

# Newsletter- Winter 2018



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 making plans for 2018 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.

### Business Planning for 2018

We are once again faced with the challenge of increasing staff wages as a response to the planned increase in the living wage from April 2018. This is coupled this year, with a mandatory increase in our contributions to the workplace pensions. Therefore we are looking at ways that we can afford these increases. As a result there will be an increase in fees from April 2018. Exact prices are yet to be confirmed and will be notified when finalised. We are doing everything we can to keep the rise to a minimum, by reviewing all aspects of the business. We have also read that the government has proposed not to increase the amount payable to local authorities for early education funding in the new financial year which will mean that we will not receive an additional monies for children in Butterfly room during term time. As we already run at a breakeven point, this issue will prove a challenge to us. If anyone has any suggestions to help with our finances, I am happy to look at any options.

### Sarah Baker

Firstly, I would like to thank you all for supporting us and your children in the lead up to our Christmas events and wonderful Nativity. I am sure you will agree that the children were superstars and did amazingly well with their singing, acting, words and instrument playing! 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 and we are really proud of them all.

I am looking forward to the year ahead and I am beginning to re-focus upon new developments and improvements needed. We have excellent transition processes in place, however there are a number of ways in which I feel that we can build on this including: Looking at the skills children require to enable them to adapt into the next rooms routines. You can help your child in the month leading up to their transition by focussing on skills such as sitting at chair (not a highchair) at meal times, using the next stage of cutlery for eating, practice independence skills such as handwashing etc.

The room-coordinators and team are working hard on planning activities, and events to ensure that effective learning and development takes place with overarching themes including:

***Winter weather, exploring different types of animals and their habitats, Chinese New Year, Science week and Sports relief.***

Additionally, our attainment data has been collected and analysed and priorities for children's learning and development progression include: Caterpillar Room-Speaking for Boys, Writing for girls and Shape, space and measure for both girls and boys. Butterfly room-Shape space and measure for both boys and girls, Numbers for boys, The World for girls, Writing for boys.

This data gives the room coordinators and their teams the information they need to be able to offer targeted support in a number of ways including offering specific resources, planning certain activities and tailored interactions.

### **Parents evening**

We will be holding a parents evening for children in all rooms on the 22<sup>nd</sup> February, 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.

### **Infection Control**

Please be aware that due to changes in seasons and the time of year children are presenting with common illnesses. Nurseries are common sites for transmission of infections and young children are particularly susceptible due to their immature immune systems, having close contact with large numbers of other children and lack of understanding of hygiene issues. It is therefore important that as carers (parents or practitioners) that we do what we can to manage and control the risk of infections spreading to others. We ask that children who are unwell are not sent to nursery if they need a higher level of care than our ratios can provide. Children will be monitored and parents contacted if children are unwell and it is felt that they need to either be checked by their health professional or to rest and recover at home. Our practice and Illness/sickness policies are informed by a number of documents including: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

## **ACTIVITIES IN THE CENTRE**

### **Baby Room**

Happy New Year to everyone, we hope you all had a lovely Christmas and are looking forward to a great New year as we are. Over the coming weeks we will be looking at all things associated with winter, from winter animals, dressing up in clothes we wear at winter time, to exploring ice and snow. We will be celebrating Chinese New Year (the year of the dog) briefly exploring another culture through food we taste and activities we share, also Valentine's day were we look at love, and being kind to our friends and sharing.

Babies had a magical time in the run up to Christmas as for most of them it was their first time in nursery at Christmas and so they really enjoyed all the excitement of the festivities with parties, seeing Santa and then exploring all things Christmas; glitter, sequins, tinsel and baubles that they could play with.

We would also like to welcome Jodie Hill back from maternity leave and to the baby room as she will be joining our team on Monday afternoons and all day on a Thursday.

So as we welcome the New year , we look forward to another great year.

Thank you  
Baby Room Team.

<http://www.cawthornechildrenscentre.co.uk>

## Caterpillar Room

### **Welcome Back!**

Welcome back to all our parents/carers and children, we hope you had a wonderful Christmas and a Happy New Year.

Well done to all our children for their amazing sing along at the Christmas nativity and thank you for all the support from parents/carers. I would like to also thank all our parents/carers for your continued support, and we hope that this year we will continue with our good parent partnerships. I would like to remind parents that if they have anything they would like to discuss regarding learning and development, routine, changes to sleeps or drinks please come and see us at any time, every member of staff is available for advice and support for all children.

