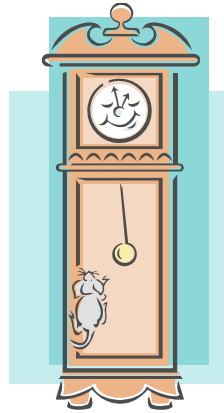




# Dickory Docks Day Nursery


**Contact Detail's:**

**Telephone:** 01189598252 or 01189500915

**Email addresses:**

[enquiries@dickorydocksdaynursery.co.uk](mailto:enquiries@dickorydocksdaynursery.co.uk)

[bob@dickorydocksdaynursery.co.uk](mailto:bob@dickorydocksdaynursery.co.uk)

[narinder@dickorydocksdaynursery.co.uk](mailto:narinder@dickorydocksdaynursery.co.uk)

[kayleigh@dickorydocksdaynursery.co.uk](mailto:kayleigh@dickorydocksdaynursery.co.uk)

[Elaine@dickorydocksdaynursery.co.uk](mailto:Elaine@dickorydocksdaynursery.co.uk)

[admin@dickorydocksdaynursery.co.uk](mailto:admin@dickorydocksdaynursery.co.uk)

## Welcome to Dickory Docks Newsletter Autumn 2016

A huge **Welcome Back** to all our parents and children from last term and a big welcome to all the new parents and children who have joined us at the beginning of our new academic year. If you have any questions please do not hesitate to speak to our staff who will be happy to help.

Please look out for posters for events and term dates that will be displayed on the entrance door or your child's room.

### Grant Forms

If you wish to claim just the 3 and 4 year 15 hours free nursery funding, then there are no forms for you to complete, BUT if you want to claim the EYPP funding, then please complete the funding form. If you qualify for the 2 year

old funding then, you must give us the "TYF" number. If you wish us to obtain this on your behalf, please contact us. We will need proof of any benefit you receive for the 2 year old funding as well as your national insurance number so please bring these with you. Alternatively, you can go on the Reading Borough Web site and apply for the 2 year funding and then give us the number once obtained.

If you are unsure of your eligibility then please speak to Kayleigh, Meenu or Bob about how to find this out.

### Nursery News

#### Last of the Hot Summer Days!

We all are enjoying the sunshine when we get it, but we have to protect ourselves as well as our children from harmful sun rays. All children MUST bring sun cream and a sun hat in to enable them to access the outdoor environment and enjoy the sunshine. If your child does not have sun cream and a sun hat in the nursery, they will not be allowed outdoors in the Sun. Please label both items with the child's name.

#### Medication

Please can all parents check their child's bag for any medication before they leave it at nursery. This includes teething gel. This is because in some rooms the children will be around the bags and may be able to undo zips and buttons, leaving them at risk of opening these and consuming them.

Also if your child is prescribed medication please ensure you bring in the box or packaging containing the prescription label. If you do not provide these we will be unable to administer the medication or apply a cream other than nappy cream. This is to safeguard the child and protect their well being.

Please provide your own Nappy Cream if applicable with your child's name on it.

If your child has been prescribed an asthma inhaler, we **MUST** have one in the nursery. Please provide one with your child's name with a Pharmacy labeled prescription on it.

### **MacMillan Coffee Morning**

Parents are encouraged to bake and bring cakes to sell in the nursery to raise monies for Cancer Support.

### **Car Park Access**

Please note that the Car Park near the D-Block for Babies and Toddlers is only accessible from before 8.15am to 8.45am and between 3.00pm and 3.45pm. This is to safeguard Prospect School children who also go through the main gates. The main car park can be accessed at any time.

### **Tapestry**

If your child is not on Tapestry, please speak to a member of management who will send you an email. You can view and add photos/videos to tapestry from home, it's lovely to see and show the children during group time.

