



## Parent Newsletter, Autumn 2012

### Dear Parents

**Welcome to our newsletter to keep you updated on events at Caterpillar Day Nursery. Our newsletter is produced regularly and we would welcome suggestions from parents on any subjects you would like to be included.**

### STAFFING

We are pleased to announce that both Tracy Price and Hayley Sharman are both expecting babies in the winter. Rachael Connon with replacing Hayley on a temporary basis until Hayley chooses to return. Rachael has worked at the nursery for nearly a year within the Wriggly Caterpillar Room, is fully qualified and has previous experience of working within a baby room. Rachael is also studying for her Degree in Children's Services. We are currently in the process of recruiting a replacement for Tracy and will keep you updated with our progress.

Rachael will be replaced in the Wriggly Caterpillar Room by Olivia Langham. Olivia is currently completing her childcare qualification and has previous nursery experience. We have also employed an additional member of staff for the Wriggly Caterpillar Room in Kate Hughes. She will be working afternoons to job share with Nina.

Yvonne Wells is returning from her maternity leave in January but will be joining the Wriggly Caterpillar Team as a Nursery Nurse.

### NURSERY UNIFORM & BAGS

We do still have children's t-shirts available to order at £3.50 each and nursery bags at £3.85 each. Please speak to Fiona or Tracy if you would like to purchase either of these items. These are now displayed in the parent room for you to view.



### NEF FUNDING

This information is for those children who receive the Nursery Education Funding. Once your child is eligible we will claim the funding on your behalf and apply this to your monthly invoice.

**There is no funding during the week commencing 22<sup>nd</sup> October 2012.**

**Funding for the Summer Term will finish on Friday 21<sup>st</sup> December 2012 and re-start on Tuesday 8<sup>th</sup> January 2013.**

As funded hours are adapted for each child we ask that parents adhere to the exact time of their funded hours.

### CHILDCARE VOUCHERS

Many of our parents currently use childcare vouchers to pay their child's nursery fees and they significantly save money by using this method of payment. If you normally pay your fees by cash, cheque or BACS and would be interested in using childcare vouchers,

please speak to Fiona or Tracy for more information.

### POTS OF FUN

Pots of Fun will be visiting the nursery on Friday 26<sup>th</sup> October 2012. Details of this event are attached to this newsletter.

### HALLOWEEN

On Wednesday 31<sup>st</sup> October we will be inviting all children to dress up for Halloween and take part in lots of fun activities

### CHILDREN IN NEED

We would like to invite all our children and staff to dress up to support Children in Need on Friday 16<sup>th</sup> November. Donations can be given to a member of staff.

### CHRISTMAS

It is nearing that time of year, dates for Christmas Parties and Christmas Dinner. Details of these will be advertised in November. The nursery will close for Christmas on Monday 24<sup>th</sup> December at 1pm and will re-open on Wednesday 2<sup>nd</sup> January at 7:30am. In line with our terms and conditions there is no fees charged during this annual closure.



### TOYS & PERSONAL BELONGINGS

Please can parents be aware that we cannot take responsibility for the increasing amount of toys and personal items that children are bringing into nursery. It

is lovely that the children wish to share their possessions with their friends and we do our best to ensure they are returned to the child's bag or drawer, but it is always upsetting when on the rare occasion an item goes missing. Please help us to ensure that any items bought into nursery are clearly labelled with your child's name.

### **SPARE CLOTHES**

Please can you ensure that your child has sufficient spare clothes for their session. We do have a small supply of generic spare clothes (and any donations are always welcome) but we are finding it an increasing problem when children get unavoidably messy or have a toileting accident to send them home in appropriate clothing. Please ensure that any clothing you do bring is clearly labelled with your child's name.



### **IMPROVEMENTS & RENOVATIONS**

Keeping the nursery looking bright and attractive is an ongoing process. The Crawling Caterpillar Room has just been decorated.

We have also just purchased a new wooden train for the garden which the children are thoroughly enjoying. This week it has been painted.

We have made the decision to replace the wooden window in the Butterflies Room with a new UPVC. We hope that this work will be completed over a weekend to minimise disruption. In order for this work to be completed it does mean that there will be scaffolding outside the front of the nursery. We hope that this will be for a minimal time.

### **NURSERY FEES**

As you know we took the decision to freeze our fees in January and reviewed this decision in September. We will be reviewing them again in January 2013 and there is likelihood that there will be a small increase. We never make this decision likely but we have to consider the sustainability of the nursery and obviously reward our hard working staff.

### **NURSERY MENUS**

We have invited a nutritionist into the nursery to look through our menus to ensure that we are offering our children a balanced diet. New menus will be in circulation soon.

### **CONTACT DETAILS**

Please can we ask that you ensure that we have your most up to date telephone numbers and address in case we need to contact you in an emergency.

**Thank you for taking the time to read this newsletter. As always, please feel to approach us anytime should you have any questions or queries.**

**Kind Regards**

*Fiona & Lisa xxx*

