

Newsletter

Spring 1, 2015



Welcome to our latest newsletter.

NEWS FROM THE MANAGEMENT TEAM

Carol Hill

Happy New Year to everyone and from all the staff team, I would like to send our thanks for the lovely gifts we received for Christmas. We have been overwhelmed by the kindness and generosity.

We have been busy make plans for 2015 and therefore please take time to look at our events diary at the end of the newsletter to ensure you are aware of up and coming activities and key holiday dates. We will continue to update this throughout the year as we add to our plans.

Sarah Baker & Catherine Toy

Thank you to all our parents who helped to make our Christmas celebrations and events a success. We held a fantastic Nativity at Cawthorne Church, where all the children supported by the staff team, were stars in the making, delivering their lines and singing wonderfully. We also had a brilliant time at the Christmas party, which we ran with the Pantomime Company. We hope everyone who attended had an excellent time and enjoyed the events as much as we did.

Our themes for this half term include Winter and Space and additionally we will be providing lots of learning opportunities and experiences through mini themes such as ICT, music and movement, Chinese New Year, Pancake and Valentines days. You can read more about specific activities taking place in your child's room in the room sections.

ACTIVITIES IN THE CENTRE

Baby Room

We would like to welcome you all back and hope you had a lovely Christmas and wish you all a happy New Year. Moving into January, our topic will be 'Winter' and we will be exploring all that winter brings, introducing different sensory activities to support this.

Throughout February we will be focussing on shapes as well as celebrating Chinese New Year ,the year of the goat.

Finally could we ask that as we like to have both walks and enjoy outdoor play all year round, could we please have warm outdoor clothes, as well as suitable outdoor foot wear during each session.

Many Thanks.

Michelle Wood
Baby Room Co-coordinator

Caterpillar Room

Welcome back

Happy New Year to all of our families and children. We hope you enjoyed a lovely Christmas break

Getting Busy With Caterpillars

As the New Year begins, we will be straight into our winter theme/topic. We will be exploring the winter season through creative and exciting activities including ice painting, looking at and using 'cold' colours, winter sensory trays and learning about winter animals.

We will be also teaching the children about the best ways to keep warm.

As we head into February, we will be investigating an exciting new topic, 'Space'. We will be using the well know story 'Aliens Love Underpants' on which to base our activities, and to incorporate mathematics, literacy, imagination and creative play into. We will also be celebrating the Chinese New Year and this is a great opportunity for children to explore other cultures. This year it is the Year of the Goat, and we will tie into this a book focus of 'The Three Billy Goats Gruff'.

As the weather is still wet and cold, please can we ask that children have wellies, hats, scarves and gloves, all with name labels. This will enable us to continue with our outdoor play sessions comfortably, which the children enjoy all year round.

Please note our **New Routine** for drinking: We are now providing cups and water at the water station. This is to prevent children drinking from each other's bottles, and therefore we would like to request that water bottles are no longer brought to nursery.

*Emma Thistlewood
Caterpillar Coordinator*

Butterfly Room

Firstly a Happy New Year to all our children and families from all the team in Butterfly Room!

In the new term we are going to be looking at the theme of Winter learning about the weather and changes in the environment. We will also be learning about Arctic animals and where they come from and carrying out some fun experiments with ice, looking at the processes and changes involved.

We are also going to be looking at the exciting topic of Space, learning about planets and pretending to be astronauts, making our own spaceships!

In February, we will also be celebrating Chinese New Year. This will be a great opportunity for the children to explore another culture and learn about the things they celebrate. We will be making our role play area into a Chinese Restaurant, learning about lucky colours and lucky numbers for the year of the Goat. We are also hoping to have a special visitor who will tell us all about the celebrations!

Please can we remind all parents/carers to bring hats, scarves, wellies etc as we will be playing out in the Winter weather. Also, please can you put names on your child's water bottle and ensure they are taken home at the end of each session.

*Becky Lofthouse
Butterfly Room Coordinator*

Out of School Service

Happy New Year to all our children and families. We hope you all had a lovely Christmas and the children have enjoyed sharing what lovely presents they received for Christmas with us.

During the new term, we are looking at create a 'Minecraft' interactive display, in which the children will make models and be able to play with them. If you have any cardboard boxes that we could use for this, could you please bring them in along with any other items for junk modelling.

Also could you please bring some indoor shoes for your child/ren. This could be slippers or pumps, just in case the fire alarm goes off and we have to evacuate the building for example.

We are busy preparing the February half term holiday club itinerary and if you have any ideas for activities, themes or trips please let us know and we will look into them. We hope to publish this on 19th January.

Any other feedback or comments please do not hesitate to talk to one of the team, call in the office or email the managers as detailed below in our contact section.

