



PARENTS NEWSLETTER SEPTEMBER - OCTOBER 2015

MOBILE NUMBER FOR URGENT ENQUIRIES – 07415 265993
(Please back up any booking with an e-mail)

www.arkchildcare.net

NEWS

YOUR FEEDBACK

Your thoughts and feedback regarding the centre are extremely important to me and the staff team, the information gained from them can help us provide a better early years and childcare environment for your child/children.

The last two pages of this newsletter are a questionnaire which is similar to the one sent out to parents in November 2014. I would greatly appreciate it if you could all complete the questionnaire and return it to me so that I can gauge the improvements we have made over the last two years and the further improvements we can make in the future.

Please take a short amount of time and return the questionnaire by 30 Nov 15 so that we can all work towards improving the environment for all of the children.

HALLOWEEN

We will be celebrating Halloween in the Nursery on Fri 30 October, the staff will be dressing up for the occasion and the children are also invited to.

We will also be asking you to vote on our annual pumpkin competition. The pumpkins will be on display from 08:30 am on Friday morning, I would like you to consider the part the children have played in making the pumpkins when you make your decision.

PLEASE VOTE!!!!

PROVISIONAL DATES

Please see below provisional dates for the Christmas Period these dates will be fully confirmed by e-mail in November but it is almost certain that they are accurate:

Tuesday 8 Dec 15 – 3 – 5s Nativity at Miltonduff Hall.

Thursday 17 Dec 15 – 4 – 5's performance at the Oaks and presentation of collection from Nativity.

Friday 18 Dec – Christmas Parties for all age groups.

FOLIO'S

We have now started using the folios in earnest and I hope all of you are enjoying the up to date information that you are receiving, it seems that this is the case given to very positive comments that are coming back to the staff.

We will improve over time at using this system as the staff get used to it, I think that one important part is the communication between Parents and Staff and I would encourage this to continue

There are still a number of parents who have not yet logged onto the system, please note that we are no longer keeping paper folio's so this is now the only system available

If there are any parents who do not yet have access or are unsure of how to use the system then please contact me in the office.

COLD WEATHER

It seems that the change in weather has now hit, please ensure that your children attend nursery with appropriate clothing for the time of year, they will continue to do a lot of their work outside and will need to be prepared for the wet and the cold.

THE ROOMS

**After School Club
Team Leader – Amy Riach**

Firstly I would like to welcome Danni to Ark and the After School Club.

We are looking forward to the October “Tattie Holidays” the programme is available on the website and they are also available from the ASC Staff

There is a lot of clothing left behind in the cupboard weekly; it would help us to ensure that your children are given back their items if you can ensure that their names are on everything especially jumpers and coats.

If you are required to cancel pickups from school can you please ensure that the office is informed this stops a lot of confusion and delays at the schools.

After the holidays we will be commencing with Autumn/Halloween/Bonfire and Christmas crafts so lots of exciting things going on. The children have been thinking about their ideas for the Pumpkin Competition and chatting these through using mind maps. All of the children will get a vote and be able to contribute ideas towards all of the activities and the Pumpkin.

**YELLOW/RAINBOW ROOM 3 – 5
Team Leader – Kathryn Allan**

The October holidays are almost here, time has gone really fast when we are having so much fun. The programme for the holiday club is on display in the rooms. The children are really enjoying our trips to the climbing wall and many of them have shown an improvement in their confidence. We are looking forward to seeing more of the children getting too the top in the coming weeks.

We will be working on Diwali, Guy Fawkes, the senses and of course nativity in the coming term.

Nativity will be on 8 Dec and this will be followed by a rendition of the nativity at the Oaks, who will play which characters and timings will be published very soon. We would also like to follow on from

last year's very successful collection by accepting donations for the Oaks and these will be presented by the children prior to Xmas.

BLUE ROOM 2 – 3
Team Leader – Vicki Gall

All of the boys and girls are thoroughly enjoying our new baby corner! Feeding, Bathing and Caring for the babies. Great practice for looking after little brothers and sisters. We are also busy making autumn crafts using leaves and twigs we picked up on our woodland walk. We are now starting to think about our Halloween activities and crafts including the ever popular pumpkin competition.

A plea from the staff, it would be greatly appreciated if the parents who pick up between 12 and 1 are aware that there are children sleeping and that noise between these times is kept to a minimum.

BABY ROOM 0 – 2
Team Leader – Tracey George

Emily is leaving us for an exceptionally happy reason on Fri 16 Oct, to go on maternity leave. All at Ark wish her all the best and hope she enjoys her well-earned rest before the new baby arrives. Emily will be covered for her maternity leave by Lorraine, Zoe and Beth.

