



Newsletter May 2017

Dear parents,

A very warm welcome back to the newly refurbished Little Troopers Day Nursery! We hope you like it as much as we do. For those of you who perhaps do not drop off or pick up here are a few pictures:



Lemon Group Front Room



Orange Group Rear Room



Nursery Rear Entrance

Like all refurbishments there is always a long snagging list of tasks, so it will be a while before the nursery premises meets our nursery team's high standards. Certainly, as I look around I notice a lot of white walls, but over time I know these will be filled with lots of exciting displays.

Garden

Our next project is the nursery garden, which we have started to address. There is still a lot more work to do, so there will be some gradual changes over the next four weeks as we define the areas more effectively.

Parents will have already noticed that we have taken measures to improve the security and access to our nursery garden. Parents are requested to now ring the school bell by the new garden door to alert group staff of your presence. Access to the nursery garden will only be given if the group staff can ascertain through their spyhole who is at the garden door. Parents will be kept informed as to which group is currently in the garden by the notice board by the garden door.

Website Launch

From Thursday 18th May 2017 you will be able to access our new beautifully designed website. The website will give you access to the all our nursery policies, newsletters and weekly menu as well as enabling you to log into your child's online learning journal to see the latest observations.

The main aim of the website has always been to enable parents to gain further accurate information about our nursery, so please do have a look and let us know what you think. We welcome your feedback and are very keen to know about other information you think we should consider sharing on the website.

Daily Routine

The daily routine is displayed by your child's group room and on our new nursery website. Please note that during the summer months' children may stay in the garden for extended periods, at these times planned activities will be relocated into the garden.

Pear group parents are reminded of the importance of bringing their children into nursery by 9am (AM session) or 1.45pm (PM session) to minimise disruption to the daily routine.

Nursery Questionnaire

Thank you to everyone who completed our parent questionnaire in March 2017. Due to the all-consuming refurbishment project, we have not yet been able to process the data, but have read through all the parent comments and identified areas where we feel improvements can be made. The results of the questions, comments and the associated actions will be displayed in an action plan on the nursery website in early June, we will also meet with the parent representatives of the Parent Nursery Association to discuss the actions.

Nursery Policies

We have recently revised all of our nursery policies, which are available to read in hard copy form in the nursery (currently located on the ground floor by the front door entrance) as well as on our new nursery website.

The revised policies have been divided into 5 sections:

- 1.0 Safeguarding
- 2.0 Health & Safety
- 3.0 Behaviour Management
- 4.0 Education
- 5.0 Equality & Diversity

We would like to advise all parents to make sure they read these important policies, particularly where there have been some procedural changes with regard to: 2.4 Sickness and Illness policy, 2.5 Infection Control and Immunisation policy, 2.7 Medication Policy and 1.1 Safeguarding Children and Child Protection policy.

Parents are also reminded that safeguarding children is **everyone's** responsibility.

Our policies and procedures are there to ensure that while your child's attends Little Troopers we can maintain their safety and welfare at all times and we expect all our staff, parents and visitors to share this commitment.

Early Education Funding – 30 hours per week from September 2017

As many parents are now aware the Government has pledged from September 2017 to increase the amount of 'free early education' funded hours (for children aged 3 and 4 years) from 15 hours to 30 hours per week; providing parents meet certain financial criteria. As yet, Little Troopers has not made a firm decision as to whether we will be increasing and extending the funded hours from September 2017.

We appreciate that parents may be very frustrated that we have not yet made a decision, however, this has been due to a lack of information regarding the financial contribution and commitment from Oxfordshire County Council and the Government.

Although the Government has advertised the extended hours as 'free hours' unfortunately this is very misleading to parents. Many parents may think that the nursery is paid (by the Government) the same rate per hour as we charge, however currently we only receive 72% of the hourly rate and therefore there is already a significant financial gap in providing the 15 hours. Any change to extending the hours offered to children needs to be very carefully considered to ensure that we can remain sustainable and offer the same quality of care.

We have been in consultation with several independent local nurseries, as well as our Early Years Advisors and the National Day Nursery Association and hope to be able to reach a decision before the end of the school term in July 2017.