Future Planning for Out of School Club

Just a reminder for parents/carers, that some sessions in our out of school club were offered initially on a term by term basis. Where this has been the case, we will be able to offer these sessions up to the summer break in July. Sessions will then be looked at again for September 2015. Children that were able to access the service in Butterfly room, will need to be moved up to the log cabin. We only use Butterfly room for children in Reception due to the mix of ages with Butterfly children. Therefore we will be looking at what spaces we have in the log cabin to move the children up there, once we know which children will be leaving us to go to secondary school, or any changes in circumstances that are communicated to us. Therefore sessions that have been accessed now, may not be available in September due to the lack of spaces that become available in the log cabin. We aim to plot September sessions in May, once all school places have been allocated and we know the information as detailed above.

Amy and Katherine.
Out of School Coordinators.

GENERAL INFORMATION FOR ALL ROOMS

Holiday allowances 2015- With the start of the new year, there is the start of the new annual holiday allowance. We offer 2 weeks of your child's weekly pattern at 50%, between January - December. To ensure this is adjusted on your monthly invoice please can you either complete a holiday allowance form which can be downloaded from our website or put your requested dates in writing. Once received, the deduction will be made on the next invoice that is produced. Invoices are produced by the 15th of month, for the month in advance.

Also, in addition, we do offer the option to take leave for the six week school holidays. It is a requirement to take the full 6 weeks to receive this holiday deduction. Notification for this should be made in writing by 15th June 2015, to take effect with July invoicing.

Nursery Funding - New Entitlement Reminder -For those parents whose children turn 3 years during the coming year, Nursery Funding will become available the term after their 3rd birthday. Cawthorne Children's Centre is able to offer sessions to enable your child to receive this entitlement. Each child at present will be able to access 15 hours funded care each week, during

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term time. There are specific criteria that need to be met to access all 15 hours, with the main one being attendance at the Centre over 2 days per week. Sessions can be accessed between 8am and 6pm each day. Therefore if your child is approaching 3 years, and you would like to look at changing sessions in order to maximise their entitlement to nursery funding, please do not hesitate to call into the office and speak with a member of the management team.

Fee Payment Reminder: - To clarify our policy on receipt of payments.

We prepare invoices on the 15th of the month for the month in advance. We then require payment for these invoices by the 30th of the month, or an agreed date close to this for those in receipt of childcare vouchers through their pay. If payments are not received and kept up to date after 3 consecutive months, then we will issue a final notice and request to pay in full within 7 days. If this request is not met, we will discuss termination of sessions and take action to recover the debt. Should you be unable to pay fees at any time, please contact Carol Hill in the first instance to discuss options that are available. Thank you.

Special events this half term include:

- Chatterbox challenge- We will be supporting I CAN's annual, educational fundraiser for 0-5 year olds. The theme for 2015 is 'Garden Adventures with Ben & Holly'. Children will have fantastic fun learning songs around the theme before singing them together in an inclusive sing-along. As well as developing their own communication skills they'll be raising funds to help children across the UK who are struggling to communicate.
- Red Nose Day- Ape around this Red Nose Day with David Walliams' new book character, the Queen's Orang-utan who has climbed on board to help you and your little monkeys raise money this Red Nose Day.
- World Book Day-we will be celebrating the importance and value of books through lots of exciting activities.

Facebook communication :As some of you will be aware leading up to Christmas we started communicating more through our Facebook page and moving forward through 2015 we would like to continue with this additional method of communicating as we have had a good response from parents who use Facebook. If you would like to join our Facebook page then please send us a Facebook friend's request. We are not a full public group so only people who we accept as friends are able to view our full page and any detailed information. We are not accepting requests from friends of the family or people who no longer have children who attend the centre. We will not publish any photographs or first names of any children who we have not been given permission for.

New Allergens in foods information :From December 2014 new legislation requires food businesses including schools/childcare settings to provide allergy information on foods served/provided. We therefore have a **legal responsibility** to provide the correct allergen information about the ingredients that is in the food we serve. We can do this in a few different ways and we have decided to share the information in the form of a booklet that will follow our 4 weekly menus. This booklet may take a couple of weeks to be completed however in the interim period there is a poster displayed to signpost you to allergen information or please feel free to ask either Carol or Jane, our Kitchen team.

Parents Evening :We will be holding a full centre parents evening this half term. (Tuesday 24th February). This will be a good opportunity to meet on a one to one basis with your child's Keyperson to discuss their care, learning, development and progress. You will also have time to look at your child's file which includes observations, photographs and a summary of their progress in the seven areas of the EYFS. We understand and appreciate that a 10 minute time slot may not be enough time for you to discuss all the above points, however as there are so many parents to see we have to

keep to a fairly short time limit on the night. If you feel that you will require more time with your Keyperson please feel free to book a further appointment at the start or end of a normal nursery session.

