



08/01/2009

Dear parents and carers,

Welcome to our first news letter of 2009, we hope you all had a lovely break and wish you all the best for 2009.

Staffing

As many of you are already aware Heather has now left Portico Poppets but is still with the company she has gained a senior position at our new nursery "Portico at Moss Bank". Whilst we say goodbye to Heather we have a big warm welcome for Stacey who is replacing her.

Stacey completed some of her diploma in childcare and education with us and has been working as a supply member of staff for the past six months with us; she has now become a full time member of staff and is based in the toddler room alongside Kerry and Kristina.

Staff

Baby room and toddler room- Paula, Stacey, Kerry, Kristina

2.5 to 5 years room- Sam, Becca and Charlotte

Photo day

On the 9th February we will be having our photo day this year we using a company call prestige portraits that will be taking studio style photos at

good value prices. You will receive a photo proof first and are under no obligation to buy.

If your child or children are not present on that day please feel free to bring them along after 10am to have their photo taken. I will be putting up reminders on the nursery doors closer to the time.

If you do not wish for your child to be photographed please inform staff prior to photograph day.

Parental involvement

If at any time you feel that you want to visit nursery or carry out an activity with your child we would be more than happy for you to come and spend some time with us. Maybe you have a hidden talent that you are keen to share with the children.

If you wish to get involved please arrange a suitable time and date with your child's key worker.

In the very near future we will be looking to hold some information sharing evenings for parents.

Also there are parent comments books around the nursery where you can write any comments you have with regards to nursery these can be anonymous or can include your name as of yet we have had no comments in them and they have been up for over 8 months. Your comments as parents and carers are very valuable to us.

Payment methods

Each child's nursery fees are due in advance, either beginning of the month (preferably the 1st) or beginning of the week depending on how you have arranged to pay.

We will no longer be issuing standing order mandates instead we will be issuing direct debit forms. It will have little affect parents who are currently paying by standing order but fees will now be calculated calendar monthly meaning you may see a change to your invoices.

If you have any queries regarding fees please speak to me at anytime.

The cold weather

The cold weather seems to be set to stay for the foreseeable future , so take care on your journeys to and from nursery.

Please can you ensure that children have coat, hat, scarf and gloves as they will still go out doors to get fresh air through out the day?

Heuristic play

We are looking to enhance our heuristic baskets for the children; heuristic play is the exploration of natural materials, if you have any of the following (see list below) around the home and would like to assist us in enhancing the baskets we would be extremely grateful.

Corks, pumice stones, old scarf's, old watches, chunky costume jewellery, large pebbles, old big wooden and metal spoons, old pots and pans, scented bags, old ribbon and lace, pieces of textured materials etc

Also if you have any old small blankets that you no longer use or baby low/bouncer chairs we will gladly take them off your hands.

Toddler room parents

If you feel that your child is now ready for potty/toilet training please speak to their key worker as they will be more than happy to assist with the task and have good advice to offer.

Updated details

Please can you complete the form below with the relevant details, it is vital that we have all your details in nursery as you may need to be contacted at any time.

Regards
Vicki cardwell
Manager

Child's Name _____

Parents/ carers name(s) _____

Current address

Current contact numbers

Authorised collectors and their passwords