The babies are doing a lot of autumn arts and crafts at the moment for the wall displays in the room; they are all enjoying these activities as reflected in their journals. The crafty theme will continue throughout Halloween, fireworks night and then into Christmas. The babies have also enjoyed a lot of outdoor activities whilst the sun has been shining; they have also really enjoyed the soft play, singing and ball games in the tent when the weather is not so good.

Indoors they have had the shaving foam out for messy play and there has been a lot of good fun with a lot of excitement and laughter. The babies have also made a sensory board that they love to play with with a lot of differing textures and colours.

REGULAR REMINDERS

BREAKFAST CLUB - I would like to remind everyone who have children in the Breakfast Club that the last sitting for Breakfast Club is **8.20am** this is so that the children and staff are ready to begin moving to their rooms by **8.30am** and that the transport is ready to leave for the schools.

CHILDREN'S OWN TOYS - Please discourage your children from bringing in their own toys from home. Not only can they get lost and broken but it can also cause squabbles and upset between the children. Comforters are fine.

LATE PICK UPS / EARLY DROP OFFS - Please be aware that there is a penalty which has been in force since last year. We have to timetable staff a week in advance so often if parents are late/early we do not have enough staff to cover which means I am often brought in at short notice to cover. This is really detrimental to our staff /child ratios so please let me know through the office if you are going to be late or need to drop your child off early. **Please ensure that younger children are picked up first.**

SPARE CLOTHING - Please ensure that your children have spare clothing with them in case of accidents, please return any borrowed clothes as our supplies are running low. Children should also have with them appropriate clothing for the weather conditions and sun-cream if necessary.

PAYMENT - A reminder that all bills are to be paid by the 1st of each month, if you fail to pay the bill by the 7th we will be unable to offer childcare. We are here to help in any way that we can and if there are issues or problems with the bills or the payment of them please speak to Alison or Steven at the earliest opportunity. A further reminder that Ad-Hoc bookings are payable immediately on booking. We are sending all invoices by e-mail now and if you don't receive your bill by the 20th please contact the office for another copy.

INFECTION CONTROL

As the Nursery Manager it is my responsibility to ensure that infection doesn't spread. I am aware that it can be difficult for parents when working to take time off work, however, it is imperative that if your child has been sick or suffered diarrhoea they are kept off nursery for 48 hrs after the last symptom. As a nursery we have no option regarding this as we are governed by the Infection Control Team, the repercussions for not following their policies can be serious for the Nursery. Other exclusion periods exist for other illnesses and details of these are held in the office and rooms.

MEDICATION

Parents are reminded that we will not administer medication to children who are ill, if your child is ill they should be at home, an exception to giving Calpol is if the children are teething.

COMPLAINTS - I realise that at times there may be an occasion where parents have a complaint about an aspect of the Nursery. I accept that this may be the case and you can make a complaint at any time, verbally or in writing. We have a policy with regards to complaints and I endeavour to respond in the time frames given. These policies are available for you to read at the front door of the nursery at all times. Alternatively you can complain directly to the Care Inspectorate and they can be contacted at:

Care Inspectorate

**Compass House
11 Riverside Drive
Dundee
DD1 4NY**

Tel: 0345 600 9527

Email: enquiries@careinspectorate.com

Steven McIntosh
Manager

Our staff are here to help you in any way they can, however they have a right to carry out their work without fear of abuse or intimidation. Abuse or intimidation in any form will not be tolerated ARK Childcare has a complaints policy and if you wish to complain about any aspects of your child's care please bring this to the office where it can be dealt with in an appropriate manner for all concerned.

ARK CHILDCARE
PARENTS QUESTIONNAIRE

NAME (Optional)

Dear Parent/Carer

In order for us to improve our practice and therefore work towards improving the learning and development opportunities for your child/children please take some time to respond to this short questionnaire and return it to us at Ark Childcare by 30 November 2015.

We would ask you to tick the box which most reflects your response to each statement.

Once your responses have been collated we will analyse them and feedback to all parents the results and our proposals to improve our practice.

	Agree	Disagree	Not Sure
My child is happy at the Nursery			
I receive regular updates about my child's progress			
My child has the opportunity to make choices regarding their learning and development			
My child has access to good resources			
I receive quality feedback on my child's progress on a regular basis			
I feel welcome and valued in the Nursery			

I feel comfortable approaching the staff with my questions or concerns			
My concerns are dealt with in a timely manner and with confidentiality			
I am aware of what to do if I have concerns about my child			
	Agree	Disagree	Not Sure
The Nursery is kept clean, tidy, safe and in good condition making it a good environment for my child to learn			
The food provided for my child is nutritious and well balanced			
I find the newsletters informative and regular enough to communicate the events available			

If you have answered Disagree or don't know to any of the above statements please take some time to comment below:

Please give as much detail as possible:

Your help in this matter is greatly appreciated and we hope we can continue to improving the learning and development of your children by taking your views into account.

The Ark Team