Adverse Weather: - In the event of adverse weather we will send a text to one member of each household to advise what our plans for opening are. It is therefore important for all changes in contact numbers to be reported to the office. We will also update our website with details as they become available and also use Dearne FM schools closure service.

We would ask that people do not set out for the Centre until they have received communication from us that the service is open. Thank you.

Where it snows throughout the day, we will keep watching the weather and make decisions about keeping open, based on safety of families and staff travelling home. We will communicate potential early closure using the text service and ask that children can be collected as soon as practicable during such times. Where the Centre does not open, our policy to offer an alternative session, subject to availability, will apply, and no refunds will be offered unless your child attends full time. For services in Out of School club which is currently full, no alternative sessions will be available so a refund will be offered and a credit given with the next prepared invoice.

Key Responsibilities: Just to remind everyone of key contacts in the Centre :

Carol Hill - carol@cawthornechildrenscentre.co.uk

For all matters relating to finance, holiday entitlement, invoicing, outstanding balances, child care vouchers, session changes, notice periods, out of school planning and nursery funding.

Sarah Baker - sarah@cawthornechildrenscentre.co.uk

For all matters relating to the management of children's care and education, policies and procedures, future developments/improvement of the Centre, safeguarding, health and safety, staff training and development and event planning.

Staff Update:-

Butterfly Room

Becky Lofthouse, Room Co-Ordinator in Butterfly Room is leaving us on March 6th to start her maternity leave. We wish Becky every happiness as she awaits the arrival of her first baby. We will miss Becky very much and hope to see her visiting with her family throughout the year.

Launa Skelley will move from Caterpillar Room to Butterfly Room, to take up Becky's role during her maternity leave. Launa has worked at the Centre for over 8 years and is looking forward to challenging herself in this new role. Charlotte Lofthouse will continue as Deputy Co-ordinator in that room for this period.

Caterpillar Room

Stephanie Peace will take on a full time role as Deputy Room Co-ordinator in Caterpillar room to support Emma and her team, whilst Launa is on secondment to Butterfly Room.

Baby Room

Katie Thompson will return to the centre after her maternity leave on 26th January , and will take up the post of Deputy Room Co-ordinator in Baby room. She is looking forward to supporting Michelle and her team in this room, working over 3 days.

Out of School Club

We previously announced that Amy Johnson would leave us on 23rd December. However we are very fortunate and are pleased to advise families that Amy is going to continue to work at the Centre. Kayleigh Worrall will be looking to take on some of Amy's responsibilities in the meantime with a view to stepping into her role, to job share with Katherine Beal to help manage this service when Amy does leave.

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DATES FOR YOUR DIARY

The following provides detail of forthcoming events and key dates:

February 9-15 th	N/A	Chatterbox Challenge
February 12 th	N/A	Out of School finishes for Half Term
February 13 th	N/A	Inset Day Cawthorne School- No Out of School Clubs
February 13 th	N/A	Pre-school finishes for Half Term
February 16-20 th	N/A	Holiday Club for Out of School
February 23 rd	N/A	Pre-school recommences Out of School recommences
February 24 th	6pm-8pm	All Rooms Parents Evening
March 5 th	N/A	World Book Day
March 13 th	N/A	Red Nose Day
March 15 th	N/A	Mothering Sunday
March 27 th	N/A	Pre-school finishes for Easter Out of School finishes for Easter
March 30 th - April 10 th	N/A	Holiday Club for Out of School
April 3 rd	Closed	Good Friday
April 6 th	Closed	Easter Monday
April 13 th	N/A	Pre -school recommences
April 13 th	N/A	Out of School recommences.
May 4 th	Closed	May Day Holiday
May 22 nd	N/A	Pre-school finishes for Spring Bank Out of School finishes for Spring Bank
May 25 th	Closed	Spring Bank Holiday
May 26 th -29 th	N/A	Holiday Club for Out of School
June 1 st		Pre-school recommences Out of School recommences
June 21 st	N/A	Fathers Day
June 19 th	N/A	Inset Day Cawthorne school- No Out of School Clubs
July 17 th	N/A	Pre-school finishes for Summer break Out of School finishes for Summer break
July 20 th	N/A	Inset Day Cawthorne school. Holiday Club for Out of School
August 31 th	Closed	Bank Holiday
Sept 1 st	N/A	Pre-school recommences
Oct 23 rd		Pre school finishes for Half Term Out of School finishes for Half Term
Oct 26 th -30 th	N/A	October Half Term Holiday Club
Nov 2 nd	N/A	Pre-school recommences Out of School recommences.
Dec 18 th		Pre school finishes for Christmas
Dec 21-23 rd		Holiday Club for Out of School
Dec 23 rd	6pm	Centre closes at 6pm for Christmas
Jan 4 th 2016	7.30am	Centre reopens for New Year

Best Wishes,

Carol Hill, Business Manager