### **Parent's Occupation/Talent**

We welcome any parent/Carers and/or family member who would like to come along and share their occupation/talent with Pre-School children. You will be fully supported by staff during your interaction and explanation of your role or talent to the children. This can be done through a demonstration such as, school crossing patrol - explaining and showing children how to cross the road safely or you may be talented in playing a musical instrument - children and staff can join in singing and dancing activities or you may be a fantastic cook - therefore can carry out a practical cookery activity alongside the children with staff support. Everyone is valued no matter what your role or position is in the local community as I am sure the children will enjoy listening about your job role or talent.

## **TAPESTRY - Online learning Journal.**

Tapestry is now embedded in the nursery, and you should now be receiving regular observations of your child through photos and video footage. If for any reason you are having difficulties, please contact Kayleigh or Meenu.

Thank you to all the parents who are returning Tapestry Posts and commenting on their child's observations. We enjoy receiving your comment and find using this form of communication works really well, as you are able to provide us with information in the "here and now" about what your child's interests are away from the setting.

Any photos that you upload in return are posted into your child's learning journey and are linked to your child's profile. This information then generates the next steps for your child's learning.

Your input is extremely important to us and by using Tapestry you are your child's first educator and we value working in partnership with you. We welcome photos or short videos from home as well as your comments as this valuable data contributes fully to your child's progress reports.

If you care to research it further it can be found online at the following address: <http://eyfs.info/tapestry-info/introduction#overview>

### **Charges for Breakfast / Lunch / Tea**

For parents who attend full time, and there is no grant involved, there is no additional charge and there is also no charge for Breakfast / Lunch / Tea (BLT Charge).

For parents who involve a grant session (either 2 year funded, 3-4 year funded), there will be charges for BLT for the grant sessions. The current rates per day are:

Breakfast	£1.00
Lunch	£3.00
Tea	£2.50

Children can bring their own BLT and the nursery staff will accommodate giving these to children.

If you require your child to have meals from the nursery, please inform the nursery in the week before the week they will be having BLT. This is to give us time to order enough food for the required week.

When paying for BLT, please pay through the bank but separately from the fee charges. If paying by cash, please use the envelope provided and write on the weeks you have paid for and the amount. Place the envelope into the Safe (In the Corridor in the D-Block and by the front door in the LogCabin).

You can ask for a BLT statement via email at any time.

### **Nursery Nappies**

Where children still use nappies, parents attending any Grant Sessions need to provide their own Nappies to be given to care room staff. Children attending the nursery who do not involve grant sessions will continue to be provided with nursery Nappies.

### **Room News**

#### **Babies-Red room.**

The theme for this term is harvest and children may be taken out to look for sticks and leaves. Children will be collecting acorns.

#### **Toddlers- Green and Orange room.**

Welcome back from the summer holidays. We hope you enjoyed them. If you have anything your child wants to share about their holiday please bring in appropriate things to share at group time. For example pictures of holidays, souvenirs, etc. Please no toys.

To all our children that have moved to the toddler room please let us know about a few things that could be helpful.

Your child has a peg for their coats, rucksacks, and this is located in the corridor after the child gate. Drawers are just outside the toddler room on your left. Both Peg and draw on named.

### Nappies / Wipes

If your child has a grant assisted place please take nappies / wipes down to the room to your child cubby hole in nappy area.

### Potty Training

If your child is potty training please provide plenty of named clothes / shoes / underwear for changing, and a bag for wet clothes. Please return borrowed clothes ASAP.

When your child reaches two, they will be called to the health visitor for a progress check review. The Nursery also does an assessment and this is available to take to the review. Please, if you have already been to the Health Visitor, can we have can we ask you to bring a copy of the report.

This month's theme is "All about me".

Please help your child feeling they're "all about me" booklet. Can you return this as soon as possible. Also anyone who hasn't brought in family pictures for our family tree, please would love to have some pictures.

Over the next few months we will be holding parent consultations to discuss progress and development. We will also be holding parent Workshops on various themes. So come along and join in the fun for an hour. Dates to be confirmed

The staff are always available if you wish to discuss anything to help your child development.

