



WATERBEACH TODDLER PLAYGROUP

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SUMMER EDITION 2013

WELCOME to the Summer Edition of our newsletter. We extend a warm welcome to all our new parents, carers and children. Please let us know if you require further information on any aspect of the information contained in this newsletter, or if you'd like more details on daily routines and procedures. As you will be aware, over the last couple of months we have been busy updating our Policies and Procedures. Key changes of the second batch of Policies and Procedures will follow separately in another letter, as we are just finalising them.

Firstly, a big, big, thank you to all who helped in various ways throughout last term. We are most grateful for all your assistance on the parent rota, covering staff training days, donations, fundraising, yummy cakes and biscuits, snack donations, contributions of recyclable material.... the list is endless; Please be assured that your continuing support is most gratefully appreciated.

Last term saw the children participating in lots of activities. They continue to guide our planning in all areas of the curriculum, with the children's interests being our primary source for themes and ideas.

We had a very busy term before we broke up for the Easter holidays. The main focus during the spring term was Chinese New Year and Easter. The children made their own Chinese dragons, along with a larger one which we danced around the garden with. We made a selection of Easter treats and some rabbit ears too.

Some of you will be aware, at the end of last half term we said goodbye to Ceri Hill. Ceri had worked at playgroup for 3 years, and will be missed by the children and staff. Her hard work was acknowledged with vouchers for her to have a pamper and some relaxation time. We wish her well.

The summer term is going to be a particularly busy term. We have the feast to look forward to, going with 'Graduation' as our theme for the parade and stall. The Rising 5's also have the school visits to look forward to, having the opportunity to go for 'Toddler Story' on a Tuesday afternoon this half term, and then visits to the school and teacher visits at playgroup after half term.

Fundraising Activities - The spring term saw the committee organising the Mothers Day Cake and Flower stall, which was a huge success yet again. This term will see our Nearly New Sale, Bags to School collection and Feast Day. Thank you to everyone for their continued help and support with the fundraising events.

Development Records – Your child's Learning and Development Records will be sent out again towards the end of the summer term. If you wish to discuss your child's progress or you have any concerns please speak to your child's key person who will make a mutually agreeable time to discuss any issues you may have.

We have a new board in the craft room, the 'Parent/Carer Communication Board'. This is for you to

put notes and any observations you may have for your child. Please place these in the relevant folder for your child's Key Person. You should have been provided with sheets of stickers to complete with your observations/information, that we can then place straight into their development folder.

The folders are now more accessible to you, as we have had the new storage arrive. You can access your child's records file at any time, to see what they have been up to at playgroup. Please be aware that staff keep these as up dated as possible, but we're sure that you can appreciate that it isn't always possible to do this every day.

If you would like to know when your child's Key Worker is at Playgroup, then please see the sign on the information board.

Key Person – Due to most staff not working every day, we have put in place a ‘Deputy Key Person’ system. The ‘Deputy’ will be your first point of contact should your child’s Key Person be off. This will be as follows:

Main Key Person	Days when not at the setting	‘Deputy Key Person’ in their absence
Lesley Moxon	Thursdays	Patricia Palmer
Patricia Palmer	Fridays	Lesley Moxon

Timings of Sessions - The guidance for Sessional Care that we are issued with from the Department for Education clearly states that ‘There must be a break between sessions with no children in the care of the provider’. This means that we have to have a break between the morning and afternoon sessions on a Monday and Wednesday (11.30 - 12.00 noon) without any children in the playgroup building. Of course there will be times when this is not possible and we are quite flexible but we do ask that you observe the timings of sessions as much as possible ~ this then gives us the time to clear up between sessions and prepare for the next, ensuring a smooth running of the sessions. Thank you in advance for your kind co-operation.

Dropping Off/Collecting Children – Please feel free to come into the playgroup outdoor play area in the mornings when dropping off your child and we respectfully ask that you wait until a member of staff opens the main door before bringing your child into playgroup. This will enable the staff to complete our daily health and safety checks and preparations for the day.

At the end of the session we endeavour to have the children in the main room for story/singing time 10 minutes before the end of the session. We ask that you wait out of sight of the outdoor play area until this time so that we can clear the outdoor area ready for home time. Once we have all the children safely in the main room, you are welcome to wait either in the outdoor area or in the craft area where a member of staff will be available should you need to discuss any concerns.

Toys from Home

We are aware that some children have special toys/blankets they cannot bare to be parted from and, as long as the child is happy, these things are welcome to join your child at playgroup. We would ask that other toys be kept at home to avoid them getting lost or broken.

Parent/Carer Rota - The rota is pinned on the notice board next to the kitchen. It would be much appreciated if you, an aunt or grandparent have any time to spare to help out in one of our sessions. If every family put one name up each half term, then the rota would soon fill up! So please consider this when your child asks you to come in, it’s great fun and I’m sure you would want to come back again. Unfortunately due to insurance cover, we are unable to allow you to bring younger siblings with you when you come in to help. Thank you for your co-operation! We understand that this is not feasible for some and there are many other ways that you can assist us in the day to day running of the Playgroup. Offers of help, paper, baking cakes for fundraising ventures (and staff 😊) are always appreciated.

