



[Best Friends Childcare Limited](#)  
[Newsletter - Summer 2014](#)

## To all our Parents and Children -

### Hello & Welcome from Gemma Jones & All the Team at Best Friends

We would all like to extend a warm welcome to all the new children and parents who have joined the nursery and welcome to our first edition of the newsletters.

**1. Introduction.** This Newsletter will be one of the main form of communication from all of us at Best Friends, so please read through it, we welcome feed back from you as we do like to work in partnership with our parents.

### **2. Introducing your team -**

Gemma Jones - Proprietor & Managing Director

Amy Green - Assistant Nursery Manager - **ON MATERNITY LEAVE**

Stacey Lewis - Maternity Cover - Assistant Manager

Katie Gittins - Nursery Practitioner - Caterpillar room

Karen Thorn - Nursery Practitioner - Butterfly room

Hana Ward - Assistant Nursery Practitioner - Butterfly room

Sophie Urquhart - Assistant Nursery Practitioner - Butterfly room

Dena Campanella - Nursery Chef

Darren Pegg - After school practitioner

Kirsty Hull - After school / Holiday club practitioner

### **3. Information for Parents -**

This section will deal with the day-to-day issues of the nursery and the procedures that have to be followed in order to satisfy not only Ofsted, but to ensure the safety and comfort of your child/children at all times.

#### **Reception Area Bags**

**Please could we take all bags home at the end of your Child's weekly session to make sure everything is in there for the following week.**

We would be grateful if you could please have a minimum of two changes of clothes in your child's bags. This is in case they have an accident and get messy with the daily activities that we do!

#### **Could you check your Childs bags regularly please**

Items of clothing - we strongly recommend that all clothes brought to the nursery are labelled with your Childs name.

#### **Nursery Door**

Could I please bring to your attention this **DOOR** will now be locked when there are children in this area?

#### **Leaving & collecting your child/children**

Upon leaving your child for their session each parent/main carer should sign them in by writing their name, the time left and your initials on the sheet in the reception area. Please do not write 'mum' or 'dad'. This is not permitted by Ofsted. When you collect your child/children the parent/main carer should sign them out by writing the time collected and signing in the appropriate space provided. **PLEASE SIGN EACH CHILD IN INDIVIDUALLY!!** This is not only a Health & Safety requirement but Ofsted have also stated it must be done in this way. If your child has not been signed in correctly you will be asked to come back to the nursery to enter the required information.

## 4. Operational Issues -

### Staffing

**Hana** - I Joined Best Friends at the beginning of March 2014, to gain more knowledge and understanding of the Early Years Foundation Stage (EYFS). I have currently enrolled on my level 3 childcare since working at Best Friends. I enjoy watching the children learn and develop and being a part of that is a privilege.

**Sophie** - I Joined Best Friends in the middle of March 2014, moving across from another nursery. I am looking forward to the new experience and challenges ahead and have just started my level 3 qualifications which I will be bringing new ideas and experience to the children.

*We are currently looking at employing extra staff for Breakfast, after school and holiday club. If you know anyone who would be interested in this position please let us know.*

**Students** - We have 4 students who have joined us this term, their names are:

**Shona** - Tuesday afternoon - 4-6 pm -

**Gerogina** - Thursday afternoon - 4-5:30 pm

**Ella** - Thursday afternoon - 4-5:30 pm

### Policies and Procedures:-

#### Herts Quality standards

The nursery team will be undertaking the HQS award; the award is a kite mark for quality provision within childcare. The nursery will have to undertake assignments which will involve feedback from the children and parents of the setting. The staff may send out the information or ask for 5 minutes on collection. I hope you won't mind helping and supporting the nursery in gaining this procedure. We would love your support in this as this award is only recognised within Hertfordshire.

#### Extra activities - football, tiny mites, drama llamas

**Football lessons:** Football classes have been arranged and these will be starting on a Thursday morning. We have had a lot of positive response for the football excel from the last newsletter. These will be starting after the Easter Holiday and will be happening term time only. The lesson is a 45 minute lesson for both boys and girls to participate. As asked in the last newsletter, would parents be happy to pay an additional cost of £5.00 a month. The children who are in on a Thursday from May will now be taking part in this activity and can I please ask you to add £5.00 to your monthly fees. Can I also ask for trainers to be brought in for Thursday lessons please.

**Tiny Mites** - is a musical class where the children get to express themselves through music. The children and the jazz singer will sing songs and "Tiny mite" and his friends will encourage the children to take part. If you would like this to happen at the setting, it will take place twice a month and the day will be confirmed once agreed. There will be an additional £5.00 a month charge if you would like this activity to start at Best Friends. Could you please let a member of staff know if you are interested so we can arrange for this service to commence?

**Drama Llamas** - Is where a lady will come into the nursery once a month, she follows our themes and develops the theme into a story and gets the children to act out and express themselves in the drama class. This activity will take place once a month. Could you please let a member of staff know if you are interested so we can arrange for this service to commence?

