



September 2019 - Newsletter

Dear parents,

Welcome to our September newsletter and a warm welcome to all the children and parents who have joined us recently.

Staff

We are delighted to inform you that Jenny Ferguson has joined Little Troopers as a Nursery Nurse in the Lemon group. Jenny has a wealth of experience working in childcare and holds an NVQ level 4 in Children's Care, Learning & Development.

Congratulations to Hannah Sheppard who has given birth to a baby girl! Eva Rose was born on Friday 30th August weighing 9lb 13oz, both mother and baby are doing well.

There has been a lot of studying going on recently at Little Troopers and we are delighted to confirm that both Ellie Thorne and Melissa Smith has passed their NVQ level 3 in Children's Education, Care and Development. Also congratulations to Nicola Robertson who has graduated in her degree in Early Years.

Paediatric first aid course for parents

Last year we organised a basic Paediatric First Aid course for parents; this course proved very popular and so we are now looking to arrange another course for later in the Autumn. Conducted by an external trainer, the course covered areas such as CPR, choking, seizures, fractures, head injuries, burns, anaphylaxis, fever, recovery positions and meningitis. The 4 hour course will be held at our nursery and will cost £30.00 per parent (refreshments included). If you are interested in attending please email Nicola at info@littletroopers.co.uk.

Macmillan Coffee Morning

To support Macmillan coffee morning on Friday 27th September 2019, the nursery children will be making a variety of baked goods, which you will be able to purchase at collection time in the afternoon. Please give generously to this worthy cause.

Collection of food produce for the Harvest Festival

We are currently collecting non-perishable food products (tins, dried goods) for the Harvest Festival. If you would like to donate items the collection box is located in the Nursery entrance area and will remain there until Friday 28th September 2019. Every year we take our collection to the Homeless shelter located on Magdalen Road.

Weather

This is a reminder that parents need to make sure that their children attend nursery dressed for the days weather conditions. It is very helpful to us if you can ensure that you leave at nursery **spare clothes, a hat, gloves and wellington boots**. Please also ensure that your child comes to nursery in suitable outdoor shoes (no flip flops or dressing up shoes) so that children's fun in the garden is not compromised due to the days weather conditions or unnecessary risks due to unsuitable shoes.

Nursery Management Roles

To ensure that we answer your questions and requests promptly, please refer to the individual roles of the nursery management team:

Nicola Robertson (Dep. Bev Massingham)

General enquiries regarding:

- Any concerns regarding the safeguarding of children
- Attendance (including notification of sickness, holidays (one month notice for 10% holiday discount) and additional session requests)
- The Early Years Foundation Stage Framework, Tapestry account and child development
- Your child's key person/ staff / classroom
- Changes to you or your child's circumstances (including contact details, dietary, allergy and medication)
- Parent consultations requests

Rebecca Warner (Dep. Nicola Robertson)

Contract enquiries regarding:

- Changing contracted sessions and internal session waiting list
- Registration/ nursery place requests
- Termination notification

Finance enquiries regarding:

- Nursery Fees
- Invoices & payments
- Free Early Education Entitlement

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.

Parent Nursery Association – Next meeting Tuesday 22nd October 2019 from 6-7pm
All parents are welcome to attend, alternatively you can contact one of the following parent group representatives:

Parent Rep details have been withheld for confidentiality purposes

Thinking of becoming a rep? we need further parent reps for all rooms.

The Aim

The Parent Nursery Association (PNA) is a two-way communication forum aimed at ensuring that everyone involved in the caring of children attending our nursery can come together and share their views. The association's aim is to develop the partnership between parents and our nursery. Self-nominated representatives have the opportunity to express their views, share their ideas and the nursery management have the opportunity to ask parents for their views in a structured way.

PNA Rep Duties

The Parent Nursery Association (PNA) which includes the Nursery Manager and a staff representative from each of the groups meet once a term to discuss how we are performing and what improvements we could consider. Many helpful suggestions and ideas have been raised out of previous meetings and it really helps us maintain our focus on what it's like being a parent at our nursery.

Becoming a Representative

For those parents interested in becoming a representative you will need to ensure that you are available to attend a meeting held between 6-7.00pm on a week day towards the middle of each term as follows: March for the Spring Term, June for the Summer term and October for the Autumn term.

For more information or to express your interest as a PNA Rep, please see or contact Nicola or Bev.

