



Best Friends Childcare Limited  
Newsletter - January 2018

## 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.

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

### **Introducing our team -**

Gemma Gittins - Operational Director

Adrian Gittins - Commercial Director

Stacey Roskilly - General Manager Designate

Sian Smith - Assistant Manager

Jessica Williams - Head of Room - Butterfly's

Charlotte Morris - Senior Nursery - Caterpillar's

Ruth Palmer Cooper - Nursery Practitioner - Caterpillar's

Courtney Francis - Assistant Nursery Practitioner - Butterfly's

Kairit Jalast - Assistant Nursery Practitioner - Caterpillar's

Charlie Blackwell - Assistant Nursery Practitioner - Caterpillar's

Claire Owen - Nursery Practitioner - Butterfly room

### Breakfast club / Afterschool club

Jasmin Miah - Club Practitioner

Rekha Amin - Club practitioner

Sue Thompkins - Part Time Club Practitioner

Leyla Fields - Part Time Club Practitioner

David Abrahams - Part Time Club Practitioner

Peter Abrahams - Breakfast Club Practitioner and Sports Coach

### 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! Brand new spare underwear will be provided if needed at a charge of 50p.

We strongly recommend that all clothes brought to the nursery are labelled with your Child's name. I would recommend the website [www.stamptastic.co.uk](http://www.stamptastic.co.uk), it is a very easy way of labelling the children's clothes with no sewing needed.

### **Nursery Front Door**

Could I please bring to your attention this **DOOR** will 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? If you require access at this time there is a bell that can be used to get staffs attention.

### 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. **It must be parents/main careers signing the children who are over the age of 18 and not any older siblings of the child.** Please do not write 'mum' or 'dad'. This is not permitted by Ofsted. When you are collecting 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 may be asked to come back to the nursery to enter the required information.

### **Staffing**

Ruth Palmer Cooper- Ruth has returned to Best Friends. She is working in the Caterpillar Room alongside Charlotte and Kai. Ruth had numerous years of childcare experience at different levels as well as having children of her own. If you haven't had the opportunity yet please do introduce yourself to her.

Jessica Williams - Jess has recently completed her Level 3 management course. I'm sure you will join me in congratulating her on this.

Claire Owen - Claire has joined the Best Friends team on a part time basis, primarily in the Butterfly Room here at the Samuel Ryder nursery but is not allocated a key group so that she can support in any area. Claire has previous experience in childcare and now has a child of her own.

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

Sports Sessions: The children are continuing to enjoy their sports sessions with Coach Sean. These sessions take place on a Wednesday so please ensure that your child has suitable clothing. When the weather does not permit the session taking place in the garden it is adapted to take place indoors to ensure the children don't miss out. If your child attends a Wednesday there is a £5 additional fee a month for this session.

Tiny Mites - Tiny mites are on once a fortnight on a Thursday morning, this is also an additional £5.00 a month. Please can you add the monthly charge to your monthly fees

Drama Llamas -Carol 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.

Spanish Lessons - Spanish lessons have been introduced and will be happening on Fridays mornings. The lessons have been a great success. There is a charge of £5.00 a month for these lessons, can you please add this onto your monthly fees.

Cooking - The children have now started to do cooking once a week, we will try of course to 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 of 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.

### **Parents Evening January 2018**

Parents evening is coming up, on Thursday 11<sup>th</sup>. If you haven't already please spoken to your child's keyworker to book yourself a time slot. Your child's development review will be on their tapestry portfolio for you to view before coming for your consultation.

### **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.

Although not compulsory, it would be nice to see the children wear the uniform on more of a daily basis. T-shirts are £9.20 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 children's and parents 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.

### **Tapestry**

Tapestry continues to work really well within the setting, reducing the amount of time staff need to complete paperwork and allowing them to spend more time with the children. If you have any problems accessing your child's portfolio then please speak with Stacey.

Don't forget that you can also add photos and videos from home. The staff love seeing these and it gives us a focus point to talk with the children about.

### Fundraising

I would like to take this opportunity to thank all of parents for your generosity last year with the different fundraising events. We already have some events planned for this year but if you have any idea's or charities that are close to your heart then please get in contact with Stacey or myself. Maybe we could even support with any fundraising that you are doing yourself.

### 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.**

### Day Nursery Reviews

Hopefully you have now picked up one of the day nurseries review forms, we would be very grateful if you can spare a couple of minutes to pop online or fill out the form and leave us a review.

### Facebook

If you have not already joined, liked our page please go on and do. We put up children's activities, food menu's, children's staff achievements. If you have any ideas that you would like to see on this page please contact either Stacey or I.

### Emails

Can I please remind you of the change of email address for Stacey and Sian. When being tagged in emails I still see some parents are using the old ones still. Can I please ask you to **DELETE** [Stacey.lewis@bestfriends.ltd.uk](mailto:Stacey.lewis@bestfriends.ltd.uk) and [manager@bestfriends.ltd.uk](mailto:manager@bestfriends.ltd.uk)

Stacey **new** address is: [Stacey@bestfriends.ltd.uk](mailto:Stacey@bestfriends.ltd.uk)

Sian **new** address is: [sr.manager@bestfriendschildcarecentre.co.uk](mailto:sr.manager@bestfriendschildcarecentre.co.uk)

### Notice period

Can I take this opportunity in reminding you to reduce session it is a 4 weeks' notice period ending at the end of a calendar month, whilst again to terminate your place at the setting is an 8 weeks' notice period ending again at the end of a calendar month? If you would like to increase your sessions with us, we will do this at the earliest convenience to you and ratio permitted.