Lunch Fees

If your child is staying for lunch on Tuesdays, Thursdays or Fridays and if you are not using any of your government grant entitlement to pay for these. can you please ensure that you pay your lunch fees on the day or in advance.

Lunch Boxes – We have a member of staff who has a nut allergy. Please can we ask you to not put any nuts or nut products in your child’s sandwiches or lunch boxes. Thank you for your co-operation in advance.

Illness - A reminder that if your child has diarrhoea or sickness then we ask that you keep them at home for **48 hours clear after the last bout of illness**. Please telephone us if your child is ill in any way so we can maintain our registers correctly.

Please feel free to talk to us if you have any worries or concerns about your child; or if there has been a change in home circumstances. This information will be treated in the strictest confidence and will enable us to help you and your child through these periods.

Head Lice are a nuisance and spreads very quickly. It is important you let us know if your child has Head Lice and we advise that you check their hair regularly. If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – you will be called and asked to collect the child, or send a known carer to collect on your behalf. Parents are asked to take their child to the doctor before returning them to the setting; the setting can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease. Where children have been

prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.

Community Notices - We have a notice board situated on the wall next to the kitchen. Please help us to keep up to date with all the latest community activities and events by letting us know of any activities you know about and feel free to bring down a poster/flyer to display.

Wish List Urgencies - Our 'Wish List Urgencies' can be found on the 'Parent/Carer Communication Board' board above the aprons. We will update this as and when we require various things, such as crackers, breadsticks, hand soap and kitchen roll. If you are able to donate anything off of the list it will be greatly appreciated.

Craft Donations - We are always in need of a variety of craft materials such as recyclable materials (e.g. food cartons and bottle tops), spare pieces of materials, stickers, card and paper. Please give these to a member of staff. Many Thanks

Spare Clothes and Other Accessories – It would be helpful if you could supply a set of spare clothing, sun hat, and coat (clearly labelled) for your child during the summer term. With the new curriculum we will be making the most of our outdoor time, even if it rains, yippee! Please ensure that your child is dressed appropriately so that they can access the outdoor environment whatever the weather.

Sun Cream – Please ensure that your child has sun cream applied before they arrive at the setting during the sunny weather. Due to the length of the session, there should be no need for this to be reapplied to them. The staff are unable to apply sun cream to your child.

Nestle Box Tops - Please help us to collect 'Nestle Box Tops' to help in expanding our book collection.

Fruit Donations – We are lucky that we are able to offer the children fruit on a daily basis. We are able to obtain, through kind donation, some fruit such as apples, oranges, pears and bananas. Maybe you would like to make a small contribution of some rather more seasonal/exotic fruit. All donations are gratefully received.

Parking - Can we please remind all Parents/Carers not to park in the parking bays at Hatley Court. These are their delegated spaces and all Parents/Carers who wish to drive to Playgroup

should park on Burgess Road. We have received a number of complaints over the last couple of months from the residents, so please can you remain aware of the residents' access to their property. Thank you for your co-operation.

Collection Book - When completing this book, please give the date you are making the entry, your Child's Name and the Name, Contact Phone Number and address of the person who will be collecting your child, along with the date they will be collecting them. It will need to be agreed with a member of staff how we will identify the person collecting your child. Please sign after you have given these details.

Alternative Contact Numbers – If for any reason you will not be contactable on your usual numbers during a particular session, please ensure that you give an alternative contact number to a member of staff.

Nappy Disposal – We are aware that some of our children are still wearing nappies or pull ups. We work closely with you and your child when they start to use the toilet. New guidance that we have received from our advisor at the county council, means that we are no longer able to dispose of soiled nappies through our domestic bins without incurring a fine. We therefore ask that parents/carers take their child's soiled nappies home for disposal. Please speak to your child's key person if you have any further questions regarding this matter.

Personal Mobile Phones – Please remember these should not be used on the playgroup premises. All phone calls should be finished before entering the gate to the playground and should not be used until you leave. A member of staff reserves the right to ask you to finish your call before you enter the premises.

Playgroup Website - Please don't forget to visit our website, www.waterbeachtoddlerplaygroup.org.uk .

Do you shop on-line? You can visit our shopping portal on the website to gain access to lots of different websites. Everything from Amazon to Marks & Spencer! For every order placed through using our portal will raise money for the playgroup. Please remember this when doing your internet shopping! Thank you to Holli Bielby for keeping the website updated for us.

Dates for your Diary

Summer Term Opens	Tuesday 16 th April 2013
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Photographer in to take individual and group photo's	Monday 22 nd April 2013
May Day – Playgroup Closed	Monday 6 th May 2013
Nearly New Sale	Saturday 11 th May 2013 – 10am-12noon, in the Salvation Army Hall. Come and pick up a bargain, help on the rota and spread the word!
Bags to School	Tuesday 14 th May 2013
Half Term	Monday 27 th May – Friday 31 st May 2013
Inset Day – Playgroup Closed	Monday 3 rd June 2013
Playgroup end of year party – more details to follow	Wednesday 17 th July 2013
Committee organised end of year trip	More details to follow!
Summer Term Closes	Wednesday 17 th July 2013

And finally.....

If you feel you would like to discuss any issues or concerns with us, then please do not hesitate to speak to myself or a member of staff.

Wayne and The Team.