

# Spring Newsletter 2019

OFSTED Reg. No. EY273915

OFSTED Reg. No. EY375589

## The Dolls House and The Cottages

4-6 New Walk Leicester LE1 6TF 0116 222357054 King Street Leicester LE1 6RL 0116 2236357

[thedhnursery.com](http://thedhnursery.com)



*At The Cottages Pre-school*

We all look forward to Spring and the making of the most beautiful and imaginative Easter Bonnets.

Easter is late this year (21<sup>st</sup> April)

Please remember that we close on Good Friday and Easter Monday.

Pre-school Spring Forest Discovery –20<sup>th</sup> March  
Zoolab Pre-school Visit - 27<sup>th</sup> March and 25<sup>th</sup> September  
Open Day – Saturday 6<sup>th</sup> April – All welcome  
Manor Farm Outing for 2's –Wednesday 15<sup>th</sup> May  
Pre-school Summer Forest Discovery – Wednesday 19<sup>th</sup> June  
Twin Lakes Leavers' trip –Wednesday 26<sup>th</sup> June  
Photography Day – Wednesday 3<sup>rd</sup> July  
and Graduation Ball –6<sup>th</sup> July

### Outdoor Forest Discovery

Nigel, Chris, Farhana and the team lead our Spring Forest trip for our pre-school members (3's and 4's) on **Wednesday 20<sup>th</sup> March**. 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 cost of the trip is £35 for each child or **free for F30 Gold Members** but as usual, if your child does not usually attend on Wednesdays' we charge £25 half-price for child-care (£60 total). Please complete the slip below and return to your key-worker.

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

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### Spring Fair Open Day

We are looking forward to this **Saturday** morning event for all parents (**from 9am to 1pm on Saturday 6<sup>th</sup> April**) which starts with a meeting 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.

At this open day event **all** parents are invited to visit The Cottages Pre-school to see what your child will be enjoying from the age of three. You can enjoy tea, coffee, cakes and pastries, with morning papers and the usual Cottages hospitality before or after your interview with your Key-person team.

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

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

**In our anonymous questionnaire parents voted all areas of our work to be 92% Excellent with 9.8 out of ten on daynurseries.co.uk**

## Manor Farm Visit

Our 2's enjoy this educational trip on **Wednesday 15<sup>th</sup> May** to **Manor Farm Animal Centre** at East Leake. Members will need to be at **pre-school** for 9am and will return at 2.30 – 3.00pm. Food and drink will be provided. The cost of the trip is just £25 for each child and if your child does not usually attend on Wednesday's we charge £25 half-price for child-care (£50 total.) Please complete the slip below and return to your key-worker if you would like your 2 year old to join us. **Please send sun-cream and appropriate clothing.**

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## Zoolab Pre-school Visits

This year we eagerly look forward to two visits from Zoolab who's friendly and fascinating presenters bring a selection of furry mammals and insects ranging from cute to scary. The presenters teach us about the habitats and lives of the wild-life and the bravest of the children have an opportunity to hold, cuddle or watch from a distance.

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## Leavers' Trip to 'Twin Lakes'

This trip on **Wednesday 26<sup>th</sup> June** is for the children that will be leaving us for school this year and is always great fun. The children are always so well behaved and learn a lot from this educational and fun day. If your child does not usually attend on Wednesday's we charge half-price for child-care (£25.) Please complete the slip below. **Please send sun-cream and appropriate clothing.**

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## Leavers' Graduation Ball

To mark the occasion of our preschool members leaving our Pre-school to begin their schooling life, we have arranged a party for our leaver's. There will be lots of fun and games as well as (of course) party food.

**Date: Saturday 6<sup>th</sup> July. Venue:** The Cottages Preschool **Time:** 1:00pm to 3:00pm

**Dress code:** Party wear or fancy dress including Superheroes.

Photos will be taken of your child in graduation cap and gown.

Please RSVP on the form below (Parents are requested to stay and enjoy the party)

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**French Lessons** Madam Lise teaches our pre-school children for one hour on Wednesday mornings. One hour lessons cost £5 or **free to Funded 30 Gold Members**. If you would like your child to attend and learn French with a most talented teacher you may change your attended days to Wednesday's or take a Wednesday in addition. In no time at all, your child will speak fluent French and will not be afraid to tackle new languages in future at school.

**Dance Sessions** Miss Emma teaches dance on Tuesday mornings at The Dolls House and The Cottages. These sessions are £3.00 per half-hour session at The Dolls House and The Cottages. **Free to Funded 30 Gold Members**.

Please see your key-person if you would like your child to start dancing.

**Staff News** Parents are really appreciating the combined experience and qualification level of **Jane** and **Chelsie** leading the **Dolls House team**. We also have welcomed **Lauren** and **Nafisa** as fully qualified and experienced level 3 staff members. **Jess** and **Kim** complete the team as talented apprentices. We really appreciate the warm positive feedback from parents.

Meanwhile at **The Cottages**, we love having **Vanisha** in her role as **Pre-school Manager** assisted by **Issac** as **Deputy Manager**. The two work really well with our older

children to develop their learning and prepare them thoroughly for school. **Stacey, Farheen and Charlie** complete the pre-school team with **Lauren** and **Zoe** assisting Vanisha with our 2's. **Fauzia**, as our valued EYT qualified teacher, teaches our children, mentors the staff team

and assists in the office with registers, membership and funding. A very valued member.

