



Best Friends Childcare Limited
Newsletter - Spring 2015

To all our Parents and Children -

[Hello & Welcome from Gemma Gittins & 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 Gittins - Proprietor & Managing Director

Stacey Lewis - Assistant Manager

Karen Thorn - Nursery Practitioner - Butterfly room

Katie Gittins - Nursery Practitioner - Caterpillar room

Hana Ward - Assistant Nursery Practitioner - Butterfly room

Jessica Williams - Nursery Practitioner - Caterpillar room

Breakfast club / Afterschool club

Asma Miah - Breakfast Club Practitioner

Jake Constable- Breakfast and After school Club Practitioner

Viviana Coscotin- Breakfast and After school club Practitioner

Darren Pegg - After school practitioner

Charlotte Morris - Afterschool 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, due to children growing and the constant change in the weather, could we ask that the clothes are checked weekly.

Items of clothing - we strongly recommend that all clothes brought to the nursery are labelled with your Childs name. I strongly would recommend the website www.stamptastic.co.uk , it is a very easy way of labelling the children's clothes no sewing needed!!

Nursery Front Door

Could I please bring to your attention this **DOOR** will now be locked when there are children in this area? Can I also ask that when collecting the children from nursery that the nursery connecting door is closed behind you.

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

We are currently looking for a nursery chef and Breakfast Afterschool club practitioner if you know any one who would be interested. Please ask them to contact Stacey or myself on either gemma@bestfriends.ltd.uk or manager@bestfriends.ltd.uk

Students -

Amelia - is with us for 12 weeks on a Wednesday 9-11 am.

Policies and Procedures:-

Herts Quality standards

The nursery team have been undertaking the HQS award; the award is a kite mark for quality provision within childcare. The nursery has undertaken assignments. We have our final meeting on February 3rd, to which if all has been successful we will be awarded our H.Q.S. award in March.

Extra activities - football, tiny mites, drama llamas

Football lessons: Football classes are going well, with the nursery growing, we have now decided to do smaller group sessions, which Coach Ryan and us feel the children are benefiting from more. Football sessions are on a Wednesday morning, so please don't forget your trainers and that it is an additional £5.00 a month,

Tiny Mites - has started and the children and staff love these sessions. Tiny mites is on once a fortnight on a Thursday morning, this is also an additional £5.00 a month.

Drama Llamas - has also started and Helen normally comes in on the first Tuesday of the month. she follows the nursery themes and develops the theme into a story and gets the children to act out and express themselves in the drama class.

Baby signing - The nursery staff 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 basics 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. The Caterpillar staff will hand out welcome packs for you to start using the signing at home, we will be looking at signing classes for the parents around March, please look out for the dates, in our dates for diary!!

Cooking - The children have now started to do cooking once a week, we will try of course and send all cooking home so you can see and talk to them about what they have created. All ideas are gratefully received and if any parents would like to come in and help out with these lessons, please speak to a member of staff.

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 their working hours. This is for the safety of all staff and yourself. I would appreciate all your support in this matter

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.

Ofsted

We had our Ofsted inspection before Christmas, thank you to all the parents who were asked to speak to the inspector on the day. We are delighted to announce we received a "grade 2" and the inspection report has now gone live, if you would like to have a look at the report please either go on line to www.ofsted.gov.uk or ask Stacey or myself for one of our copies we have printed of, we would be grateful if you did use one of our copies to return once you have read it, so we can let as many parents read the inspection if they wish to.

Parents Evening December 2014

We had a wonderful turn out for parents evening, thank you so much to you all for coming out and having time to spend with your child's key worker. We hope you enjoyed looking through their learning journals and hearing about the development and how well they are doing and how we would like to develop them further. If at any time you would like to look through your child's learning journal please ask their keyworker who will happily get this ready for you.

Parent's courses

We held the behaviour course last year and found this to be great successes. There were talks of doing the 12 week behaviour course. 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.

We are also looking at holding an evening in regards to the funding system as your child becomes alleageable to claim, for you to understand the system and how it works. Please let me know if you would be interested.

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

Play dates:

We have had a few parents, asking to arrange for "play dates" with the children at the nursery outside of the setting. If you are happy for us to pass you mobile numbers over or for us to pass theirs to you so this can be arranges, 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 1-2 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. T-shirts are £9.00 and V-Neck tank tops are £12.00.

Birth certificates/ Passports and NHS Numbers:

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. We also now need all childrens NHS numbers. You will be asked by a member of staff for these, if we do not have them on our records. Please either scan and email them to us, or please bring them in for us to copy for you.

Reading books:

We have noticed how much our children are enjoying reading, some are even trying to sound out the letters! Well done...☺ therefore we have brought some Biff, chip and Kipper books. We are looking at doing a reading book between home and nursery for us to work together and to get the children to start looking at and understanding the letters and sounds. We will be back in touch with more news on when this will be commencing from, any comments would be gratefully received.

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. Monthly agenda's are sent out via email, and displayed on the nursery notice board. Please can you make sure the nursery has the most up to date email address for you to receive this.

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 feel 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:

Ben and Victoria on the safe arrival of Esme

Fundraising

We would like to thank you all for your support during the fundraising that staff and children took part in throughout 2014, we raised:

Stacey Lewis - London Marathon - April 2014 - £1300.00

Toddle Waddle - May 2014 - £234.00

Hana Ward and Katie Gittins - Pretty Muddy Race for Life - June 2014 - £157.60

Karen Thorn- September 2014 - Shine walk - £400.00

Children in Need -November 2014 - £84.00

Bobble Hat day - December 2014 - £84.00

Thank you for your kind support and all the money raised. We look forward to another fun packed fundraising year.

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:

January -	Antoine	6 th	Millie	29 th	
February -	Austin	28 th			
March-	Alfie	11 th	Leena	23 rd	Emily 27 th

Staff - yes, we even celebrate staff birthdays too:

February -	Hana	5 th	Karen	25 th
------------	------	-----------------	-------	------------------

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 - Management seminars - January 2015

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

February

6th SCHOOL CLOSED - CLUB AVAILABLE

17th Pancake Day

18th Ash Wednesday

19th Chinese New Year

March

1st - St David's Day

9th Commonwealth Day

10th Mothers Day

13th Red Nose Day

17th St Patricks Day

29th - British summer time begins - please remember to bounce forward 1 hour with the clocks!!

Baby signing - **date to be confirmed.**