



PARENTS NEWSLETTER

MARCH - APRIL 2016

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

www.arkchildcare.net

NEWS

UPCOMING EVENTS

There are various activities taking place between now and the end of the school year in June and this newsletter will give you as much information as is currently known to allow for planning.

Visit to Plewlands Farm – The Rainbow Room (3-4) will visit Plewlands Farm on Monday 18 April 16 where hopefully they will get the opportunity to see and feed the newly born lambs. A note has been put out to all parents giving further details. If you have any concerns regarding allergies or travelling in booster seats on the transport please let a member of staff know and alternative arrangements will be made.

Swimming – Swimming lessons for the Yellow Room (4-5) will start next week and will be held on Wednesdays and Thursdays. Parents have been given a note detailing the day their child will attend. It is important that you let us know if you do not want your child to attend swimming so that you won't be billed and there is sufficient staffing at Ark to look after the children left behind. It would be extremely helpful to assisting the children with changing if they could wear tracksuit type clothing which are easy for them to remove and put back on.

Sports Day – Sports Day for the 3 – 5's will be held at Mosstowie School on Wed 8 Jun starting at 10am and finishing at 11.30 am. All of the 3 – 5 children will be participating and parents/guardians and extended families are welcome to attend.

Queen's Birthday Street Party – (Trooping the Colour) We will hold a street party to celebrate the Queen's Birthday on 14 June which is the same day as the Trooping The Colour. This will be held and catered for at the nursery and will be for all age groups.

Graduation – Wed 15 June to be confirmed when hall availability is know. Graduation is held at Miltonduff Hall and more detail will follow once we confirm the date.

Class Trip – The class trip this year will involve the 3 – 5's and they will spend a large part of the day at the climbing wall having fun and lunch, the trip will be on Thu 23 Jun 16 from 11am – 2pm.

SPIREROXX – Spireroux is an excellent facility in town, the children thoroughly enjoy playing and climbing at the wall, if you wish to hold any activities whether it be for adults or children please ask Jo or Steven for advice.

E-MAIL BILLING – The latest problem with the software we use to produce our invoices is that it is unable to send invoices to BT e-mail addresses, we are unable to prove this is the case so would appreciate any parents who are not receiving their invoice to let us know at the earliest opportunity.

ROOMS – You will have noticed that I have stopped putting updates for the rooms on the newsletter. I have made this decision because the electronic journals, the Facebook page and the website should be keeping you up to date on what is going on in all the rooms more regularly than I was able to do it on the newsletter.

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. This could be 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.