

Aspire Day Nursery Newsletter

Date -April 2018

Manager - Christine Moxon

Deputy Managers - Beth Watson and Hayley Hooper



April 2018

Welcome to the April 18 Newsletter. I hope you find it useful and enjoy reading it.

We hope everyone has had a good Easter and hopefully soon the weather starts warming up!

We also have our policy of the month which will be missing child.

LANGUAGE OF THE MONTH – This month we will be looking at Dutch.

If you have any resources or common words you can help us with that would be great. We are also asking if any parents would like to come in to speak to the children or read a story, this would be lovely.

Staffing

This month we sadly say goodbye to Anna. Anna has been at the nursery for 2 years. Anna is going to another nursery in Twickenham to develop her career further and will become a deputy manager. We are very excited that Anna has this opportunity to grow further, she will be brilliant, and we will miss her greatly.

With this news Timy and Emma will be stepping up and leading the room together. They will be separating themselves in to managing the older and younger groups in the room. We are excited to welcome them to the management team and help them to grow within the company.

We have also employed out last member of staff for discoverers. Zoe will be joining the team hopefully next week and will be job sharing with Dolores.

We also welcome Heidi to creators. Heidi is level 3 qualified she has plenty of childcare experience as well.

Katy has joined our team as Bank staff member.

Forest school updates

We are excited at nursery to be building on our forest school program. We are working with a local forest school trainer who is very dedicated to promoting outdoor learning. This month all our staff will be receiving the start of a forest school training program put together by Maria. Next month the staff will be going to the forest for hands on training too. We are excited to develop this further and will be doing forest school sessions on more days of the week over the warmer months.

If your child does forest school with us on Mondays, please can you ensure they come to nursery with appropriate clothing, this includes, wellies, coats, hats, gloves.



Explorers News

In explorers this month we will be focusing on the theme of the farm. We will be creating a farm scene with animals for our board. We will be exploring the different farm animal sounds by singing songs such as 'old MacDonald' and 'I went to visit a farm one day'. We will also be exploring sensory activities related to our theme.

Discoverers News

In discoverers over the next month our topic will be on the farm. We will be doing lots of different crafts for our farm board, learning animal sounds, exploring a farm sensory tray with different textures and animals.

Our nursery rhyme of the month will be 'old MacDonald'. We will be continuing to help the children to be independent by trying to put shoes on and sharing.

Creators News

In creators we are looking at different fruits from around the world. We will be linking these to our story 'the very hungry caterpillar'. We will be having tasting sessions and making fruit salads. We will be focusing on taking turns and sharing for PSED. We will be focusing on different animal that live under the sea and making crafts. One of our main learning points will be PSED: making relationships - 'children seek out others to share experiences'.

Adventurers News

In adventurers we are going to be focusing on 'my family'. We would like everyone to bring in family photos including the dog! As part of the children's learning and development we are going to be discussing with them past family events and recalling information. Therefore, it would be great if you were to upload onto tapestry family photos of significant events/ days out your child likes to talk about.

We are practicing recognizing and forming letters in our names.

Inventors News

Our theme of the month in Inventors is Dinosaurs which will be incorporated into our different areas of learning which are explained below.

PSED: how to treat others

Literacy: simple bone words

Storytime: gigantosaur

Math: mathematical language – eg big, small, wide, narrow

Arts and craft: Dinosaur footprints

Understanding the world: Dinosaur facts

Role play: Age of the dinosaurs

Special events: Earth day – 22nd April – Monday 23rd April, children are invited to wear earth colour's bring in an item we can turn into a dinosaur for example a bottle, sock, egg box.

Easter Dress up competition

Well done to Alannah who won the Easter dress up competition. Alannah won a voucher. Thank you to all the staff that entered! The children looked great with their Easter outfits and a good time was had by all at their parties. We hope you all had a great Easter weekend.



30-hour funding

If your child is born between 1st April and 31st August 2015 then you can see if you are eligible for the 30 hours funding. To do this please click on the link. <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

If you are eligible, please let us know your code by the end of July.

All parents that currently receive this 30-hour funding you need to reconfirm eligibility in the next few weeks in order to receive funding for the April term, please log onto your account to check your reconfirmation date. Failure to do this will result in a loss of funding. If you require further information, please contact us. Please look out for emails from us regarding the funding as we continuously email updates during the term.

Activity page

Dinosaur Count

Write the number of each dinosaur in the box



Create a mobile



whilst on a walk you could collect some sticks and make a mobile. You can decorate with animals or even collect some leaves to add, make a living one out of flowers you can pick from the garden or in the woods.

