

# Newsletter- Spring 2016 (1)



## Welcome to our latest newsletter

### NEWS FROM THE MANAGEMENT TEAM

#### Carol Hill

Happy New Year to everyone 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 2016 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

After a successful and enjoyable December we are now ready for the New Year and new focus. I am continuously working with the Room Coordinators and team of practitioners to improve many aspects of the childcare services that we offer. We work hard to keep up to date with the many changes/improvements to practice presented including new legislation and guidance to us and we want to strive to offer the best service in all areas of the provision.

My improvement priorities for the next 3 months include:

- Embedding a new observation and assessment process which will allow for a sharper focus on the significance of what children are learning and how to support progression, together with reducing the paperwork to enable practitioners to spend more quality time with your children. This new process also includes more involvement from parents with termly reports, with parents now being encouraged to feed relevant information regarding their child's learning/development and interests at home.
- Enhanced training and professional development to ensure high quality interactions and teaching are demonstrated consistently throughout practice.

Additionally to the above improvements, Emma Thistlewood and myself are working towards ensuring that the British Values are embedded within everyday practice across the centre.

If you have any questions relating to any of the above areas or any other childcare matters please do not hesitate to call into the office to speak to me.

## ACTIVITIES IN THE CENTRE

### Baby Room

We would like to welcome you all back and hope you all had a fantastic Christmas and to wish you all a happy New Year. Now winter is well and truly here, we will be looking at topics that relate to the weather, winter colours, and then moving on to learn about arctic and desert animals. This will give the babies experience of the wider world around them. Also we will be looking at the up and coming festivals of Chinese New Year and Easter, which will allow us to get creative and have lots of fun.

Over the next few months we will be looking to re-introduce home to nursery books for our children as this helps to show how they are developing at home and nursery, and this supports continuity of learning.

### Notices

Can we ask that babies have warm outdoor clothes and if possible outdoor shoes as we will still be playing outside in the garden as often as possible as well as going out for walks.

Michelle Wood  
Baby Room Co-coordinator

### Caterpillar Room

Getting busy with the Caterpillars

**Welcome Back!** Happy New Year to all children, Parents/Carers we hope you had a wonderful Christmas.

### Getting busy with Caterpillars

Just before Christmas the children were busy learning about Diwali, Hanukkah and Christmas. The children had fun celebrating traditions and customs of these three festivals. We looked at the stories behind each celebration and shared customs and traditions from our own homes looking at similarities and differences between us. The Caterpillar team and myself would like to say a huge thank you for the support from parents/carers that helped us understand more about Diwali and Hanukkah which in turn supported the children's learning.

Since Christmas, we have had a 'choose week' where the children decided what activities they would like us to provide, which has given the children more opportunity to express own likes and interests to build on self-esteem and confidence. Over this half term our topic is Habitats and Hibernation. We will look at deserts and Arctic, Jungle and the ocean and finally finishing on Hibernation with woodland animals and habitats.

**Notices** - As the weather is getting colder and wetter, could we please ask that all children come with hats, scarves and wellies so we can all access the outdoor play area whatever the weather.

Emma Thistlewood  
Caterpillar Room Co-ordinator

### Butterfly Room

Our Butterfly room team hope you have all had a wonderful Christmas and New Year! We are happy to see all our children return and would like to also welcome our new children. It is also wonderful to see the return of Rebecca Lofthouse. We hope she has enjoyed her maternity leave and hope she will love having fun at nursery with us.

Before our Christmas break the children were enjoying our 'Let's Celebrate' topic in which we learnt about Diwali, Hanukkah and Christmas. The butterfly children and staff loved taking part in the nativity and I am sure you will all agree that this was a wonderful performance by all.

Over the coming weeks your child will be learning about 'Wonderful Winter' in which we will be looking at Animals, Hibernation, Habitats, Science and Weather. We will be using our junk modelling skills with cardboard boxes and natural resources to make habitats and homes, exploring hedgehog hibernation baskets, using senses to explore ice, playing with sand and learning about animals that live there, drawing their own pictures of animals that hibernate and finally different animals and their habitats. During carpet times, we will be partaking in discussions about looking at pictures of animals that hibernate, look at what hibernation is and how animals prepare for hibernation as well as different animals and their habitats. In small groups the children will be using a laptop with the adult, looking at pictures and information about animals that hibernate and where different animals live e.g. camels in the desert, penguins in the arctic etc.