New Weekly Menu

On our new nursery website you will see that we have changed our weekly menu. Firstly, Thierry has been working hard to change the nursery refreshment provision to include more seasonal produce as well as more interesting meals and snacks.

We also have a number of children who suffer from an allergy and/or food intolerance and although they receive a tailored version of the of the regular menu to suit their individual needs, we felt that a new menu layout would enable us to share more information about the ingredients that goes into our meals and the possible allergies that they may link to. The weekly menus are rotated on a four-weekly basis and a hard copy is displayed on the Parents Information Board in the nursery entrance area.

Nursery Photos on Our New Website

We plan to take lots of photos over the next few weeks in order to create a selection for our new nursery website. Currently we have photos from an iStock online catalogue, which we would like to replace with photos of children currently in attendance in their newly refurbished rooms and the nursery garden.

Once a selection has been agreed we will approach parents to gain consent to use each photo. Please note that we will not use any photo of your child without seeking your consent first.

Sun Tan Lotion

We have been experiencing some lovely warm weather recently and the children are spending more time in the garden; therefore, it is really important that we can safely protect the children from harmful UV rays while they are in the garden.

Can all parents please ensure that they bring in a **named sun hat** (legionnaire style hats are preferred as they protect the back of your child's neck) and a bottle of **sun tan lotion** for your child that can stay at nursery at all times. Please give these to your child's key person.

Parents are also reminded to ensure they apply sun tan lotion to their child each day **before** they arrive at nursery. We will then reapply during the afternoon session and as and when required.

Group Notices

Below are specific requests from your child's group leader, please take note and ensure that their requests are implemented.

Orange Group

Children's bags and nappies

Parents are reminded to restock their child's bag weekly with additional clean clothes and to also ensure that your child has a minimum of two weeks' supply of nappies. If you do wish to store a pack of nappies we do now have space to accommodate these.

Indoor shoes

To keep germs to a minimum in our group rooms, please ensure that you supply your child with a pair of indoor shoes. Shoes should have a strap or Velcro fastening to ensure your child's feet are suitably supported while they walk or crawl.

Family pictures

Can all parents please bring in family pictures for our family display board, the Orange children really enjoy looking at their family pictures.

Lemon Group

Family pictures

Can all parents please bring in family pictures for our family display board, the Lemon children really enjoy looking and talking about their family pictures.

Pear Group

Nursery Funding forms

Please ensure that you complete the parent **Early Education declaration form** by Monday 15th May 2017 to ensure your child receives their 15 hours per week of funding. Parents of children receiving Early Education funding aged 3 and 4 years are required to complete a declaration form at the beginning of each and every term.

School Admissions

By now all parents of children born between 1 September 2012 and 31 August 2013 who will be starting reception from September 2017 will have received a school place offer. Could all parents please notify us as soon as possible of their child's acceptance (or in some cases whether you are appealing) and which school they will be attending. This will help us to prepare and send the required school report.

Please also note that you are required to give notice to Little Troopers to confirm your child is leaving our nursery.

We ask that you notify either your child's key person verbally or Nicola (via email is fine) as to your child's actual leaving date.

Nursery Management

Reminder to parents

To support parents more efficiently with their enquiries, listed below are the main areas of responsibility for both myself and Nicola, while Laura Dash is on maternity leave:

Nicola Robertson (Dep. Bev Massingham)	Rebecca Warner (Dep. Nicola Robertson)
General enquiries regarding: <ul style="list-style-type: none">▪ Any concerns regarding the safeguarding of children▪ Attendance (including notification of sickness, holidays and additional session requests)▪ The EYFS, Tapestry and child development▪ Your child's key person/ staff / classroom▪ Changes to your child's registration form (including contact details, dietary, allergy and medication)▪ Parent consultations requests	Contract enquiries regarding: <ul style="list-style-type: none">▪ Changing contracted sessions▪ Registration/ nursery place requests▪ Termination notification Finance enquiries regarding: <ul style="list-style-type: none">• Nursery Fees• Invoices & payments• Nursery Education Funding

Where possible please send your enquiry via email to the attention of the appropriate person in the subject area. In the event you have a query that is not listed above please send your email to Nicola Robertson who will ensure the appropriate person answers your email.