



# **PARENTS NEWSLETTER**

## **NOVEMBER - DECEMBER 2016**

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

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

# **NEWS**

**NATIVITY** – Nativity is on Tuesday 13 Dec 16 at Miltonduff Hall for parents and family to attend. Nativity will start at 1pm sharp as we must vacate the hall by 2.30pm.

Hopefully all who are attending have been notified to the room staff to allow for planning of seating and cakes/Teas/Coffee.

**CHRISTMAS PARTIES** – The Christmas parties will be held on Thursday 15 Dec 16 and Santa will be in attendance to give a present to all of the children who attend nursery on that day. This is a chance for all of the children to dress up in their party clothes to enjoy their parties.

**CHRISTMAS JUMPER DAY** – Traditionally done on 16 Dec, we have decided as there are more staff and children in on a Monday to have our jumper day on Monday 19 Dec 16.

**SUPPORT FOR THE OAKS** – Traditionally the Nursery has supported the Oaks by performing nativity for the patients at their Xmas Party. This will continue and over the last two years we have collected over £400 to donate to the Oaks. This year we hope to collect even more by:

**DONATIONS** – Made by you at the Nativity on 13 Dec 16, we will provide Coffees/Tea and cakes free of charge and hopefully you will be generous and provide a donation for these.

**RAFFLE** – Mrs Gallie has kindly donated a dinosaur soft toy which she will also embroider with a name or message of the winners choice, raffle tickets are being sold at £1 a strip, please ensure you put your name and phone number on the stub in the raffle book. The raffle will be drawn at Nativity on 13 Dec 16.

**SPONSORED LEG WAX** – Steven will be getting his legs waxed on Thursday 8 Nov 16 in the yellow room and any sponsorship will be greatly received by talking to any member of staff, Lisa Simpson has generously agreed to carry this out at no cost so all of the money will go directly to the Oaks. May be an opportunity for some of you to see a grown man cry!!!!

**OPEN DAY** – In recent times when parents have been visiting Ark they have commented that they would have put their children to the Nursery earlier if they had known about. Due to this feedback we have decided to hold an open day towards the end of January to allow anyone who has an interest in the Nursery to come and have a look round and see what we do. The open day will be held on Saturday 4 February 17. Please pass this on to any friends or family who have an interest in sourcing childcare now or in the future.

## **PARENTS COMMENTS/SUGGESTIONS**

It is important for the improvement of the nursery that parents are given the opportunity to comment or make suggestions regarding any aspect of the nursery. I have put a tear off slip at the bottom of this page which can be ripped of and handed in at the office where the appropriate action will be taken:

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**Name** \_\_\_\_\_ (can be left anonymous if you wish) **Date** \_\_\_\_\_

**Comments/Suggestion**

# 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.

**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, in particular if there is an epidemic of disease/illness because we have not followed guidelines. Other exclusion periods exist for other illnesses and details of these are held in the office and rooms. Each of the rooms have a specific Infection Control policy and exclusions for other illnesses are recorded on this. If you are unsure whether your child should be attending nursery please ask a member of staff.

I am currently in the process of updating the medication policy, these new guidelines are based on care inspectorate recommendations and will give greater clarity to parents and staff alike.

## **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. We can only administer medication once the first dose has been administered by the parent to ensure that there is no adverse reaction to the medication. If a child is on and off anti-biotics for any reason please contact the office for further information.

## **BOOKINGS BY E-MAIL**

We will reply to every e-mail that we receive regarding ad-hoc bookings, it has come to light recently that we have not received some e-mails and we do not understand why, if you do not receive a reply to any e-mail communication that you have with us please call the office on 01343 551664.

**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.