

LITTLE OWLS NEWSLETTER

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WELCOME

A big welcome to all of our new families, we hope you enjoy your time with Little Owls. If you have any questions or problems please see your child's key person who will be more than happy to discuss any worries you may have.

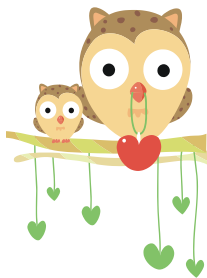
After the Easter holidays we will be opening a new setting in Westcliffe. To begin with it will

COLLECTION OF

CHILDREN: Please note your child can only be collected by the person/s named on their confidential

registration form. If someone different is collecting we must be notified in advance and the person collecting must know the password that was given on enrolment. If staff do not recognise the person collecting a child they will question who they are and ask for the password. This is for the safety of **all** children.

NON- ATTENDANCE: If your child is to be absent for any reason



be at the temporary youth centre and pre-school on Cowper Avenue in Scunthorpe. Initially it will be sessional daycare from Monday-Friday 9.15-12.15 & 1.00-4.00, term time only. For more information please see Sharon or Kaye. Everything here remains the same.

BANK HOLIDAY REMINDER – 2ND MAY WE ARE CLOSED FOR MAYDAY.

please ring before 10.00a.m. to let us know as we have to ensure that the attendance registers are fully complete for North Lincolnshire funding

department. If there are regular unauthorised absences North Lincolnshire will withdraw your child's funding.

2 YEAR CHECK: If you have been notified of your child's two year check from the health visitor please let us know as soon as possible. Your child's key person will also complete a 2 year check along with you and this will go into your child's red book.

TERM DATES

2016

OPEN

Monday 22nd
February

CLOSE

Thursday 24th
March

OPEN

Monday 11th April

CLOSE

Friday 27th May

OPEN

Monday 6th June

CLOSE

Friday 15th July

OPEN

Monday 5th
September

PACKED LUNCHES: Please ensure no sweets are put in your child's lunch box and fruits such as grapes apples etc. are cut up as these are a choking hazard.

CHANGE OF CLOTHES: Please provide a change of clothes for your child at every session. Children like to get involved in messy play and toilet accidents will occur. If no clothes are provided we will have to contact you to bring them to your child.

NAPPIES: If your child is in nappies or pull ups please provide spare ones along with wipes and nappy bags in their bag.

FEE PAYMENTS: Can all parents please ensure your child's fees are paid on time. We are a small business and have to also meet our outgoings on time. We will now be using the services of outside collection agency **BFL** to assist us in collecting overdue fees.

CHANGE OF ADDRESS OR TELEPHONE CONTACT NUMBER: Please notify us immediately of any change in contact details. This includes e-mail addresses as this will now be our primary form of contact and will contain important information such as invoices/updates/newsletters etc.

INFECTIOUS ILLNESS: If your child has an infection such as diarrhea or sickness please keep them away from nursery for at least 48hrs and notify us of this as soon as possible.

NURSERY TIMES: Please ensure your child **arrives** and **departs** on the times you have been allocated. By arriving either too early or too late will result in you being charged

extra as we have to adjust the staff according to the number of children present.

TAPESTRY: As some of you already know we have introduced an easy-to-use online learning journal called *Tapestry* to all new starters at Little Owls which helps practitioners and parents to record, track and celebrate children's progress in early year's education. It's a simple and effective way to track learning and share special moments with parents so please take time to look through your child's observations and discuss with your child's key person as it is an important part of their learning journey.

OUTDOOR PLAY AREA: The children love being outside and we have invested in artificial grass on the play area so children can access all weathers but please ensure you provide appropriate clothing i.e. coat/jacket on cooler days and wellies on rainy days. Along with gloves and hats please ensure you put your child's name in their coats as well as Little Owls sweatshirts/t-shirts.

SOCIAL NETWORKING FACEBOOK: Just a reminder that the face book page for Little Owls is for information for parents but no photographs or details of the children will be put on. Please note it is part of Little Owls policy for both staff and parents not to discuss any child/ren or details of the nursery on social networking sites such as Facebook as this is a confidential

issue. If you have any concerns or worries please come and see Sharon or Kaye we ask you not put details on Facebook or other media.

MEDICATION: If you bring any form of medication into Nursery for your child please ensure you give it to a staff member and complete the correct paperwork before you leave. Please **DO NOT** leave in your child's bag.

NURSERY IN A BOX: We have recently signed up to a cloud based nursery management system called **Nursery in a box** which will provide many advantages to you in one secure and convenient place online. All letters have now been sent out to parents/carers with a unique username and password to access the system so please ensure that you use these details to login and complete your child's registration details so that you can start using Nursery in a box to view and download your invoice/payment history, outstanding balances, booking patterns and update and confirm collection passwords, emergency contacts, medical records and personal information.

PLEASE NOTE - Our Avenue Vivian setting will be closed on Thursday 5th May due to the local elections taking place in the community centre. We apologise for an inconvenience.

March 2016

March 1, 2016