

Dear Parents/Carers,

Welcome to the Summer 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!

Events Planned (This Term)

- Mother's week for all children in all the room's week commencing 22nd May 2017
- Father's week for all children in all of the room's week commencing 5th June 2017
- Barnardo's Big Toddle for all children-
- Family Fun Day at Gingerbread- Saturday 1st July 2017
- Twinlakes- Thursday 13th July 2017

Gingerbread Events (Last Term)

- For Easter we held our Easter Bonnet Competition- we received just over 40 entries, well done to all those who took part.
 - Red Nose Day - after a busy day of being active with various events/games organized around all rooms we raised **£122.44**
- Well done and Thank You to all of those who took part in raising money.

Staff

Miss Amara Kassam from the Baby Room left we are sad to see her go, but wish her luck with whatever she decides to do next. Mrs Karishma Mandani has also left the Baby Room and is now working at Gingerbread Cottage Playgroup. Mrs Joanne Sahota also returned to Gingerbread Cottage Playgroup after her secondment.



We are pleased to welcome Mrs Sian Gosling as Head of Baby Room, Mrs Zaheera Jakhura is back as one to one support staff and Miss Ishita Bhatt has also joined us as one to one support staff both in Pre-School.

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.

Our Suggestion Box

We would like to thank the parents who have made suggestions to us.

A suggestion was made for a visit to a mosque to be arranged around Eid time – we have in previous years visited places of worship this is usually done during term time as Eid has been during the summer holidays over the past couple of years a visit has not been possible. We have also had a suggestion for a card terminal for payments to be made for fees etc. We have had a card machine in the past but the charges for each transaction has gone up. We would happily have a new card terminal if parents are happy to pay the charges on top of their fees.

Parking

Due to issues we have had in the past in our car park the committee have decided to put into place a three step procedure for inappropriate use of the car parking facility.

If we are informed of discourteous use or verbal abuse to either parents or members of staff a warning letter will be issued. If this behaviour continues a second letter will be issued banning your use of the car park indefinitely. If this behaviour further continues then your child's place at Gingerbread 2 Nursery will be withdrawn.



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.

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.

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 six weeks' notice for holiday period bookings too.

Over the long summer holiday period we would like to suggest parents to consider sending their children for one or two sessions per week this helps with settling/re-introducing children back into a routine.

After School Clubs – Literacy and Numeracy & French

May we take this opportunity to remind you of our Literacy and Numeracy and French clubs running this term, which children can join, we do have spaces available.

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 on a Monday, for further details please come and see Mrs Singh in the office.



Fees and 30 Hours FEEE

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

We no longer 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.

Some children are now entitled to 30 hours of funding, with this coming into effect after the Easter holidays a decision was made to charge all children who are funded for lunches and teas, a charge of £3 for lunch and £1.50 for tea (depending on the session your child attends) has been introduced.

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

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.



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 or 30 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 for 48 hours from the last episode.

This is 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. Now that the weather is getting warmer can appropriate sun cream and hats please be provided (clearly labelled with your child's name).

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 to add them to your child's Learning Journey.

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 introduced new diaries. If your child's diary is lost we will charge a fee of £1 for a replacement.

Nappies (Baby and Toddler 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 Bains 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 or 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 six 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.

**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 22nd May 2017

This will take place during the mornings between **9.30am and 11am** in all rooms and during the afternoons between **1pm and 2.30pm** in the Pre-School room only.

Half term – For term time children 29th May – 2nd June 2017

Fathers Week for ALL rooms Week Commencing 5th June 2017

This will take place during the mornings between **9.30am and 11am** in all rooms and during the afternoons between **1pm and 2.30pm** in the Pre-School room only.

OTHER EVENTS

Monday 15th May 2017 – ABC Photography – All Rooms

Friday 26th May 2017 – Big Toddle for Barnardo's – All Rooms

Saturday 1st July – Summer Fair

Thursday 13th July - End of term

Monday 17th –Friday 21st July 2017 Gingerbread closed

Monday 25th July 2016 Gingerbread re-opens for children who attend all year round.

Thursday 24th August 2017 Term re-starts

AFTER SCHOOL CLUB DATES

Gingerbread 2 Nursery Children:

Literacy & Numeracy Club Summer term 2017

25th April, 2nd 9th 16th 23rd May 2017

Half Term: 29th May – 2nd June – NO CLUBS

6th 13th 20th 27th June 4th July last session of the term

French Club

24th April, 8th 15th 22nd May

Half term 29th May – 2nd June NO CLUBS

5th 12th 19th 26th June, 3rd July last session of the term

