

# Newsletter

## Spring 1 2017



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 2017 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.

During 2017 , we expect to face a number of financial challenges with the required increase once again in the living wage in April and the planned introduction of 30 hours Early Education Funding for 3-4 year olds in September. As a setting that currently works hard to break even, we will be reviewing our finances over the next couple of months to see how we can implement the new living wage. With regards to the Early Education Funding, from our knowledge to date, we understand that settings may not have to offer the increased entitlement . At present , we have not been given the rates that we would receive from the local authority should we choose to take up the offer and therefore we can not determine if this is something we will be able to implement, balanced alongside sustainability. We will keep you updated as timely as we can , when more information becomes available. In the meantime, if you have any ideas to help us with these issues, or any concerns, please do not hesitate to contact me.

#### Sarah Baker

Thank you all for supporting us and your children in the lead up to our wonderful Nativity. It was great to see so many of you at church and thank you for the positive feedback afterwards. The children and staff team worked really hard to make it the special performance that it was. We are really proud of them all.

We are looking forward to a new year ahead and have many developments planned. We have our Ofsted inspection due this year and so we will let you know as soon as we do when this will take place. We constantly strive to offer the highest standards of care, education and outcomes for all the children who attend our centre and are continually striving to be judged as an outstanding setting. This has become harder to achieve over recent years with new expectations being placed upon Early Years providers continuously. We welcome any support and feedback to ensure that you as parents are happy with our services so please feel free to take a feedback questionnaire from the foyer to share your views, ideas and opinions.

We will be holding a parents evening for children in all rooms before Easter, a date is yet to be confirmed and will be communicated via letters, posters and our Facebook page. This will be an opportunity for you to share in your child's achievements, talk to their Keyperson and discuss any concerns and the next steps in their learning and development. Summative assessments will also be shared if you have not already seen your child's most recent report. Unfortunately times of

appointments will be limited to 10 minutes per person so that we can ensure everyone has a chance of being seen.

One of my focus areas together with the management team over the coming months will be improving the knowledge and understanding of 'mark making and writing in early years'. I will be delivering a short training session for the team to widen our understanding of aspects of getting children ready to write. This will include correct letter formation and the importance of the physical development stages and skills needed in order for children to become successful writers. Home learning information, advice and handout will also be available to support parents understanding of helping children with large and then fine motor skills and mark making.

## **ACTIVITIES IN THE CENTRE**

### **Baby Room**

We would like to thank all our babies and their families for the lovely Christmas gifts we received and hope you all had a wonderful Christmas and a Happy New Year. The babies enjoyed taking part in all the creative activities during the festive period, making gifts to take home, joining in with the Nativity at Church and using all their senses to explore the sights, sounds and smells of Christmas.

Coming up in 2017, the babies will first be experiencing winter time and all that it entails. We will be exploring ice, snow (weather permitting) and many other cold experiences. We will be hearing stories of polar bears and penguins, discovering where they live from picture books and then using our imaginations to play and have fun in their world that is the Arctic scene in our malleable tray. As we plan to go outside as much as we can, could we ask that all babies come with warm coats, hats, gloves and water proof footwear if nearly walking and/or walking. Thank you. The babies will also be introduced to the Chinese New Year at end of January and will be going home with lantern's and/or animal masks.

We would like to thank you for your continued support with Home to Nursery books and by sharing your child's interests at home with us, this helps us greatly in planning for your child's development. We look forward to working with you all for another great year ahead.

Michelle Wood  
Baby Room Co-coordinator

### **Caterpillar Room- Getting busy with the Caterpillars**

The Caterpillar children were very busy up to Christmas making Christmas cards and magical reindeer food. I am sure you will all agree that the children were fantastic in the Christmas nativity at Church and all of the Caterpillar staff would like to say well done to everyone, and a thank you to parents who took part alongside their children.

We are now back into the swing of education, focusing on the children's new interests both individually and as a group. The children have enjoyed heuristic play, using tubes and boxes using their own ideas and making predictions. They have also been enjoying pasta and porridge oats in the large tray pretending to bake, and enjoying filling and emptying.