**Baby signing** - The nursery staffs have had in-house training on how to sign and the benefits of baby signing. I have a qualification in "Baby signing". We offer signing classes to parents twice a year for you to learn the basic and can understand and respond to your child. Children can pick up signing before speech occurs and it does not stop or delay speech. If anything it develops speech and communication between child, parent and staff. There will be no additional charge for this activity.

**Spanish / Italian** - we are looking at adding an additional language to the setting, were the children will learn the basic of a language in numbers, colours, shapes, people and home environment. We will keep you informed regarding this. Which language would you like?

#### Alternative arrangements

Although Best Friends Childcare Ltd staff maybe a first point of call, for a baby-sitting service outside of working hours.

We respectfully request you speak with a Member of Management (Gemma or Stacey) before incurring staff to extend there working hours. This is for the safety of all staff and yourself.

This also includes any parties or additional services from the staff at weekends. (Curriculum planning, outings, lessons). I hope you understand that it is important to me that all of my staff are maintaining the nurseries guidelines and procedures when carrying out alternative arrangements on your behalf.

### Parent's courses

We held the behaviour course last term and found this to be great successes. There were talks of doing the 12 week behaviour course that we would do. If you are interested in this please let me know so I can confirm numbers and arrange for the course to start.

We are also looking at starting our "Baby signing" classes for parents, so you can understand and use the tool at home. Dates will be provided soon.

If you are interested about the course please let a member of staff know.

### Nursery uniform

We have had a lot of interest of late in the childrens uniform. I have now got the uniform in the age of 2-3 years as well as 3-4 years. If you would like to buy a t-shirt or V-neck tank top then please let me know. It would be nice to see a few more of our Butterfly room children wearing the nursery uniform. Therefore I am doing an offer of £7.00 a polo shirt and £10.00 for the v-neck tank top. This offer is only going to be on till the end of Half term week in May.

### Birth certificates:

Could you please bring a copy of your child's birth certificate or passport into the nursery. We need to have a copy of this on site for when we start to claim for funding. If we do not have a copy of this then, we are not eligible to claim funding.

### Monthly Agenda's

You may have received a monthly agenda already. This is to give you more information on a monthly basis what the children will be doing in that particular month. We would appreciate that you take the time to read this and please bring in the relevant information that is / has been requested. This will solve a lot of upset if children and parents have not brought it in. All children can then participate in the wonderful activities planned.

### Double Pushchairs

If you know of any one selling double pushchairs or would kindly like to donate it to nursery we would be very grateful. Please let a member of staff know.

### Magic Moments:

We have started Magic Moments at Best Friends, we felt this work extremely well at our sister setting and would like to see how it works over here. You will be given some forms which you will need to fill in and bring them into nursery if your child does something special at the weekend or after nursery hours. It's another way we can work in partnership with one another and also away of developing the child's development together, the child can therefore discuss their achievement at nursery with their key worker and friends.

### New arrivals

We would like to take this opportunity in congratulating the following on their new arrivals:

Amy and James on the safe arrival of Scarlett Jane Ward.

### Birthdays

We do celebrate every child's birthday even if they are not present on their actual special day. We can make birthday cakes if required and we will focus on a healthy option wherever possible. **(Please give us suitable notice!)** We have candles in the nursery for these occasions and will make your child feel very special on their day. We are sorry but **no shop-bought cakes may be brought in for these occasions as they may contain ingredients that cause allergic reactions.**

Children who will be celebrating their birthdays since the last issue:

Umaima 20<sup>th</sup> April

Evie 13<sup>th</sup> May

Isam 2<sup>nd</sup> June

Miles 30<sup>th</sup> June

Riaz 21<sup>st</sup> June

Sahana 3<sup>rd</sup> July

Callum 31<sup>st</sup> July

Arabella 5<sup>th</sup> August

Alice 5<sup>th</sup> August

Anya 11<sup>th</sup> August

Staff - yes, we even celebrate staff birthdays too

Stacey	4 <sup>th</sup> April	23
Katie	12 <sup>th</sup> May	21 <sup>st</sup>
Sophie	10 <sup>th</sup> June	
Gemma	24 <sup>th</sup> August	
Darren	27 <sup>th</sup> August	

### 5. Training & Qualifications

We see this area as vitally important for our staff and it will have much benefit for you and your children.

Both Management and staff are about to go on or have been on a variety of courses since our last issue:

Stacey Lewis - Senco qualification - February 2014

Stacey Lewis - Designated person for safe guarding

Karen Thorn - Characteristics of Learning - March 2014

Karen Thorn - Level 3 qualification -

Stacey Lewis - Senco cluster - March 2014

Gemma Jones - SENCO - March 2014

All staff - Positive Behaviour training - March 2014

I would like to take this opportunity to thank all the staff for the outstanding hard work and achievements in gaining more knowledge by attending these courses out of hours, which have further aided their skills in the care and development of our children.

### 6. Dates for your diary

#### May

7<sup>th</sup> May - Toddle waddle

20<sup>th</sup> May - circus Samuel Ryder Academy - Tickets on sale

#### June

16<sup>th</sup> - Group photos - times to be confirmed.

23<sup>rd</sup> Individual pictures - times to be confirmed