

Autumn Newsletter 2018

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The Dolls House and The Cottages

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thedhnursery.com



At The Cottages Pre-school

Autumn Fair Open Day

We are looking forward to this open day event where parents of children attending the Dolls House Nursery are welcome to visit The Cottages Pre-school to experience what your child will be enjoying from the age of two. You are invited to enjoy tea, coffee, a fine selection of cakes and pastries, with morning papers and the usual Cottages hospitality before or after your interview with your Key-person team.

This **Saturday** morning event from 9am to 1pm on **29th September** starts with your key-person in your child's normal room at The Dolls House and Little House, or a meeting room at The Cottages Pre-school.

Please make an appointment with your key-person as soon as possible.

Your child's progress along their Early Years Foundation Stage tracker, Learning Journal and creative work can be viewed and progress discussed in an enjoyable relaxed atmosphere without the need to run to work or get home on time. For the children; balloon modelling, professional face painting and hair braiding to enjoy. This open-day event is for **all parents**, whose children attend The Dolls House and The Cottages.

Please bring along any parents who may be thinking of enrolling their child to view the different parts of our nursery and meet our staff team.

Thanks to all who attended our Spring Fair Open Day.

In our anonymous questionnaire parents voted us 94.8% Excellent. Thank you.

Outdoor Forest Discovery

Nigel, Chris, Farhana and the team lead our Winter Forest trip for our pre-school members (3's and 4's) on **Wednesday 10th October**. Den building, stream paddling and wildlife studies in the Charnwood Forest are both educational and fun and complement our New Walk- based outdoor experience. Please complete and return the slip below.

The trip is **free** for **Funded 30 Gold Members** and just £15 per child for

Silver Members. If your child does not usually attend on Wednesdays' we charge half-price for child-care (£25.) Please complete the slip below and return to your key-worker.

Please make sure that your child has wellingtons and appropriate clothes. Food and drink and waterproof play-suits will be provided. A hot meal is served on our return.

Please ensure that your child's medical information held by the pre-school is up-to-date.

French Lessons

MadamLise teaches our pre-school children for one hour on Wednesday mornings. This is again **free** for **Funded 30 Gold Members** and £3.00 for **Silver Members** from January 2018. In no time at all, your child will be fluent and will not be afraid to tackle new languages in the future at school. **Funded 30 Gold Members** may attend French Lessons even if they do not usually attend on Mondays. Please ask your key-person for details.

Dancing Sessions

Miss Emma teaches dance on Tuesday afternoons at The Dolls House and The Cottages. **Free** for **Funded 30 Gold Members**, sessions cost only **£3.00** for $\frac{3}{4}$ hr. session at The Cottages and $\frac{1}{2}$ hr. session at The Dolls House. Please see your key-person if you would like your child to take part.

Autumn and Christmas `Dates for your Diary'

Autumn Fair Open day – All welcome	Saturday 29 th September
Autumn Outdoor Forest Discovery	Wednesday 10 th October
Pre-school Christmas party (Santa at 4.15pm)	Monday 10 th December
Butterflies (2's) Christmas Party (Santa at 4.15)	Tuesday 11 th December
Dolls House Christmas Party (Santa 3.30)	Wednesday 12 th December
Pre-school Nativity (2.30pm and 4pm)	Friday 14 th December
Nursery Closed for Christmas	Monday 24 th December
Nursery Re-opens in New Year 2019	Wednesday 2 nd January

What is Funded 30 Gold Membership?

At the start of the term following your child's 3rd birthday, he or she will automatically be eligible for 15 hours 'free' child-care. Parents can check on-line to see if they are eligible to receive a further 15 hours 'free' child-care (Funded 30). As each of our days is 10 hours, 3 days are funded by Leicester City council, but this does not mean that it is totally free as many aspects of a pre-school's services are not covered by the funding.

For example: The funding is 30 hours over 38 weeks (term-time) only, not all year round for working parents, and does not cover the cost of meals. Quality Premium is added to fund a higher standard of staff and training courses for all staff within a safe, well managed pre-school worthy of 'OFSTED OUTSTANDING.'

Pre-school members attending 3 days per week whose parents or carers are eligible for 30 hours funding are '**Funded 30 Gold Members**.' Eligible Children attending 2 days per week have **Silver Member** status and pay for additional activities such as French lessons, Dance sessions and Forest Discovery trips separately.

Before your 3 year old becomes eligible for funding, the pre-school will hand you all the information you need and will help you become a **Funded 30 Gold Member** if we can.

Declaration Form Nigel Dakin (Managing Director) aims to have a 20 minute registration meeting with all parents of children who have turned three years of age as funding usually begins the term after the child's third birthday (but please check) as 'headcount dates' are published. Please contact Nigel to arrange this meeting to ensure that you get the most benefit from the funding which helps financially (see above) to educate your child to a high standard of education before entering school at age four or five.