### **What's next?**

Over the next half term our overall topic is 'Winter'. We will firstly be looking at 'cold' (ice and snow), and winter colours such as silver, blue and white. We will then be looking at winter animals and how they keep warm. For example polar bears have fur to keep warm etc. and then also comparing this to how we keep warm, incorporating weather where we live.

## **Reminders**

Can all children please bring a water bottle that is clearly labelled with your child's name, and these can then be taken home each session. Can you please only put water in these water bottles as some children that attend may have allergies to certain juices.

Can we also remind parents/carers that we can only apply prescribed creams and give prescribed medication as part of our policy and procedures. We are able to apply nappy cream when a child has nappy rash.

Thank you for your continued support.

Emma Thistlewood  
Caterpillar Room Co-ordinator

## **Butterfly Room**

Welcome back! We hope you all had a lovely Christmas and New Year. Thank you to everyone who joined us for our nativity the Butterfly children worked really hard and put on a brilliant performance, well done to you all!

Over the next term we will be looking at the themes of winter, Chinese New Year, People Who Help Us and Easter and Spring. The children will be joining in with a range of themed activities around these topics including some exciting experiments! We are also going to be having lots of visitors in nursery such as doctors and firefighters to explain to the children the jobs that they do to help us in our local and wider community.

We are also having a big focus on mark making to support the children's early writing skills. We will be looking at activities to promote the development of physical movements such as hand and wrist movements and also larger movements which are all part of developing children's skills to mark make and help prepare them to learn to write. We are going to theme our mark making area on Paw Patrol as this is a current interest of our children.

We are planning to make a lot of changes to improve our learning environment over the coming months so look out for these!

We have also welcomed two pet fish into the Butterfly Room which the children have chosen to name Pete and Buzz! We will talk about how we can care for them and other pets and the children will take turns to feed them each day. Finally, can we remind all parents to bring slippers/indoor shoes for children and also that water bottles are no longer required as fresh water is provided throughout the day with cups for children to pour their own drinks.

Thank you,

Becky and Launa  
Butterfly Room Coordinator

## **Out of School Service**

Welcome back to all children and parents; hope you've all had a wonderful Christmas and a happy New Year. February half term is approaching fast; we are looking at going to Stockeld Park to explore the enchanted forest and be amazed and befuddled by the giant yew tree maze, filled with surprises at every turn, please book early to avoid disappointment. We are looking at buying a small pet, and are considering a hamster for the children to take care of. If anyone have any objections to this or can think of ideas or suggestion, we would love to hear them. Due to the bad weather over the last month, we haven't had as much of an opportunity to play outside. However it would be great if you could provide your child with some wellies as it does become very muddy in our sensory garden and we would like for the children to be able to play outdoors as much as possible. Children are also encouraged to wear slippers indoors during the cold months.

Thank you and hopefully see you soon.  
Kayleigh

## **GENERAL INFORMATION FOR ALL ROOMS**

**Holiday allowances 2017** - 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 15th 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. The final non funded additional week for the current financial year will be week commencing 13<sup>th</sup> February 2017, followed by the half term week, week commencing 20<sup>th</sup> February 2017.

Therefore we are sharing this information now to ensure parents/carers have sufficient time to plan for these changes to the normal patterns.

**Inset day - Monday 20<sup>th</sup> February 2017** - The Centre will be closed to children and families on this day. We will be holding our refresher training for Safeguarding during this time. The Centre will re-open as normal on Tuesday 21<sup>st</sup> February.

**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.

**Butterfly Room - Children's Trays** - Due to additional resources being moved in the Butterfly room, the desk with trays has been moved into the foyer area. Children will now share drawers and each have an individual folder within a drawer. Drawers will be labelled alphabetically (using surnames). Please continue to check drawers for pictures and other children's work.

**Planning for Adverse Weather** - In the event of adverse weather we will aim to update our Facebook page and use the Dearne FM school closure service to advise what our plans for opening are. We are reliant on staff members being able to get to the Centre to ensure we can work within statutory ratios. It is therefore important when it has snowed over night that you do not set out for the Centre, until you have received information that the Centre will be open. 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 rooms which are currently full, no alternative sessions will be available so a refund will be offered and a credit given with the next prepared invoice.