Changes of circumstances

Parents are reminded to please let us know of any changes to their circumstances that could affect their child at nursery. These include changes to contact details, dietary or medical needs as well as absence to due sickness or holidays. We also kindly request that parents also notify us of any family issues that might well affect your child's behaviour. It is so important that this information is shared with us so that we can support your child suitably. All information shared with us will be kept confidential and shared only with those within the nursery on a need to know basis, such as your child's key person and the senior management team. Details should be recorded on a 'change of details' form (please request this from Nicola) This form will be placed in your child's nursery file and stored in our nursery office.

Parent 'Question of the month'

This month's question: **'Did you know that you can view, comment on and add to your child's Tapestry learning journal online at any time?'** Please answer by placing a pebble in either the 'yes' or 'no' jars in the nursery entrance area.

Individual 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, spare clothes and nappies

Parents are reminded to check and restock their child's bag on a weekly basis. Please supply additional clean clothes and take home dirty clothes to be washed. Your child should also have a minimum of two weeks' supply of nappies. If you do wish to store a **single** pack of nappies we do have some space to accommodate these. There is a board next to the entrance/exit to the Orange group entrance which lists your child's name when they need their nappies replenished. Please also note that Little Troopers has a daily charge of **£3.00** for those children who continue to not have a suitable supply of nappies.

Lemon Group

Children's bags, spare clothes and nappies

Parents are reminded to check and restock their child's bag on a weekly basis. Please supply additional clean clothes and take home dirty clothes to be washed. Your child should also a minimum of two weeks' supply of nappies. If you do wish to store a **single** pack of nappies we do have some space to accommodate these. Please also note that Little Troopers has a daily charge of **£3.00** for those children who continue to not have a suitable supply of nappies.

Pear Group

Morning Register

Parents are reminded that morning registration takes place at **9.00am** every morning (for those attending all day/ morning sessions). We would appreciate it if parents could try to ensure that child has arrived before 9.00am.

On Monday 23rd September 2019 we will have some very special guests staying in the Pear group for two weeks. The picture to the right will hopefully give you a clue!



Group Notices

Pick up time

Parents are also reminded that pick up time is 5.20pm and that the nursery closes at 5.30pm. Due to time constraints feedback from your child's key person will be brief, however if you would like more detailed feedback on how your child is getting on at nursery, please arrange a parent consultation with your child's key person via Nicola at info@littletroopers.co.uk.

Other nominated persons collecting your child

We expect that it will always be our children's parents that will be collecting their child. In the event you are unable to, please liaise with your child's keyperson who will explain what you will need to do. Please also note that only parents are to use the nursery's side entrance, all other unaccompanied family members, friends or nominated persons collecting your child must report to the visitor entrance to the front of the premises. Please refer to our Collection Policy 1.2 on our website for further information.

Change of registration details

Parents are reminded to let us know if there are any changes to you or your child's registration details such as change of address, mobile/ work number, change of doctor, medical or dietary needs. Please request a 'change of details form' from Nicola to notify us of any changes.

Noticeboards

To keep up to date with important notices and events at nursery, please ensure you refer to your child's group noticeboard outside their room and the Parent Information boards in the nursery entrance area.

Wow Moments

Parents listen up! Your child is truly amazing and throughout your child's life they will make some mighty significant steps on their journey of development. Together we would like to show the children how proud we all are of these moments and celebrate their individual achievements. These are what we call at nursery our **WOW** moments.

So, if outside of nursery attendance your child has perhaps tried something new for the first time (food, drink, standing, walking, talking, using a potty), or maybe enjoyed a trip or activity please complete one of our **Wow moment notecards** and hand it to your child's key person for us to display on our **WOW Moments board**. We will use your child's **WOW moments** as a focus for your child's interest in activities at nursery.

'Parents are children's first and most enduring educators. When parents and practitioners work together in Early Years settings the results have a positive impact on children's development and learning'. Early Years Foundation Stage: Development Matters 2014

Dates for your diary Autumn Term 2019

September

Monday 9th September 2019 - Free Early Education Funding (FEEE) declaration forms (for children aged 3 years plus) are available to be signed in the Pear group. Please ensure that you have signed your child's form by **Friday 20th September 2019** to ensure you continue to receive your child's funding entitlement.

Monday 23rd September – Friday 4th October 2019 – Visit from Living Eggs (Pear Group)

Friday 27th September 2019 – MacMillan Coffee morning - Cakes made by our nursery children will be available to purchase at afternoon collection.

October

Tuesday 22nd October 2019 – Parent Nursery Association (PNA) meeting from 6-7pm

Monday 28th October 2019 – Friday 1st November 2019 – Oxfordshire County Council school half term (our nursery remains open)

December Christmas Closure

Wednesday 25th December - Wednesday 1st January 2020 – during this time no fees will be charged.