

Staff

Firstly, because we have got a lot busier over the past couple of months, we would like to make sure you are aware of all the staff and students who are now working in the nursery.

BABY ROOM : Young baby group; Linzi (senior) and Leisha. Older babies - Hannah, Becky and Toni.

2-5'S ROOM: TODDLERS - Heather (senior), 2-3's group - Rachael, preschool group - Tess and Lauren.

Nursery cook - Lindsay Please see the photos on our notice board.

I will spend half of my time in the office and half in the rooms.

Students

We also have some part time students from the local colleges on placement with us for their nursery nurse or nursing training.

Information

Newsletters will be termly. If you have supplied me with your email address I can send you them via the internet.

We have a notice board just before you walk into the nursery. On here is a copy of our complaints procedure and any other information you may need for example our ofsted registration certificate.

On the shelf when you come into nursery is our policy and procedure file - please feel free to look at these procedures. They outline our policy aims and how we deal with issues that may affect you and your children. There is also a suggestion box.

Please log on if you can to our website - www.portico.biz I will update this on a regular basis with photos of activities from around nursery that your children may have taken part in and any special events that have been planned.

Nursery meals

We now have a fabulous cook - Lindsay. Our weekly menu is displayed on the notice board outside of the nursery so please take a look what the meals for the week are.

We will be soon changing to our winter menu. If your child has a favourite meal they enjoy at home, please let us know so we can look at incorporating it into our menu.

Children's possessions

As we are now a lot busier, please can we ask for your help in ensuring all children's items eg bottles, coats and bags are labelled. Bottles are especially important as we want to make sure they go home to the correct person at the end of the day. Please ask for a form of just one company we have found to be good labels that last. There are many out there. If not, with your permission, we can use a black marker pen to write names on.

If we forgot to ask you, please can you provide us with a flannel for your child and a toothbrush and toothpaste.

Can we also ask you now the weather will be getting more changeable that you ensure your child has the correct clothing and coats for going outside and spare clothes to change into.

Nursery fees

As Linzi and Heather are the senior nursery nurses, please can you pass any fees to them if I am not a round.

Could we please ask you to ensure that any cash is in an envelope and clearly labelled to ensure that fees are credited off the correct accounts. A small purse or tin is handy as we can pass this back and forth every week.

Please can we remind everyone that fee payments must be made on the first session of the child's week if paying weekly, or at the start of the month on receipt of invoice if paying monthly.

We understand that it is a particularly hard time for everyone at the moment but we must insist that fees are paid regularly or a £5.00 administration fee will be charged. If fees fall behind for 2 weeks then unfortunately your child's place will no longer be available.

Why not go onto direct debit.

This payment method is much easier for all concerned. I have attached a form - just get this back to me as soon as possible and I will send it off in a prepaid envelope. Payments are made on the 1st of each month. We will inform you when it has been set up.

Don't forget many employees use the child care voucher schemes, and make sure you are receiving any help from family tax credits that you are entitled to. There is also help with childcare costs through companies such as care 2 learn for people going back to college.

Children's centre

Are you registered with your local children's centre? If you are not sure which your local one is, please ask. There are lots of great activities you can attend with your children when they are not in nursery or during the holidays. All you need to do is go in and ask to register.

Breakfast club

£4.00 per session

Monday to Friday available for children aged 3-8 attending Carr Mill nursery or primary school