**Notices** - Could you please ensure that your child has slippers for indoors and suitable footwear for outdoor play, as well as bringing any outdoor clothing such as a warm coat, hat and gloves. Please ensure that your children's belongings have their names in as our lost property box is filling up. Can you also please check the box for anything you may have missing.

Launa Skelley  
Butterfly Room Coordinator

**Butterfly Room to Out of School Club** - Now that primary school applications have all been submitted, parents may be considering the out of school service. Should you wish to apply for places, please can you ensure you complete an application form to be placed on the waiting list. We can accept 16 children in any one session and the service is already very full. Places become available when children leave and they are allocated on a first come first served basis from the waiting list. Once primary school places are allocated in the spring, we will then review our registers to establish what places we can offer to new children moving into reception.

Carol Hill

### **Out of School Service**

We had a messy and fun craft week for Christmas holiday club, making snow globes and ginger bread reindeers to name a few. The February half term itinerary has already been mailed out. Our theme for this week is Chinese New Year and Valentine's Day. We have planned a trip to Sheffield Butterfly House, and have invited in a visit from Zoo Lab. Please book early to avoid disappointment if you require this service.

Can we ask that if your child is attending an after school activity such as multi-skills that requires a later pick up by us, that you inform us as soon as possible. We can then plan this into our staffing.

Due to wet weather, please could you provide your child/ren with suitable indoor and outdoor shoes as we aim to play out as much as possible.

We are continuing our child led planning in after school so if your child has any ideas please fill in a post-it-note on the plan, do, review board.

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 Easter break. Sessions will then be looked at again for Summer 2016 and notified by mid March. Also if children are accessing sessions in the Butterfly room, we will have to review whether we can offer these sessions from September 2016, as we only take children in Butterfly room when they are in the reception year. If they cannot be moved up to the log cabin, they will remain on the waiting list until a place becomes available permanently in the log cabin.

## **GENERAL INFORMATION FOR ALL ROOMS**

**Holiday allowances 2016** - 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 15<sup>th</sup> 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 10th June 2016, 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 3<sup>rd</sup> 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 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.

**Reminder -Nursery Funding 2016-2017-** We have received notification from the local authority that there are 41 weeks in the financial year 2016/17 and therefore we have been advised we need to add in a further 3 non funded weeks during this year as the local authority only pay funding for 38 weeks. It has been suggested that we add on additional non funded week before the May half term 2016, October half term 2016 and the February half term 2017. Therefore we are sharing this information now to ensure parents/carers have sufficient time to plan for these changes to the normal patterns.

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

We prepare invoices on the 15<sup>th</sup> of the month for the month in advance. We then require payment for these invoices by the 30<sup>th</sup> 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.

**Early Riser Sessions** - Can we remind all parents that if your child is not in the early riser scheme they should not be dropped off at nursery before 8am. If you arrive before this time you will be asked to stay with your child. With this in mind, we would also like to remind parents that breakfast finishes at 8.45am and if you wish your child to have breakfast please can you ensure you arrive before this cut off.

**New Menus-** Carol Nottingham has been planning some changes to our menus for Winter/Spring. There are some new options to try, along with some old favourites. Please take time to look at the menus each week over the next 4 weeks to see what has changed.

**Fee Review-** As stated in the September newsletter, we would be reviewing fees again in January 2016 ahead of the living wage rise planned for April 2016. We are currently working of this and

need further information from the local authority regarding the level of funding that will be provided for 2 and 3 year olds from April 2016. Unfortunately this information may not be able until March and therefore we may have to give some indicative costs in February.

**Emergency Contact Details** -Please can you ensure that your contact details are up to date. It is important that we hold the correct information so please inform us of any changes to telephone numbers, addresses, persons to collect your child in an emergency etc.

**Tempest Photography**- We have booked Graduation photos for Butterfly room from 9.30am on Monday 13th June. This will then be followed by Individual Photos for all rooms. If your child is in nursery this day, they will automatically be taken for photos. If they are not in nursery and you would like them to have their photograph, please can you book a time on the booking sheet that will be posted on the office door w/c 30/05. Many Thanks.

