



## **PARENTS NEWSLETTER NOVEMBER - DECEMBER 2015**

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

**[www.arkchildcare.net](http://www.arkchildcare.net)**

# **NEWS**

**I will start by saying that all of us at Ark Childcare wish you all a very Merry Christmas and a Happy and Prosperous New Year for when it comes.**

**The children's Christmas Party Day will be this Friday 18<sup>th</sup> December and everyone is encouraged to wear Christmas Jumpers.**

# THE ROOMS

## **AFTER SCHOOL CLUB Team Leader – Amy Riach**

The After School Club continues to prosper and the children are making full use of the facilities that are available to them.

Uniform continues to be an issue, can you please ensure that all items of clothing are clearly marked with the children's names so that they can be returned. The lost property that we currently hold will be boxed in the next couple of weeks and available for you to check.

We are always looking for junk boxes etc. for modelling so if you have them please hand them in.

It is with regret that Danni and Beth will be leaving us in the near future to pursue other job interests.

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

Both rooms have been busy with St Andrew's Day, Hanukah and of course Christmas. By now you will be aware how hard the children worked to make our nativity such a success, we are very proud of them all.

The last weeks of 2015 will bring a trip to the Oaks, as well as lots of glitter and Christmas crafts. We wish you all a joyful festive season and look forward to 2016.

It is with regret that Kathryn will leave us on 18 Dec to go travelling to New Zealand we wish her all the best in her endeavours.

## **BLUE ROOM 2 – 3 Team Leader – Vicki Gall**

The Blue Room has been very busy making lots of Christmas crafts and learning Christmas songs. The older children in the room have been enjoying visits to the Rainbow Room before starting there in the new term.

It is with regret that Cara will leave us in the New Year to travel, we wish her all the best.

**BABY ROOM 0 – 2**  
**Team Leader – Tracey George**

The Babies have been busy doing a lot of arts and crafts in preparation for Christmas. They have been making footprint robins and penguins, handprint wreaths and Christmas stockings, they have also been singing a lot of Xmas songs at circle time. The babies have also been following their curriculum by doing all of the usual activities in the room such as treasure basket, dark tent with glowing toys and water play etc.

# 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 20<sup>th</sup> 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](mailto: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.