



AUTUMN TERM NEWSLETTER NO 1

A warm welcome to our new children and their parents and welcome back to everyone else. We do hope you had a lovely summer break. This is our opportunity to inform you of what's happening this term. There is a lot of information in this Newsletter so we strongly recommend you keep it to hand. Details of our weekly topics are listed in each class on the noticeboard. The topic up to half term is All About Me and includes the five senses. All children in Caterpillar Class will be making a Chatterbox to bring home. There will be an explanation leaflet in the box and all will become clear.

ABOUT US

We have a new website (www.thegrovenursery.com) which will be in operation by the end of September and will offer all sorts of useful information. Also please note our new email address is thegrovenursery@btinternet.com.

Our new display board in the entrance hall has information about us, funding opportunities and events in the community. All our policies are available in our Policy Folder in the entrance hall and can be downloaded on our website. Also, there will be a different Policy displayed each month on the noticeboard.

Please do have a look when you have a moment.

WHO'S WHO

Manager/Owner: Allison Brown
Deputy Managers: Julie De Doncker and Philippa Williams

Butterfly Class

Room Leaders: Julie De Doncker; Philippa Williams
Practitioners: Fiona Fox; Jade Lewis; Lisa Longhurst;
Karen Watts; Rachel Whitehead

Caterpillar Class:

Room Leaders: Jo Edgecock; Zoe Gray
Practitioners: Sandra Burton; Susie Guy; Jade Lewis; Becky Wilkins

SENCO: Philippa Williams
(Special Educational Needs Co-ordinator)

Food & Resources Co-ordinator: Kate Cairns
Fees & Lunch Club Co-ordinator: Kate Cairns

Administrator: Pam Bryant

Child Protection Liaison Officer (CPLO) Allison Brown:
Deputy CPLO: Julie De Doncker

TERM DATES - please make a note of these.

Autumn Term

9 September - 18 December for Butterfly Class
9 September - 17 December for Caterpillar Class
Half Term: 28 October - 1 November
Last Lunch Club of Term: 17 December

Spring Term

6 January - 4 April
Half Term: 17-21 February
Last Lunch Club of Term: 3 April

Summer Term

22 April - 18 July*
Half Term: 26-30 May
Bank Holiday: Monday 5 May
Last Lunch Club of Term: 17 July

*Non-leavers last day of term 17 July

*Leavers last day of term 18 July

FEES

As a result of the change in ownership of the nursery, please note there is a different bank account and sort code for paying fees:

Account No: 43090787 Sort Code: 20-97-58.

Mrs Brown is in the process of registering for various childcare voucher schemes. If this is your method of payment please inform Mrs Cairns. She will notify you of the new registration numbers once they are in place. Mrs Cairns is available in the entrance hall each day as you arrive for nursery.

REGISTRATION FOR SCHOOL

If your child was born between 1 September 2009 and 31 August 2010 you will need to register them for school as soon as possible. The deadline for registering is 15 January 2014. You can register online at www.surreycc.gov.uk/admissions or phone 0300 200 1004. The local schools will have open days and we recommend you contact the schools direct or visit their websites for details.

LUNCH CLUB

The procedure for lunch club is as follows:

If your child is in Caterpillar Class they can stay for lunch club 1215-1315 and this costs £4. Please book your child in with Mrs Cairns in the entrance hall and pay her the £4 fee. You do not have to prebook but you must pay on the day.

All Butterfly Class children stay for lunch and there is no extra fee. They can go home earlier but that time is counted in their grant entitlement. Just leave the lunch bag on the lunch trolley as you come in. You do not have to book your child in with Mrs Cairns.

The usual lunch we recommend would be a sandwich/roll/wrap or pasta; a bag of crisps; yoghurt; a piece of fruit or prepared fruit and a drink. We do encourage the children to eat everything you provide but it is only encouragement. We do ask that nobody brings peanut butter. There are no restrictions on which type of fruit or fruit products they have.

You are asked to wait for your child at the main door at 1.15pm. A member of staff will unlock the door when the children are ready for collection.

IMPORTANT: Please ensure the child's name is clearly visible on the outside of the lunchbox/bag.

LIBRARY SCHEME

As a nursery we are part of the Early Language initiative. To promote language and listening skills we have a nursery library. Every child has a book bag and will be able to select a book with a teacher. They can borrow the book to take home for a few days to read with you. When you are ready, please bring the book back and exchange it for another.

CLOTHING

The most important thing about nursery clothing is it must be named.

Soft shoes should be changed into once the children are in class. This avoids their feet being wet or cold. We use the garden all year round so outdoor shoes/wellies and coats are essential every day. Hats and gloves are a good idea when it gets colder. For our younger children we recommend velcro plimsolls for indoor play and wellies or velcro trainers for outdoor play as they are easier for

the children and us. A change of clothing should be brought to every session in the children's bag in case of spillages or accidents.

PLEASE ensure clothing, footwear, bags and drink containers are all named.

MEDICATION

If your child has long-term prescribed medication we do require you to complete a medication permission form. This permits us to administer medication to your child. The medication must have the original pharmacy label for the child showing dosage instructions. Just ask your room leader or keyperson for details.

If your child is unwell and not able to come to nursery, we do appreciate a text or call to 07951 128086 to inform us. Anything contagious like vomiting or diarrhoea should have finished for 48 hours before a return to nursery.

SAFETY

For health and safety reasons we ask that children with long hair have it tied back. If they wear earrings please ensure they are studs.

If you have designated someone else to collect your child, you **must** inform your room leaders prior to collection. We will not release a child to anyone (even if we know the collector) unless they have your unique password and we have had your prior notification.

CONTACT INFORMATION

Please check with your room leader to ensure we have your correct address and contact numbers. It is vital we are able to contact you in an emergency.

EYFE (Early Years Free Entitlement)

If your child has their third birthday between 1 September 2013 - 31 December 2013 then you will be eligible for the grant in January 2014. This entitlement will give you 15 hours of childcare free of charge. We will be explaining the system to those it applies to nearer the time.

AND FINALLY

If you have any questions, concerns or queries about anything at Nursery please do not hesitate to speak to Allison Brown, your room leaders or your keyperson. We are always happy to share information with you and help in any way we can.

Many thanks for your continued support.

Allison and the Team
23.09.13