



12-03-2010

Dear Parents / Carers,

Staff and student updates

We are aware that over the past month we have had new faces around the building. Due to a sudden increase in numbers we recruited a new full time member of staff in the toddler room; Lisa joined us mid way through January and has settled into her position as a nursery nurse working alongside Kerry and Kristina.

On a regular basis the nursery offers work experience, training and long term placements for students. Currently we have Danielle and Talia on long term placements with us however Danielle is expecting her first child and will soon be on her maternity leave. Many students who stay with us on long term placements often go on to gain employment with the Portico Day Nurseries Ltd. Within the 2.5 – 5's room we also have Hannah who is completing work experience, Hannah is with us on Tuesdays term time only. Denise who is based in the toddler room on a Tuesday and Wednesday is currently on placement to gain experience she is looking to progress onto her Childcare Learning and development level 2 in the near future.

Some parents may remember Sam who is due back of her maternity leave on 18th March. Sam will be coming back to job share with Emma in the young babies' room working alongside Paula.

Session times

Please can all parents and carers ensure they are sticking to the session times, we have strict rations that need to be adhered to at all time. Sessions are as stated below;

- AM session – 8am – 1pm
- PM Sessions – 1pm – 6pm

All late collections will be charged and we cannot accept any early admissions into the nursery.

Parents Evening

On Tuesday 30th March we will be holding a parents evening this is not a formal evening like schools but it is an ideal opportunity for you to be able discuss your child's progress with their key worker. May I ask that your child is collected as normal on this evening, your child can attend parents evening with you although they will be under your supervision as all staff will be occupied with the key children's parents.

On this evening we will be having two visitors firstly the owner of bee bees children's wear will be setting up her summer range and also one of the parents will be re launching her newly modernised flower shop. This is to assist with the setting developing link with our local community.

All children's key workers have time slot sheets and will soon be asking for you to book at time with them, as we have over 60 children on the role I have only been able to allocate 10 minuet slots to each child. If you are unable to attend parents evening you can arrange a time that is convenient between you and your child's key worker.

Parents' questionnaires

In the near future I will be distributing our annual questionnaire / customer surveys and would be very grateful if you could complete these. Evaluating our setting is vital and it helps us assist with continual improvements and is a statutory requirement form ofsted.

Please can I also remind parents and carers that we have a comments box that can be used for suggestions etc. This is situated on the display unit in the entrance hall.

Building work

The garden area has taken longer than expected due to weather conditions and also the builder that we were using. I can inform you all that we are looking for the entire garden to be complete by the end of this month.

Updated contact details

Attached is an update of information sheet for your child / children it is imperative that this is completed and returned to me ASAP. If your child is claiming the 3-4 year old funding please can you ensure that if you have moved address you complete a new form and provide proof of your new address?

School leavers / preschool leavers.

If your child will be leaving nursery for school or another preschool I would be grateful if you could supply me with their leave dates and the name of the school / preschool they will be attending as soon as possible. Please note that a minimum of four weeks' notice is needed to stop your child's place.

Nursery policies and procedures

All the nurseries policies and procedures are displayed in a file in the entrance hall, if any parents require copies of any of these policies please do not hesitate to ask.

Regards

Vicki