Weekly membership Fees.

Some members pay membership fees weekly. Please remember to pay fees as usual in the Christmas week as in monthly fees. Thank you.



We are delighted that **Jane** has stepped up to the role of **Manager** at The Dolls House and Little House. With 27 years experience Jane is perfectly placed to lead her staff team which she does with enthusiasm and meticulous care. Jane is a great resource within our management team and is much appreciated by new members who she supports and existing members who have enjoyed her guidance for some time.

We have also welcomed **Rasmiya** to the role of Deputy Manager and **Nafisa** who both have full level 3 qualification, They are doing great activities with the children as is **Chelsie** who has just completed her level 3. **Congratulations !**

The Cottages Preschool has appointed **Vanisha** and **Issac** to joint roles as **Deputy Managers**. Vanisha holds a Level 3 in Children and Young Peoples Workforce, combined with 6 years' experience (2 of those in Management) in both Leicester City and County.

Issac has four and a half years' experience at 'The Cottages' that started with a Leicester College placement. The children love having a male key-person around as part of the team and Issac's organisational skills are most appreciated by staff and management alike.

We also warmly welcome **Jess** who has joined us as Apprentice and will be training and working hard with our training providers to achieve level two and three qualifications.

Not forgetting **Fauzia** who ran our baby room until she had a baby of her own! She now assists in the office, but holds EYT Teacher Status and still teaches our children weekly.

An Unwell Child Our Nursery and Pre-school cannot care for children that are ill. If your child has a tummy bug or is prescribed anti-biotics they must stay at home for at least 48 hours to prevent cross-infection and to guard against negative reactions.


(Please see our 'Policies and Procedures' document)

Please help our Key-person team by phoning if your child cannot attend.

Please also keep your key-person informed on a day-to-day basis of changing days, holidays or schedules even if you have emailed to the office. **It is most important that you sign and date all medication and accident forms etc. correctly. This is most important.**

Medication It is most important that parents complete and sign the correct form with their Key-person if medicine is to be given. Please supply your own child's Calpol or similar; it can then be used if he or she has a raised temperature and will be kept in our medication cupboard but used only after contacting the parent. Please hand the medicine directly to your Key-person so that they are aware, do not just leave it in the bag or take it to work! Please do not ask the nursery to administer medicine to a child that displays no raised temperature, persistent cough or discomfort. **Please always supply medication in the original bottle labelled with the child's name supplied by the pharmacist. If your doctor prescribes antibiotics, your child is clearly ill and needs to be kept at home for 48 hours to take the antibiotics and display no negative reactions. Please see our Medication Policy in our up-dated Policies and Procedures or on our website.**

Pay-as-you-go Additional days. You may need your child to attend on a day that is not usually attended; just book with your Key-person but **you must pay on the day, when you leave your child or advise that a direct BACS payment has been made.** Please do not ask to swap attended days within a week unless this is a permanent arrangement that requires a new register schedule.

 **Facebook Google Plus and Twitter** *With so many activities and trips happening inside and outside of our Nursery and Pre-school over the coming year, parents can now 'log in' and see photos showing what we are getting up to. News of our events, details of our activities and reminders can be posted and viewed from your phone wherever you are. Photos of individual children will not be named or identified. see www.facebook.com/dollshouse*

thedhnursery.com Our website is constantly revised and refreshed and our key policies and procedures such as our Medication Policy and Sick children policy can be viewed.

Breakfast Time Your child can join us for breakfast up to 9.15am so that we are all packed away by 9.30am. Following cereals, fresh fruit and toast etc. the children can enjoy a long learning session until dinner at 11.30am. Please do not ask for breakfast after 9.15am.

No Food Please Please do not allow your child to arrive eating at Nursery or Pre-school as we are not able to safely monitor the food that the children eat. Party food and cake can be brought-in but unfortunately must be shop-bought as this is clearly labelled for contents and can be safely monitored by our staff. **A list of allergens is available in Parents Corner.**

Opening Times Please be reminded that we open at 7.45am and cannot admit parents or children until that time as we are not insured for the children's safety. Collection of children should not be later than 5.45pm as staff must carry out health and safety checks and secure the nursery and pre-school before leaving at 6.00pm. Thankyou.

Parking your Car Members of the Dolls House may park in the pedestrianised part of King street before 10am by driving slowly up to the bollards from the Fenwick's end. They will lower to let you through. The road is one-way and you have 5 minutes maximum (even on yellow lines or pay bays) to deliver your child before exiting. Ask Nigel for a parking pass.

Buggy storage Please **fold down** buggies to leave space for other parents. Every child has their own labelled peg for their **labelled coat and bag** as fashionable styles are often duplicated. **It is most important, for hygiene reasons, that you change your child into soft indoor shoes or slippers on arriving.** Please make sure that your child has a complete set of spare **named** clothes including slippers in case of accidents. A high factor sun cream is essential during summer months; Sun hats are provided. If you have clothes at home borrowed from the nursery, please return them as we are running out.