**Thanks to all our staff team including Farhana, Indi and Chris that work so hard.**

**Food Hygiene Certificate Awarded** Once again we have been awarded **Maximum 5** for our two kitchens. Thanks to **Indi** and the two key-teams for their consistently high standards in kitchen hygiene and food management. Both kitchens have consistently been awarded Maximum 5 since opening 15 years ago.

**15 Years Old**. It's the **15<sup>th</sup> Birthday** of The D H Nursery Ltd. And **15 years** since **The Dolls House Nursery** was first opened. It's also 10 years since **The Cottages Pre-school** was opened.

We are delighted to announce, and are enjoying, the completion of the outside rear and front outdoor areas with safe and dry under-cover storage for buggies.

👍 **Facebook Google Plus and Twitter** Parents are respectfully reminded not to take photos or use mobile phones in the nursery and pre-school. With so many activities and trips happening inside and outside of our Nursery and Pre-school, parents can now 'log in' and see photos showing what we are getting up to but we are able to respect the privacy of children whose parents so choose.

👍 News of our events, details of our activities and reminders can be viewed from your phone wherever you are. Photos of individual children will not be used without parental permission. see [www.facebook.com/dollshouse](http://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.

**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.** Please do not ask to swap your register days within a week unless this is a permanent arrangement that requires a new register schedule.

**Breakfast Time** Your child can join us for breakfast up to 9.15am so that we are all packed away by 9.30am. Milk and fruit are served during our extended breakfast time which gives the children a good spell of learning and outdoor activity time before lunch. If your arrival time is after 9.15am please do not ask for breakfast.

**No Food 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.**

**Membership Fees and Opening Times** Membership fees are based on 52 weeks. All members are required to pay membership fees during the Christmas week and bank holidays. The good news for working parents is that the nursery and pre-school will only close on Good Friday and Easter Monday at Easter time.

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 the premises at 6.00pm. Thankyou.

Please keep your key-person team informed of any changes to attendance and additional days; even if you have emailed or phoned the office as these teams keep the registers.

### **What is Funded 30 Gold Membership?**

At the start of the term following your child's 3<sup>rd</sup> 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 pay for additional activities such as French lessons, Dance sessions and Forest Discovery trips separately. Before your child turns 3, the pre-school will hand you all the information you need and will help you register as a **Funded 30 Gold Member** if we can.

**Nigel** (Managing Director) requires a 15 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 (1<sup>st</sup> of January, April and September). Please contact Nigel to arrange this meeting to ensure that you get the most benefit from this grant which helps financially to educate your child to a high level before entering school at age five.

**Tax-Free Child-care with HMRC** Voucher schemes through your employer are now obsolete and replacing those is Tax-free Child-care. If you 'google' the above you can enter your details. The parent pays 80% of the child-care fees shown on your schedule to HMRC who then add 20% before paying the total to the nursery. This scheme is separate and in addition to 30 hours funding and taking advantage of both makes a real financial difference to parents. Please contact Nigel if you require more details.

**Parking your Car** Barriers will automatically lower at the Fenwicks end of King Street before 10am to allow parents to park for 5 minutes to deliver their child to nursery. Parking passes can be provided to inform traffic wardens that you are on official business (please ask if you need one) but only cover you for the regulatory 5 minutes.

**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 on the day it is required; we can supply calpol in an emergency but only after contacting the parent. 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.**

**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 phone if your child cannot attend.**

**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.

**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 gate 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.

*Nigel, Chris, Farhana and the whole team wish you a relaxing Spring and Easter.*

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**Spring Outdoor Forest Discovery for 3 and 4 year olds**

Child's Name \_\_\_\_\_ I can / cannot go to Forest Discovery on  
**Wednesday 20<sup>th</sup> March. I enclose £35 to cover transport and additional staff.**  
(Free to F30 Gold Members)

As my child does not usually attend on Wednesday's I enclose **an additional £25.**  
**Please be at The Cottages for 9am. Thank you.**

Signed \_\_\_\_\_ Parent's name \_\_\_\_\_

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**Manor Farm Trip on Wednesday 15<sup>th</sup> May for 2 year olds**

Child's Name \_\_\_\_\_ I can / cannot go to Manor Farm **on**  
**Wednesday 15<sup>th</sup> May. I enclose £25 to cover transport and additional staff.**

As my child does not usually attend on Wednesdays' I enclose **£25. (£50 total)**  
**Please be at The Cottages before 9am. Thank you.**

Signed \_\_\_\_\_ Parent's name \_\_\_\_\_

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**Leavers Trip to 'Twin Lakes' on 26<sup>th</sup> June**

Child's Name \_\_\_\_\_ I can / cannot go to Twin Lakes on  
**Wednesday 26<sup>th</sup> June.** As my child does not usually attend on Thursday's I enclose **£25.**  
**Please remember sun-cream and appropriate clothing.**

Signed \_\_\_\_\_ Parent's name \_\_\_\_\_

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**Leavers Graduation Ball on 6<sup>th</sup> July**

**I can / cannot attend the Leavers' Ball on Saturday 6th July.**

Child's Name \_\_\_\_\_ Number of parents \_\_\_\_\_

Signed \_\_\_\_\_ Parent's name \_\_\_\_\_