As we have now settled back into nursery ,our main topic is 'Winter', our focus will be Arctic animals, winter colours and changes. We will have lots of sensory experiences both indoors and outdoors, and explore through our senses. We will then be moving onto animals, covering the jungle, farm , pets before finally exploring sea creatures. We will also base some weeks of learning around our favourite traditional tales such as 'The Three Little Pigs' and 'Goldilocks and The Three Bears'

### **Our priorities this term from our latest attainment are:**

***Physical Development: Health and Self-care-*** We will be having much more focus on meal times supporting children to sit, use utensils and drink from an open top cup. You could support this learning and development by sitting your child on a chair during meal times, and introduce a knife and fork where appropriate.

Thank you  
Emma Thistlewood  
Caterpillar Room Co-Ordinator

## Butterfly Room

Welcome back! We hope everyone has had a great Christmas and New Year.

Over the next term our topic focus is winter and animals. We will be exploring the season of winter by doing some exciting ice, snow and Arctic animal science experiments. We are going to make 'winter window' scenes for our display board with our own representations of what we see in winter. The children are also going to make their own bird feeders for the garden as we learn about why it is harder for animals to find food during the winter months and how animals keep warm. After learning about Arctic animals following on from our winter theme, we will be looking at other groups of animals for example wild, sea, pets and dinosaurs. The children will use our interactive whiteboard supported by books and other planned activities to learn about different groups of animals, their habitats and what they eat.

Please can we remind everyone to bring the children suitable outdoor footwear e.g wellies and to ensure they have a pair of indoor shoes/ slippers too. Also the lost property box has lots of items in so please can parents/ carers check for missing items. This will be out on a daily basis at pick up times over the next week.

Thank you for your continued support,

Becky and Launa  
Butterfly Room Coordinators

### **Out of School Club**

Happy New Year, hope you've all had a wonderful Christmas break. If your child is not attending an afterschool club please could you let us know in advance so we can make sure we are in ratio. February half term is approaching fast; the itinerary has been completed and sent out. This half term I have based the itinerary around the children's interests such as; MineCraft and Making slime. We have chosen to take the children to Stockeld Park on Thursday 15<sup>th</sup> February for their themed building week. There will be lots of building blocks and bricks available for the children to get creative with and also explore the Adventure Playgrounds, Enchanted Forest and try and make their way through The Maze without taking a turn; please book early to avoid disappointment. Can we also remind parents to fill in a change of information form to let us know if any contact details have changed so that we can keep up to date.

Thank you and hopefully see you soon.

Kayleigh Worrall  
Out of School Club Coordinator

### **GENERAL INFORMATION FOR ALL ROOMS**

**Holiday allowances 2018** - 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. If your child is attending for early education funded sessions for up to 30 hours only, a credit will be given in respect of meals that will not be taken during term time or 50% credit will be given where the holiday is taken out of term time.

There is also the option to take children out of nursery for the summer break. All weeks must be taken together. This year the dates are from 23<sup>rd</sup> July to the 31<sup>st</sup> August 2018. If you wish to take up this option, please can you provide your request in writing by no later than 15<sup>th</sup> June 2018.

**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 and based on eligibility of working families, up to a further 15 hours. There are specific criteria that need to be met to access between 15-30 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.

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**Eligibility-** To find out if you will be eligible for the additional entitlement please refer to the following government website.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/600592/30\\_hours\\_free\\_childcare\\_eligibility.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf)

**Application**-Once you have looked at the eligibility criteria, you will need to make an application for the additional entitlement when your child reaches 2 years and 39 weeks. You will be provided with an eligibility code which must be brought to the Centre. For information on how to apply please contact the Families Information Service on 0800 0345 340.

Around the start of the term that your child turns 3 years, we will write to you to provide more details of the 30 hour process and if your child is not already attending for 30 hours and you would like to increase sessions, we will provide you with details of what additional sessions we have available for you to take up. You can increase to 20, 25 or 30

**Reminder -Nursery Funding 2018-2019**-We have received notification from the local authority that there are additional weeks in the financial year 2018/9 and therefore we have been advised we need to add in a further 4 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 2018, September term will start on 10<sup>th</sup> September 2018, before October half term 2018 and before the February half term 2019. 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.