Child-care Voucher schemes These schemes are designed to pay the nursery directly from parent's payroll, avoiding tax on that amount. HMRC are now introducing tax-free child-care too. Once informed of the amount that will be paid, you can arrange the balance from your own account on the 1st of each month. Once the scheme has been set up, it should run automatically without problems. Please speak to **Nigel** if your work-place is now participating in a voucher scheme.

Changes of circumstances, addresses and numbers Please let your key-person or Nursery Manager know if your address or phone numbers change so that we can up-date our records. **Parents must not use mobile phones whilst on the premises.**

Access to our kitchen It is a condition of our OFSTED registration that neither children or parents have access to kitchen areas. This is a health and safety, as well as a food and hygiene matter. Members of staff will help if you need anything from the kitchen.

Security and Safety at The Dolls House and Little House

In line with our policies, it is a key-persons duty to check the identity of anyone wishing to enter the nursery. Please make sure that the door is securely locked behind you when entering or leaving. This also applies to the back door of the Dolls House which must remain locked at all times. Please bolt the stair gates securely on all levels. Closing the front gates makes it safer for parents leaving with young children and **when getting in and out of cars please use the kerb side only**. The nursery **must** be informed if another person will be collecting your child and a different password used on each occasion.

Security and Safety at The Cottages

The key-less entry system is excellent and reliable but it is parent's responsibility not to let anyone in behind them. Other parents will have their own security fobs and will not be offended. Do not open the door to anyone who is knocking as they should report to the office if they do not have a key-fob. Please bolt stair-gates securely at the tops of the stairs. **Please hold your child's hand and take care when leaving The Cottages onto King Street and when getting in and out of cars. Please use the kerb side only.** The nursery **must** be informed if another person will be collecting your child and a different password used on each occasion.

Policies and Procedures

You may view a copy of our up-dated **policies and procedures** but may not remove them from the nursery premises. If you require a copy of a policy, please ask your key-person.

Clothing Appeal Our nursery has always kept spare clothes in case the child's spare clothes get dirty. Parents usually return these but presently we are running low. Please return any nursery clothes or donate any clothes that your child has grown out of. Thank you.

A Final Thought

At the start of this new academic year we have said 'goodbye' to around 20 members who have started school.

They have enjoyed their trip to 'Twin Lakes' and Graduation Ball. They have been photographed with their scholar's 'caps' and gowns.

We will miss every one of them, and their parents and families but ...

They leave, confident little people, excited about the experience that school will bring. They chat confidently with adults and play fairly and respectfully with other children.

Mums and dads have had their doubts. Leaving a baby in the care of someone else is hard and confusing - as is returning to work with their professional head on! Separation anxiety is common and natural.

Now, grown up, in school uniform and running confidently and excitedly through the school gate and not looking back - at last it all makes sense.

We have a saying in our family. 'Children are only lent to us.'

Enjoy it while you can.

✂.....

Winter Outdoor Forest Discovery for 3 and 4 year olds

Outdoor Forest Discovery offers an innovative educational and fun approach to play and learning. Please complete and return the slip with £15 to cover the cost of transport and additional staff for safety. If your child does not usually attend on **Wednesday** an additional £25 will cover the child-care making £40 in total. Waterproof play-suits will be provided to protect children's clothing but please make sure your child is wearing wellingtons. Meals are taken with us, with a hot dinner served on our return. Places are limited as most children are expected to enjoy this great learning day out. Please complete this slip if your child is aged 3 or 4 and would like to join us.

I can / cannot go to Forest Discovery on 10th October 2018

I enclose £15 for transport and additional staff. Funded 30 Gold Members Free

As my child does not attend on Wednesdays' I enclose **an additional £25. (half day fee)**
Please be at The Cottages before 9am. Thank you.

Parent's Name _____ Child's Name _____

Signed _____ I enclose the relevant fee of _£_____.

✂.....

Christmas Party

My child does not usually attend on the day of the Christmas party (see dates above) but I would like my child to attend the Christmas party on:

Date _____ (With visit from Santa)

I would like to book my child in for the afternoon (just £20 to cover the child-care.)

I would like to book my child in for a whole day (just £25 to cover the child-care.)

Parent's Name _____ Child's Name _____

Signed _____ I enclose the relevant fee of _£_____.

✂.....

Preschool Nativity

We would like to attend the Christmas Nativity (3's and 4's) on Friday 14th December

I would like to book my child in for the afternoon (just £20 to cover the child-care.)

I would like to book my child in for a whole day (just £25 to cover the child-care.)

Number of parents (maximum 2) _____ for 2.30pm / 4pm performance.

Parent's Name _____ Child's Name _____

Signed _____ I enclose the relevant fee of _£_____.

Please come to the 2.30pm performance if you can. Please complete and return.