## Transition to Pre-school

If your child has turned 3 and still in the toddler room you are welcome to book in a visit to the pre-school to view the setting and meet Kayleigh, Mili, and other staff and children. During the holidays we will book in visits to help your child settle in ready for September. These dates will be given before the end of term.

### Pre-School- Blue and Yellow room.

Please note that Blue Room and Yellow Room children have been swapped around. All Pegs have been re-assigned, please check for your child's peg.

If you wish to donate any pot plants to the nursery, they will be placed

## Forest Learning

Children will be going for walks in the forest.

## My Book Bags

The book bags should stay at nursery and parents and children should look into them at the end of the sessions and take work home.

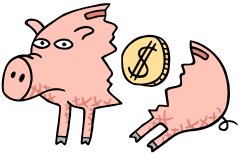
There will be a Pre School trip to the Hexagon Theatre in December 2016. There are limited tickets. Please speak with Kayleigh if you wish your child to go.

### Term Time Dates for your diary

Starting Monday 5 <sup>th</sup> September 2016	Start of Autumn Term 1
Friday 30 <sup>th</sup> September 2016	Coffee Morning to raise money for Macmillan Cancer Charity
Monday 24 <sup>th</sup> October 2016	Autumn Half Term week
Monday 31 <sup>st</sup> October 2016	Start of Autumn Term 2
Friday 16 <sup>th</sup> December 2016	End of Term Autumn 2

## Fee and Payment reminders

**Fee Payments** - Please make regular payments. I will try to send a statement, but if you have not received one, please do ask for one by email



Our preferred method of payment is via a Bank transfer or Standing order, but you can also pay by card by ringing the office. Please do remember to use the Child ID and name as reference for payments. Any queries to [bob@dickorydocksdaynursery.co.uk](mailto:bob@dickorydocksdaynursery.co.uk)

### Deposit

The deposit is always held as a credit on the account. When the child leaves for whatever reason, it can be used against the childcare fees. It will be forfeited if the account is not paid in full.

Cash - Payments by cash must be made in an envelope provided and placed in the safe in Pre School. Cash must not be handed to anyone, and the nursery cannot be held responsible for cash given to anyone. Cash taken from the safe will be added to NMS and shown on the statement. Please check your statements to ensure the Cash have been added.

### Childcare Service Agreement

Please note that the agreement v0.8 applies for all children and includes changes for the deposit and deduction for the new Admin fee. Please ask if you would like more information.

### T&C's of your Childcare Contract

Care Charges/Fees: Payable 52 weeks of the year. Fees will NOT be refunded or waived for absence through sickness, family holidays or bank holidays. Fees may be paid with Cash, Cheque, Standing Order and/or Vouchers.

Late collection: Late collection charges apply at a rate of £5 every 5 minutes, subject to discretion by the management team.



Invoice: If you need a formal invoice please ask for one. Each invoice due must be paid as soon as the invoice is issued through a bank transfer. A child may be permanently excluded at any time when fees are unpaid.

Non-payment: The Nursery will pursue all non payments of fees including using Debt collection agencies, and sharing of personal information. No child information will be disclosed.

#### Extra / Change of sessions

Please email [admin@dickorydocksdaynursery.co.uk](mailto:admin@dickorydocksdaynursery.co.uk) giving 2 week's notice. All changes are subject to availability

#### Termination of Childcare space

We require Period of Notice: 4 weeks' written notice to the manager to terminate the service care agreement.

Withdrawal: A child cannot be withdrawn without written notice of 4 weeks. If a child is withdrawn, fees (and if applicable, interest) will be due and payable for the notice period.

Termination by the Nursery: The Nursery may bring the contract to an end by giving Parents/Guardians 4 week's written notice. No notice will be given if termination is as a result of non-payment of fees, or behavioural issues of the child or Parents/Guardians.

#### Deposit / Admin Fee

If you pay a deposit and then do not take-up the place for any reason, a deduction of £25.00 to cover administration fees will be made from the deposit. The deposit is fully refundable at the end of the contract if all fees and charges have been paid.