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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.

**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 Tempest photography for Tuesday 5th June for all nursery children to have their photographs taken. They will also be doing Graduation Photos for all children who leave us for school in July/August.

**Parking Around The Centre**-Can we remind all parents/carers that the car park on-site is for use by staff at the centre only and should not be used when dropping off and collecting children. Also can we ask that when parking in the local community, parking is made with consideration to ensure drive ways are not blocked and that residents have sufficient access to their drives by not parking too close to them. Car parking continues to be an on going issue and we are trying to work with all parties to ensure problems do not continue.

**Staff Update** - Kelly Semley who worked across the Baby room and Caterpillar room, left us at the beginning of December to take up a new challenge in early years. We wish Kelly all the best in her new post. We are pleased to announce that Jodie Hill has returned from her maternity leave on the

8<sup>th</sup> January. Jodie is taking over the hours and days that Kelly worked to help with continuity for key workers and therefore you will see her both in the Baby room and Caterpillar room.

**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:

February 9 <sup>th</sup>	n/a	Pre school finishes for half term break. Cawthorne school finishes for half term break.
February 12 <sup>th</sup>	7.30-6pm	Centre closed for Inset Day
February 13 <sup>th</sup> -16 <sup>th</sup>	n/a	Holiday Club for Out of School Service
February 19 <sup>th</sup>	n/a	Inset day at Cawthorne School no sessions Pre school recommences in nursery
February 20 <sup>th</sup>	7.30am	Breakfast and After school clubs recommence
February 22 <sup>nd</sup>	6-8pm	Parents Evening for all rooms in nursery
March 23 <sup>rd</sup>	n/a	Pre school finishes for Easter break Cawthorne school finishes for Easter break
March 26 <sup>th</sup> -29 <sup>th</sup>	n/a	Week 1 of Holiday Club for Out of School Service
March 30 <sup>th</sup>	n/a	Good Friday -Centre closed
April 2 <sup>nd</sup>	n/a	Easter Monday-Centre closed
April 3 <sup>rd</sup> -6 <sup>th</sup>	n/a	Week 2 of Holiday Club for Out of School Service
April 9 <sup>th</sup>	n/a	Pre school recommences in nursery Breakfast and After school clubs recommence
May 7 <sup>th</sup>	n/a	May Day Holiday- Centre closed
May 18 <sup>th</sup> n/a		Pre school finishes for 2 week Spring Bank break
May 25 <sup>th</sup>	n/a	Cawthorne school finishes for Spring Bank break
May 28 <sup>th</sup>	n/a	Spring Bank Holiday-Centre closed
May 29 <sup>th</sup> -31 <sup>st</sup>	n/a	3 day Holiday Club for Out of School Service
June 4 <sup>th</sup>	n/a	Pre school recommences in nursery

		Breakfast and After school clubs recommence
June 5 <sup>th</sup>	9.30-3.30	Tempest Photography Room Photos and Graduation Photos for Butterfly room school leavers.
July 20 <sup>th</sup>	n/a	Pre school finishes for Summer break
July 23 <sup>rd</sup> -August 31 <sup>st</sup>	n/a	Holiday Club for Out of School Service
August 27 <sup>th</sup>	n/a	August Bank Holiday - Centre closed
Wc 3rd September	n/a	Breakfast and After school clubs recommence Exact date to be confirmed
10 <sup>th</sup> September	n/a	Pre school recommences in nursery
18 <sup>th</sup> October	n/a	Pre school finishes for 2 week October half term break
25 <sup>th</sup> October	n/a	Cawthorne school finishes for October break
29 <sup>th</sup> October-2 <sup>nd</sup> November	n/a	Holiday Club for Out of School Service
5 <sup>th</sup> November	n/a	Pre school recommences in nursery Breakfast and After school clubs recommence
17 <sup>th</sup> December	9.30am	Provisional date for Nativity at Cawthorne Church
21 <sup>st</sup> December	n/a	Pre school finishes for Christmas break. Cawthorne school finishes for Christmas break
24 <sup>th</sup> Dec-1 <sup>st</sup> Jan	n/a	Centre closed for Christmas break
2 <sup>nd</sup> Jan 2019	7.30am	Centre re-opens for New year

Best Wishes,

Carol Hill,  
Business Manager.