Please Note

Nursery Opening: The nursery opens at 7:30am although the staff do come in earlier than this each morning. Please be reminded that the staff are very busy setting up the room, making necessary checks of resources and making sure that everything is ready for the day ahead. We are happy for you to come in and wait with your child but please respect that the staff have a lot to do before we open.

Buggy shed: Could we remind all parents that your buggies need to be folded if they are left in the buggy shed so that there is enough space for everyone's buggies. It also makes moving around in the small shed much easier aswell!

Late Pickups: It has been noted that there has been a lot of lateness with pickups lately. Please be reminded that we close promptly at 6:30pm. If you are going to be late picking up your child please let us know as soon as possible so that we are aware. If you are late you will be charged the late pickup fee as staff has to stay after their shift. The late fee goes directly to the staff.

After handovers: We also remind parents that the end of the day can be very busy and ask when you have had your handover you then leave swiftly, as it can be hard for the staff to continue the evening with lots of parents there, you are welcome to play in the garden if it is not in use.

Reminders

Sickness

If your child has had pain relief medication **within 8 hours** of nursery it is our policy that they do not come into nursery that day.

Collecting your child

When collecting your children from nursery please ensure you are here by 6.10pm if you would like to receive a detailed handover, after this time, basic information will be given. Please bear in mind we close at 6.30pm and this is when staff shifts end, they are keen to go home after a long day.

Security

If you greet a parent at the door when entering or exiting, instead of closing the door you ask 'what's the password?' the answer will be the last three digits in the gate code. Please do not let anyone in that you do not know.

Allergies

I would like to remind parents that we request children do not enter the nursery eating any outside food. This is due to having children with serious allergies. Please respect that we are doing it for the best interests of the children.

No mobile phones

Please note, we ask that parents do not use mobile phones while onsite.

Fees

Fees are due on the 25th of each month for the following month.

Policy of the month

1.5 Missing child

Policy statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, the child's key person/the relevant member of staff alerts our setting manager.
- The register is checked to make sure no other child has also gone astray.
- Our manager/person in charge will carry out a thorough search of the building and garden.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, our manager/person in charge calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s) are then called and informed.
- A recent photo and a note of what the child is wearing is given to the police.
- Our manager/person in charge talks to our staff to find out when and where the child was last seen and records this.
- Our manager contacts our owner and reports the incident. Our owner comes to the provision immediately to carry out an investigation, with our management team where appropriate.

Child going missing on an outing

This describes what to do when our staff have taken a small group on an outing, leaving our manager and/or other staff back in our setting premises. If our manager has accompanied children on the outing, procedures are adjusted accordingly. What to do when a child goes missing from a whole group outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity, but does not search beyond that.
- Our senior staff member on the outing contacts the police and reports that child as missing.
- Our manager is contacted immediately (if not on the outing) and the incident is recorded.
- Our manager contacts the parent(s).
- Our staff take the remaining children back to the setting as soon as possible.

- According to the advice of the police, a senior member of staff, or our manager where applicable, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police.
- Our manager contacts our owner and reports the incident. Our owner comes to our premises immediately to carry out an investigation, with our management team (where appropriate).
- Our staff keeps calm and do not let the other children become anxious or worried.

The investigation

- Ofsted are informed as soon as possible and kept up-to-date with the investigation.
- Our owner, carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- Our manager, together with our owner speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or Ofsted.
- Each member of staff present writes an incident report detailing:
 - The date and time of the incident.
 - Where the child went missing from e.g. the setting or an outing venue.
 - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
 - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
 - What has taken place in the premises or on the outing since the child went missing.
 - The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are advised.
- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- Our staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.

- They may be the understandable target of parental anger and they may be afraid. Our manager ensures that any staff under investigation are treated fairly and receive support while feeling vulnerable.
- The parents will feel angry and fraught. They may blame our staff and may single out one staff member over others; they may direct their anger at our manager. When dealing with a distraught and angry parent, there should always be two members of staff one of whom is our manager and the other should be our owner or another representative of the management. No matter how understandable the parent's anger may be, aggression or threats against our staff are not tolerated, and the police will be called.
- The other children are also sensitive to what is going on around them. They too may be worried. Our remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly, but also reassure them.
- In accordance with the severity of the final outcome, our staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. Our owner will use their discretion to decide what action to take.
- Our staff must not discuss any missing child incident with the press without taking advice.

NURSERY PHONE NUMBER 020 8241 9661

This policy was adopted by	Aspire Day Nursery	(name of provider)
On	May 2015	(date)
Date last reviewed	Feb 18	(date)
Signed on behalf of the provider	C Moxon	
Name of signatory	Christine Moxon	
Role of signatory (e.g. chair, director or owner)	Manager	