**Staff Update** - Catherine Toy has left the Centre after eight years to work closer to her home. We wish Catherine every success in her new role. Catherine held the role of Deputy Child-care Manager, which will now be taken on by Carol Hill , alongside the role of Business Manager.

Rebecca Lofthouse has returned after her maternity leave . She is returning to the role of Room Co-ordinator in Butterfly, but will she sharing this with Launa Skelley, who has been covering Rebecca's leave. Welcome back Becky.

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

**Carol Hill** - [carol@cawthornechildrenscentre.co.uk](mailto: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](mailto: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 & safety, staff training and development and event planning.

## DATES FOR YOUR DIARY

The following provides detail of forthcoming events and key dates:

February 5 <sup>th</sup>	N/A	Pre school/Out of School finish for Half Term
February 15 <sup>th</sup>	N/A	Inset Day Cawthorne School- No Out of School Clubs
February 8-12 <sup>th</sup>	N/A	Holiday Club for Out of School
February 15 <sup>th</sup>	N/A	Pre-school recommences
February 16 <sup>th</sup> <sup>h</sup>	N/A	Out of School recommences
March 3 <sup>rd</sup>	N/A	World Book Day Come dressed as a character from your favourite book.
March 6 <sup>th</sup>	N/A	Mothering Sunday
March 18 <sup>th</sup>	N/A	Join in our Sports Relief activities. We are doing a sponsored dance-a-thon, 'Shimmy with Timmy'. Children are invited to come dressed as an animal character for the day.
March 18 <sup>th</sup>	N/A	Pre-school/Out of School finish for Easter
March 21 <sup>st</sup> -1 <sup>st</sup> April	N/A	Holiday Club for Out of School
March 25 <sup>th</sup>	Closed	Good Friday
March 28 <sup>th</sup>	Closed	Easter Monday
April 4 <sup>th</sup>	N/A	Pre -school recommences
April 5 <sup>th</sup>	N/A	Out of School recommences.
May 2 <sup>nd</sup>	Closed	May Day Holiday
May 20 <sup>th</sup>	N/A	Pre-school finishes for Spring Bank- 2 week break
May 27 <sup>th</sup>	N/a	Out of School finishes for Spring Bank
May 30 <sup>th</sup>	Closed	Spring Bank Holiday
May 30 <sup>th</sup> -June 3 <sup>rd</sup>	N/A	Holiday Club for Out of School
June 6 <sup>th</sup>		Pre-school/Out of School recommence
June 13 <sup>th</sup>	9.30AM	Tempest Photos
June 19 <sup>th</sup>	N/A	Fathers Day
June 24 <sup>th</sup>	N/A	Inset Day Cawthorne school- No Out of School Clubs
July 15 <sup>th</sup>	N/A	Pre-school finishes for Summer break
July 19 <sup>th</sup>	N/A	Out of School finishes for Summer break
July 20 <sup>th</sup> -Sept 2 <sup>nd</sup>	N/A	Holiday Club for Out of School
August 29 <sup>th</sup>	Closed	Late Summer Bank Holiday
Sept 5 <sup>th</sup>	N/A	Pre-school recommences (subject to confirmation)
Oct 14 <sup>th</sup>		Pre school finishes for Half Term- 2 week break
Oct 21 <sup>st</sup>		Out of School finishes for Half Term
Oct 24 <sup>th</sup> -28 <sup>th</sup>	N/A	October Half Term Holiday Club
Oct 31 <sup>st</sup>	N/A	Pre-school/Out of School recommence
November 7 <sup>th</sup>	9.30am	Tempest Photos
Dec 16 <sup>th</sup>	N/A	Pre school finishes for Christmas
Dec 19-23 <sup>rd</sup>	N/A	Holiday Club for Out of School
Dec 23 <sup>rd</sup>	6pm	Centre closes at 6pm for Christmas
Tues 3 <sup>rd</sup> Jan 2017	7.30am	Centre reopens for New Year

Best Wishes,

Carol Hill,  
Business Manager