



PLAYDEN NURSERY
Barrock Street
THURSO
Caithness
KW14 7DG
Tel/Fax:01847 896430
Email: playden.nursery@virgin.net

NURSERY NEWSLETTER

AUGUST 2013

WELCOME AND SETTLING IN

On behalf of Janet, Margaret and Kirsty, a big welcome to all our 'new' parents, children and families. And of course, a big welcome back to all our 'old' parents, children and families! It's good to have you with us and we sincerely hope that you and your child will have a happy time at Playden.

This can be an unsettling time for parents and children alike, especially if it is the child's first significant time away from Mum and Dad, so don't worry if it takes a little while for settling in. The Staff are all very sensitive to the needs of young children and will do everything they can to ensure that your child is given the time and space to get used to new surroundings, new faces and a new routine. Don't worry if your child has a few weepy days it is quite normal.

USEFUL INFORMATION

- 1 To show consideration towards our neighbours across the road we would appreciate it if you could ensure that you do not park across driveways at any time.
- 2 For safety reasons, we ask you to bring your child into the Nursery and collect them from inside the nursery, to make sure they are handed from one adult to another. This is part of our Health and Safety Policy. Please let a member of staff know if someone different will be collecting your child and complete the permission slip, as the Staff are not allowed to let the children out into the care of someone they do not have authorisation for.
- 3 If your child is unwell and unable to attend nursery for any reason, it is important that you contact Playden as early as possible on the day of absence. If you know in advance that your child will be absent ie holidays, appointments etc then please inform a member of staff and they will ask you to complete a "Missing from Early Years" form.
- 4 There is a regular intake at the Nursery of North Highland College HNC and NC Childcare and Education students, who join us on placement for a few weeks at a time. Students are all police vetted for the children's safety, and are always supervised while on the premises. There may, from time to time, be Thurso High School students attending on work experience who are again, always supervised when on site. However, we would ask you to pass information about your child

directly to one of the permanent staff rather than students, to ensure messages are passed on to the key people.

- 5 The Nursery curriculum covers a wide range of subjects, and each day covers most of these in some form or another. However, you should be aware that if your child does not leave with a picture, or other craft time this does not mean they have done nothing in the session, despite what they may tell you! Taking work home is always nice for child and parents, but on those days when you don't have something to carry home, your child will still have been learning through play. There are also days when work done in the Nursery goes up on display so you will have an opportunity to see your child's work during the term. Information can be found on the Notice Board – please take time to read.
- 6 We welcome visits by parents at any time during the term, however if you wish a longer chat, it is easier if you make an appointment with Janet beforehand so time can be set-aside for you. A Parents meeting will be scheduled during the first term and at the end of the academic year you will receive an end of session report. You will be offered the chance to discuss this with the Staff if you wish to take this up.
- 7 We are always looking for talented parents! Would you be willing to come in and sing, play a musical instrument, bake, read stories, etc with the children? The Staff would be more than willing to accommodate your natural talents! Parents will be welcome to join in on the sessions.
- 8 Please ensure all clothing is clearly marked with your child's name and that **old** clothes and shoes are worn, our safety tiles in the garden unfortunately leave black marks on shoes. Also can you bring in a set of spare clothes to stay in the Nursery in case of accidents and spillages etc.
- 9 The Dental Hygienist shall be visiting Playden from time to time and Janet shall set up a new dental hygiene system for each class – more information will follow.
- 10 **Illness Policy** – If your child has suffered sickness/diarrhoea **DO NOT** return your child to the Nursery until **48 hours** has elapsed since the **LAST** bout of sickness/diarrhoea. As we all know this type of illness specifically can be passed from child to child very easily, however, if all parents follow these guidelines hopefully we can minimise any outbreak and keep as many children as well as possible! A copy of the Illness Policy is attached.
- 11 On occasion you may be asked to wait outside for a short time to ease the congestion at the door. Your patience would be appreciated.

NURSERY SESSIONS

Class times are as follows:

Class 9.00 am-11.30am

We would appreciate it if you could adhere to these times, ie **do not arrive too early** or **too late** for your session as staff require the time to set up the nursery for both sessions.

FUNDING OF PLACES FOR 3 YEAR OLDS

As you may already know, the Government provides 12 ½ hours of funded pre-school education from the term following the child's third birthday. This means that the parents of younger children have to pay fees until the child becomes eligible for a free place (please note that funding can be split between 2 nurseries). For example:

Children born between 1.9.10 – 31.12.10 – place funded from January 2013

Children born between 1.1.11 – 28.2.11 – place funded from April 2013

Those children who are not yet funded by the Government will pay £5.00 per session, until funding is available. This fee may increase at the AGM.

If you are not yet funded then please be aware that larger employers operate a Childcare Vouchers Scheme, UKAEA use Imagine Coop, which allows you to save on tax, and pay for your nursery sessions via your salary. For more information check with your HR department at work. Also Family Tax Credit may be available, details can be found from the Inland Revenue website.

SNACK FEES

A snack fee is charged at £0.50 per day. This should be paid either weekly or termly *in advance*. With the money placed in an envelope and clearly marked with your child's name and "Snack" then passed to a member of staff.

Any questions about payments, please call Kirsty Mackay, Administrator at the Nursery.

Playden follows a healthy eating policy (copy of which can be found in red folder beside signing in). The snack usually consists of fresh fruit, vegetables, bread, cereal etc, with milk and water served for refreshments. Please complete the Allergy forms in your trays and return as soon as possible.

VOLUNTEERS REQUIRED!

Are you interested in helping in the nursery or perhaps gaining experience working with children? If so we are giving parents the opportunity to put their names on our parent rota covering staff absences, training days and outings. Parents would be supervised by a member of staff. If you are interested in going on the rota then speak to a member of staff, you may be called upon at the last minute, so please be prepared for this if you volunteer. Also you will be required to be vetted and complete a Disclosure Scotland form.

HOME LOAN BOOK SCHEME

The nursery has a Home Loan Book Scheme and Story Packs. This means that your child can borrow a book/story pack from the nursery to share with you at home. Please ask the staff if you are interested and fill in the appropriate form.

TERM DATES

Nursery Open	Last Day of Nursery
Tuesday 20 August 2013	Friday 4 October 2013
Tuesday 22 October 2013	Friday 20 December 2013
Monday 6 January 2014	Friday 14 February 2014
Monday 24 February 2014	Friday 4 April 2014
Tuesday 22 April 2014	Friday 27 June 2014