



Best Friends Childcare Limited  
Newsletter - spring 2013

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## 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

Debbie Brown - Nursery Practitioner - Over 2's

Karen Thorn - Assistant Nursery Practitioner - Under 2's

Darren Pegg - After school 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!

We have put a list together of what needs to be in your child/children's bag or left at nursery and checked regular:

- **2 spare changes of clothes** (unless your child is potty training then can we have 6 please)
- Sun Hat, Sun Cream, swimming costume! (For the summer months)
- Slippers for indoors - encase of a fire evacuation
- Wellies - for garden messy play!!!
- Calpol / Nurofen Sachets
- Teething gels
- Comforts

#### **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 Gate**

Could I please remind you all to make sure as you enter and leave the nursery that the door is closed behind you. We will be changing the doors shortly.

#### **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.

You are welcome (and indeed encouraged) to come into the nursery when you leave and collect your child - we do ask that you remove your shoes and store them safely whilst visiting us. This will help reduce congestion in the reception area as well as allowing the parents to see the displays and activities your children are doing!

## 4. Operational Issues -

### Staffing

**Gemma Jones** - Hello and welcome to Best Friends Childcare Ltd. I am the proprietor at Best Friends Childcare and we have a sister nursery in London Colney. I have 17 years' experience at all levels with the last 8 years being in a management role. I am self-motivated and a positive individual, who can either work on my own or within a team. I have a great rapport with, children, staff and parents and enjoy a challenge. To achieve my full potential I set myself personal goals and encourage this amongst my staff. Trust and motivation of staff is paramount in creating a great team. I am ambitious, reliable and capable of bringing comfort, support, guidance and help to the profession I am dedicated too.

**Amy** - Welcome to Best Friends. I have worked at Best Friends since August 2010 after completing my BTEC National Diploma, Level 3 in Health and Social Care. When Best Friends opened the sister nursery I was delighted to be promoted to Assistant Nursery Manager. Working with children is always something I have wanted to do. I love being part of, seeing children grow, in their development and knowing I have contributed, is one of the many joyful and best rewards.

**Debbie** - I did my work experience assisting in a year 2 class. From then on I knew I wanted to work with children. After my A-Levels I went to university and completed a Bachelor of Education degree (BEd) with Honours and gained Qualified Teaching Status. When I finished university I knew I wanted to teach Key Stage One but felt I did not have enough experience of the Early Years Foundation Stage (EYFS). I joined Best Friends in July 2012. I have been lucky enough to be shown how to work alongside the EYFS and understand how it benefits the children and their development before attending primary school. I enjoy watching the children learn and develop and being part of that is a privilege.

**Karen** - I have currently joined Best Friends in May 2013 for a new and exciting challenge. I am currently doing my level 3 qualification and I am looking forward to the new adventures ahead with joining Best Friends Childcare. I work with the babies and toddlers in a previous nursery and have 2 years' experience, I like to develop the children to their full potential whilst meeting their individual needs. I enjoy the challenge of working with children as each day is different.

**Darren** - I've have worked at Best Friends since September 2009 as the chef at the sister nursery in London Colney. Since joining Best Friends I have gained a qualification in childcare level 3. I was delighted when Best Friends opened the After school club and gave me the opportunity to be part of this. I now work 5 afternoons a week with the reception children. I plan routines and listen and support in their homework. Best friends for me is not just a place to work, it's more like an extended family, the children are great fun and wonderful to have around and my colleagues are more like friends than anything else.

**Students** - We don't have any as of yet.

### Policies and Procedures:-

Can you please make the nursery aware of any holidays which your child may be having? also when your child is sick and unable to attend. We have had a few occasions when we have not been informed of leave or illness.

The reason why we like to be informed is also to make other parents aware of any illness within the nursery.

If you are on holiday and other parents ask for extra sessions we maybe able to accommodate them or even get the children out on extra trips and activities. I would appreciate your cooperation in this matter.

### Activities and Outings January - May 2013

**Trip to the library** - The children enjoyed an outing to the local Library. The children collected some books and will return them when they expire.

**Valentine's Day** -The children created their own Valentine's hearts and cards and talked about who they loved.

**Pancake Day** - Had pancakes for tea- yum, yum, we practised tossing pancakes too!!

**Chinese New Year** - the children had a Chinese restaurant, were they cooked noodles and made their own Chinese dishes, whilst also doing red art dragon pictures.

**St David's day** - The children made daffodil and the welsh flag pictures, whilst also having welsh food - Roast Lamb dinner and hot butter cake.

**Mother's Day** - We made cupcakes and cards !!

**St Patrick's Day**- The children did green sticking and wore green to nursery!!

**Holi - Hindu festival**- the children decorated the nursery entrance by drawing flowers using calk and bright colours.

**Red Nose day** - P.J day and had party games. We also painted our noses red.

**Easter celebrations** - The children made Easter bonnets, had Easter egg hunts and decorated their own Easter eggs.

**Passover** - The children made pictures for their learning journal and listened to stories.

### Ofsted

We are pleased to notify you that Ofsted has carried out an inspection on the nursery. The inspection has now gone live and I can formally announce our Grade: Grade 2 = Good

If you would like to read the report we have a printed copy in the office or please go to:  
<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY449240>

### Environmental Health

We had our unannounced inspection on Tuesday 5<sup>th</sup> June. We will receive our grading in around 14 days. The inspector was very pleased with what they saw. We will inform you once we have received this.