**Staff Changes**- Since our last newsletter, Rebecca Birksinshaw and Katherine Beal have left the Centre to start maternity leave. We have 2 new staff starters Patricia Hall and Hannah Kenny. Both will be working in Butterfly Room and Hannah will also be supporting the Out of School Team, drawing on her past experiences. We welcome them both to the Centre.

**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 and safety, staff training and development and event planning.

## DATES FOR YOUR DIARY

The following provides detail of forthcoming events and key dates:

<b>Wc 23<sup>rd</sup> January</b>	N/A	Activities to Celebrate the Chinese New Year
<b>February 17<sup>th</sup></b>	N/A	Inset Day Cawthorne School- No Out of School Club
<b>February 13-24<sup>th</sup></b>	N/A	No pre-school. Half term break. <b>2 weeks</b>
<b>February 20<sup>th</sup></b>	Closed	Inset Day- Centre Closed
<b>February 21<sup>st</sup></b>	N/A	Visit from the Hedgehog Man.
<b>February 21<sup>st</sup>-24<sup>th</sup></b>	N/A	Holiday Club for Out of School
<b>February 27<sup>th</sup></b>	N/A	Pre-school recommences
<b>March 26<sup>th</sup></b>	N/A	Mothering Sunday
<b>April 7<sup>th</sup></b>	N/A	Pre-school finishes for Easter Out of School finishes for Easter
<b>April 7<sup>th</sup>-21<sup>st</sup></b>	N/A	Holiday Club for Out of School
<b>April 14<sup>th</sup></b>	Closed	Good Friday
<b>April 17<sup>th</sup></b>	Closed	Easter Monday
<b>April 24<sup>th</sup></b>	N/A	Pre -school recommences
<b>April 24<sup>th</sup></b>	N/A	Inset Day- Cawthorne School
<b>April 25<sup>th</sup></b>	N/A	Out of School Club recommences
<b>May 1<sup>st</sup></b>	Closed	May Day Holiday
<b>May 26<sup>th</sup></b>	N/A	Pre-school finishes for Spring Bank
<b>May 26<sup>th</sup></b>	N/a	Out of School finishes for Spring Bank
<b>May 29<sup>th</sup></b>	Closed	Spring Bank Holiday
<b>May 30<sup>th</sup>-June 2<sup>nd</sup></b>	N/A	Holiday Club for Out of School
<b>June 5<sup>th</sup></b>		Pre-school recommences Out of School recommences
<b>June 18<sup>th</sup></b>	N/A	Fathers Day
<b>June 23<sup>rd</sup></b>	N/A	Inset Day Cawthorne School
<b>July 3<sup>rd</sup></b>	9-3pm	Tempest Photos All children plus Graduation Photos for school leavers.
<b>July 28<sup>th</sup></b>	N/A	Pre-school finishes for Summer break
<b>July 25<sup>th</sup></b>	N/A	Out of School finishes for Summer break
<b>July 31<sup>st</sup>- 2 Sept</b>	N/A	Holiday Club for Out of School
<b>August 28<sup>th</sup></b>	Closed	Bank Holiday
<b>Sept 4<sup>th</sup></b>	N/A	Pre-school recommences(subject to final

		confirmation)
<b>Oct 27<sup>th</sup></b>	N/A	Pre school finishes for Half Term
		Out of School finishes for Half Term
<b>Oct 30<sup>th</sup>- Nov 2<sup>nd</sup></b>	N/A	October Half Term Holiday Club
<b>November 6<sup>th</sup></b>	N/A	Pre-school recommences Out of School recommences.
<b>November 6<sup>th</sup></b>	9.30am	Tempest Photos
<b>Dec 22<sup>nd</sup></b>	N/A	Pre school finishes for Christmas
<b>Dec 22<sup>nd</sup></b>	6pm	Centre closes at 6pm for Christmas
<b>Tues 2<sup>nd</sup>Jan 2018</b>	7.30am	Centre reopens for New Year
<b>Monday 8<sup>th</sup> Jan 2018</b>	N/A	Pre school sessions re commence.

**Best Wishes,**

**Carol Hill,  
Business Manager**