clothing, we would be very grateful if you could donate these to the nursery.  
Please ensure your child's gloves are on a string as again valuable time is wasted looking for gloves, hats and scarves.

### **Photographs**

We do take photographs of the children at various activities to keep as evidence for OFSTED and for the children's learning journeys.

### **Sweets and Nuts/Toys/Bags from Home**

We would like to take this opportunity to remind you that Gingerbread 2 Nursery is a sweet free zone. This means both inside the building and on the grounds.



For children's birthdays we recommend that you send in fresh fruit or little boxes of raisins. We cannot have homemade cakes either as we have children in the nursery with various allergies.

However we will accept cakes from Cake Box, as they are egg free and suitable for vegetarians, leaflets in our porch, please see Mrs Singh or Mrs Patel regarding the size of cake required.

Please discourage your children from bringing toys and bags from home to the nursery, often these get mixed up with nursery toys and other children take them home mistaking them for their own.

### **Fathers week/Mothers week/Careers week**

This is your chance to get involved in our day to day activities. If there is anything in particular that you would like to do or any activities that you may think are beneficial to the children's learning, talk to a member of staff so that we can add it to our planning.

This is an important aspect of parents as partners and beneficial for your child and your child's key person at the nursery. Dates for these weeks are listed in dates for your diary.

### **Jewellery**

For health and safety reasons we do not allow children to wear looped earrings, beaded necklaces and bracelets. May we remind you of the dangers of jewellery being caught on play equipment which may cause a severe injury.

### **The Early Years Foundation Stage**

If you would like to know more about the changes, please see the information in our porch. There is literature available that you can download at [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) or [www.foundationyears.org.uk](http://www.foundationyears.org.uk).

### **Policies and Procedures**

May we remind all our parents and carers that all our policies and procedures are kept in the porch. Please take time to familiarise yourself with these.



## **Free Early Years Education Entitlement (FEEE) for 2, 3 and 4 year olds**

The first term after your child's third birthday, entitles your child to receive fifteen hours of Free Early Years Education Entitlement.

Please be aware that the Free Early Years Education Entitlement is only available during school term time only.

Parents of pre-school children who access the fifteen hours funded sessions, need to bring in a copy of their child's birth certificate as this is essential for the nursery to claim the funding on your behalf. If a copy of the birth certificate is unavailable then issues may arise and funding may be withdrawn.

We also free childcare for 2 year olds, if you feel your child will be eligible, please check your eligibility using the following link <https://www.myearlylearning.co.uk/EarlyYears/Apply>

## **Holiday Closure**

We close nursery during the first week Christmas, Easter and summer for a period of one week only. This will give staff a chance to catch up with essential paper work and carry out maintenance and deep cleaning of the nursery. These are listed in the dates for your diary

## **Placements**

From time to time we have placements that come to us and will make observations on children for their course. No pictures will be taken of your children for their coursework. We will keep you updated with names and photographs of placements in the porch area.

## **Changes in Attendance Pattern**

If your child is not going to attend the nursery for any reason than please could you let Mrs. Singh or Mrs Bains know four weeks in advance, in writing, so that the relevant adjustments can be made.

If adequate notice is not given for any absence than the fees due will be administered.



### **Pre-School Children**

Pre-School children should not arrive any earlier than 5 minutes prior to their session time. Pre-School children collected at 12, 1 and 3pm will be ready and brought downstairs ready for collection at the appropriate times.

If your child is starting school in September 2017, you can now apply for a place online at Leicestershire County Council website [admissions@leics.gov.uk](mailto:admissions@leics.gov.uk) or ring 0116 3056684.

**IMPORTANT FUNDING INFORMATION** for Spring term 2017 –  
There will be NO funding on 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> January 2017.

**Thank you for your continued support**  
**Nursery Staff**



## DATES FOR YOUR DIARY

**(It is important that you keep this news letter in a safe place as it contains important dates for your diary)**

### **Mothers Week for ALL rooms Week Commencing 10<sup>th</sup> October 2016**

This will take place during the mornings between **9.30am and 11am, by appointment only.**

**Half term** – For term time children 17<sup>th</sup> – 21<sup>st</sup> October 2016

### **Fathers Week for ALL rooms Week Commencing 24<sup>th</sup> October 2016**

This will take place during the mornings between **9.30am and 11am, by appointment only.**

## OTHER EVENTS

**Wednesday 25<sup>th</sup> October 2016** PSP Photographers – All Rooms

**Wednesday 2<sup>nd</sup> November 2016** – Parents Evening-Baby/Toddler

**Thursday 3<sup>rd</sup> November 2016** – Parents Evening-Pre-School

**Friday 18<sup>th</sup> November 2016** – Children In Need

**Saturday 10<sup>th</sup> December 2016** Family Christmas party at Goals

**Friday 16<sup>th</sup> December 2016** End of term and Christmas parties for children

**Monday 26<sup>th</sup> 2016-Monday 2<sup>nd</sup> January 2017** Gingerbread closed

**Tuesday 3<sup>rd</sup> January 2017** Gingerbread re-opens

**Wednesday 4<sup>th</sup> January** Term re-starts (No funding for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> January 2017)

## AFTER SCHOOL CLUB DATES

Gingerbread 2 Nursery Children:

Literacy & Numeracy Club Autumn term 2016

13<sup>th</sup> 20<sup>th</sup> 27<sup>th</sup> September 4<sup>th</sup> 11<sup>th</sup> October 2016

Half Term: 17<sup>th</sup> – 21<sup>st</sup> October 2016 – NO CLUBS

25<sup>th</sup> October 1<sup>st</sup> 8<sup>th</sup> 15<sup>th</sup> 22<sup>nd</sup> 29<sup>th</sup> November last session of the term



French Club

12<sup>th</sup> 19<sup>th</sup> 26<sup>th</sup> September 3<sup>rd</sup> 10<sup>th</sup> October 2016

Half term 17<sup>th</sup> – 21<sup>st</sup> October 2016 NO CLUBS

24<sup>th</sup> 31<sup>st</sup> October 7<sup>th</sup> 14<sup>th</sup> 21<sup>st</sup> 28<sup>th</sup> November last session of the term