### Photos time

I would like to inform you we have photos taken every year of the children in June. The pictures are taken by Christine of Tempest Photography. We will be having the Company at Best Friends on **Monday 24<sup>th</sup> June 9:30pm**. All welcome and **PLEASE** put this into your diary.

If it is not your usual day then please feel free to come along for your children to have their pictures and group pictures taken.

### Graduation / Leaving party Day

We will be holding our graduation / Leaving party day for the children who will be leaving us at the end of summer to go to "big school". We will be having a party for the children afterwards. We have arranged this to be Thursday 22<sup>nd</sup> August **PLEASE PUT THIS IN YOUR DIARYS**. Time and place will be confirmed shortly.

### Parent's courses

I have been having a few parents ask about a few courses which we may be able to help them with. I would like to see how many parents are interested in doing the courses before I book them.

- 1) Baby Signing - We are looking at doing this around July time. Could you please let me know if you are interested so I can collect numbers and how many people will be attending?
- 2) Behaviour course - After the success of the Behaviour night on 30<sup>th</sup> May we are looking at holding it in more detail which will be an 8 week course. The only charge for this would be the book you would need to buy. I believe this is around £15.00.

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

### Sun Cream

Can I please remind you that when sun cream is 1 years old that it loses and reduces its protection to an unsafe level after 1 year. Therefore Best Friends will be dating the sun cream as well as labelling the cream for your child. You will be notified or asked to replace the cream once it is a year old. We take the health and safety of our children very seriously...therefore please can we ask that you provide each of your children with a suitable sun hat and sun protection cream/spray/lotion (at least factor 20+ is recommended even in this British climate).

You **must** provide these items as we are unable to apply any lotions/sprays etc in case of allergic reaction or skin conditions.

### Nursery uniform



Children aged 2 or 3 there is a uniform which has been introduced to the nursery. If you would like to buy a t-shirt or V-neck tank top then please let me know so I can see if we have these in stock or if I need to order them in for you. The children are enjoying wearing them and seem very proud to be having a uniform within the nursery.

The V-Neck tops will be £12.00 and a T-shirt will be £9.00. However there will be a 10% discount till December on all uniform brought.

### Planning and curriculum

Currently we follow "Early year foundation stage" in the nursery. If your child will be moving rooms which is practice following their second birthday and you would like a copy of the new room's planning, please ask a member of staff for a copy.

**Who would like to be involved?** If you would like to join in any of the events by allowing your child to bring something into the nursery representing the colour, shape or number of the month this would be fantastic. We find it helps your child develop both at nursery and at home by connecting the 2 areas with a toy, or item of clothing. You will receive a monthly topic list of activities and events happening through the month. This will also list items to bring into the nursery.

### Nursery grants and tax schemes

When your child/children reach the term of their 3<sup>rd</sup> Birthday we can start claiming funding for them. The reason for this is that they attend a private day nursery and do not attend a state school for the 3 hrs-funded educations. We can therefore claim this directly from the government. We apply automatically on your behalf and the funding which we receive, is taken into account when invoicing you for your monthly fees; we therefore amend your monthly fees and only charge you for the additional hours of care that is provided for you. We will inform you as and when this situation becomes applicable to your child/children.

There is also another benefit available to you providing your particular employer is part of the scheme. It is commonly referred to as the "voucher" scheme. As a working parent you are entitled to apply for £243.00 a month to be deducted from your wages and are paid directly to us from your employer. The result of this is that you do not pay Income Tax or National Insurance on that sum of money each month. This therefore allows you to be slightly better off. You then only pay the balance outstanding of fees due. This scheme is well worth joining and you should contact your employer to ask if they take part in the scheme. If you would like any of the above information in more detail or account numbers for the vouchers systems we have already in place, then please do not hesitate in contacting Hilda or myself.

### 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.

### Children leaving

We have recently started doing leaving interviews within the nursery. When your child leaves the nursery you will be asked to arrange a time that will be best for you to sit down and have a chat. The interviews we have had have been very successful with positive feedback all round.

Sadly we will be saying goodbye to: Lorelle and Myla. We would like to wish you well at big school or in your new adventures.

### New arrivals

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

We have not had any new arrivals this term.

### 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:

Staff - yes, we even celebrate staff birthdays too

Amy Green	16 <sup>th</sup> June	21 - Yipeee!!
Gemma Jones	24 <sup>th</sup> August	21+
Darren Pegg	27 <sup>th</sup> August	21+

## 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:

Gemma Jones - Early Years Professional Status (EYP) - 1 year - Completes August 2013

Gemma Jones - SENCO - Cluster meeting - February 2013, April 2013 and June 2013.

Amy Green - SENCO 3 day course training - June 2013

Amy Green - Designated Safeguarding course - May 2013

Hilda McGrath - SENCO - Cluster meeting - June 2013.

Debbie Brown - Phonics training - February and March 2013

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

### June

16<sup>th</sup> - Father's Day

17<sup>th</sup> - Daddy's and Granddad's coffee morning 10:30 am - 11:30am

23<sup>rd</sup> - Dragon Boat Festival

24<sup>th</sup> - Photo's 9:30pm - all welcome

### July

4<sup>th</sup> - American Independence Day - Tebby bears Picnic with Samuel Ryder Academy reception class.

20<sup>th</sup> - Ramadan

21<sup>st</sup> - Moon day

### August

22<sup>nd</sup> - Children's Graduation and leaving party - all parents welcome