



Bell House Nursery

Quality Childcare

Spring Term 2016

Dear Parents,

Well here we are with another year behind us and approaching our 4th Birthday in July! A huge welcome to all our new 'recruits' and thank you to all our existing families for continuing to support us in keeping your children stimulated and happy.

Staff News!

We have had some staff changes recently; as you may know Tracy has now taken on the role of Nursery Manager, I'm sure you will all join me in congratulating her on her promotion. Nina Simpson is joining us in a few weeks as our new Deputy Manager and for those of you who may have already met Annie, she has joined the team as our Training and Planning Co-ordinator.



You will have noticed that Amy has now taken over as Room Leader in the Ladybirds room, with Jo now moving over to Butterflies. Chloe Lockwood, who is level 3, has also joined the team.

Sophie Low has moved from the Bumblebees room to now run our Butterflies, with Jasmine joining us as our new trainee in that room.

Sophie Lemon has moved down from Butterflies to run our Dragonflies and will be having Joanna Copplestone join them in a few weeks' time.

Sparkles

Katie Luff is not only moving to Bumblebees but is also starting her own Music and Movement class around the nursery. This will take place every Tuesday morning for half an hour in each room and the day that this takes place will change each term so all the children throughout the nursery get to experience her classes.





Bell House Nursery

Quality Childcare

We would also like to welcome to Hannah and who has recently joined our Bell House Team; she will be based in the Bumblebees room so pop in to say "Hi!" You may also have noticed that Alice has taken over as room leader of Bumblebees as Jody has gone on to pursue her career as a nanny. Jody hasn't entirely left however, as you will still see her through the nursery a few days a week joining us for lunch cover.

I would like to thank you all for your patience as we have under gone quite a few changes with staff moving rooms over the last few months. The intention is always to provide the best care possible and we do feel that the team are all doing really well in supporting the children with these changes, as well as really enjoying getting to know all the new children and parents.

Training

Over the past 6 weeks we have under gone a lot of new training for staff, including Food Safety, Allergen training and Health and Safety in the work place, and updating First Aid alongside Safe-guarding, so with this in mind unfortunately we have had to push parents evening back a little until April time, in the meantime please do ask your key person for an appointment to see them if you would like a little chat.

BOOKSWAP



Parent Partnerships

We are going to introduce a Book Swap for parents to use with their children. The aim is that parents can donate books their children have finished with and select and take home a book from the book case. This is free of charge and you can keep the book you have selected or bring it back and swap it for something new.

It will be set up in the next week or so and will be located by the front door. Please feel free to donate any unwanted books you have but please bear in mind the age range we cover.



Bell House Nursery Quality Childcare

Upcoming events

Super Hero's and Princesses Fun Day



In aid of Crackerjack's Children's Trust, which helps children with severe disabilities, we will be holding a princess and hero's day on the **24th February**. We would love it if you could show your support by bringing the children in dressed up as their favourite super hero or princess and by donating £2.00. The staff will also be dressing up so we hope to see lots of fantastic costumes on the day!



Zoo lab are coming to Bell house Nursery on the 23rd March, the visit will entail the showing and handling of live animals and all the children will get the opportunity to handle some of them themselves. We will be learning all about animals in the spring time, and we hope this will stimulate an interest in animals and related environmental subjects.

Easter Party and Bonnet Parade

Thursday the 17th March we will be having an Easter party for the children, where they will be having an Easter bonnet parade, please can you help your children to make their own Easter bonnets to parade, the best homemade bonnet will receive a prize.

Website address

www.bellhousenursery.co.uk

Please do take a look at our newly updated website, this will have the latest blogs from the rooms on what they have been up to each week as well as information on upcoming events. We will also be posting any important information if and when the need arises. For example, in the event of a snow closure this will be posted on the blog and subsequently highlighted on the front page of the website on the morning of the closure to let parents know.



Bell House Nursery

Quality Childcare

Reminders! (And information for new parents)

Personal Items

It would help us a great deal if you could ensure that your child has a bag at nursery every day containing a change of clothing which is the correct size and is appropriate for the time of year. Please **name/label** each item individually as clothing is sometimes taken from the bag by the child and cannot be identified later.

In addition, we would be grateful if any items of clothing borrowed from the nursery could be returned as soon as possible as we frequently run out!

Toys

We would kindly ask that you do not allow your child to bring toys in from home unless it is for a scheduled 'Show and Tell' session. It causes a great deal of upset and distress for the child if their toy becomes lost or broken. In addition, it can cause unnecessary ownership struggles.

In addition, please avoid dressing your child in costume jewellery and hair accessories which, if lost, would cause distress. Whilst we do our utmost to ensure that the children's possessions stay with them, small items can become easily mislaid!

Invoices

Please be aware that invoices need to be settled by **9th** of the month in order to avoid a **10%** late payment fee being added to your account. Unfortunately, we are seeing an increase of outstanding invoices each month which then adds to the confusion the following month with brought forward balances. You should receive an invoice at the end of each month ready for the following month's fees and you will then also receive a paper copy of these in your child's room. Please do ask the rooms for your copy if you are not personally handed one as they do have a lot of information to feedback each day and so do occasionally forget to hand these out. Regardless, you should have received the email version of the invoice in any matter.

Late Collection

We understand that sometimes public transport is unreliable and delays may happen but just a reminder that if you collect later than your session time, a late fee will be put onto your



Bell House Nursery

Quality Childcare

account. If you do think you are going to be late please give us a call as soon as you can to inform us. Please check on the front desk to ensure we have the correct up to date contact details for parents/carers and emergency contacts/people eligible to collect.

Buggy Shed

At the time of drop off, could you please remember to place your child's buggy in the pram shed in the car park, as leaving them in our hallways causes an obstruction which in the event of an emergency could cause additional risk. The code for entry is available from reception (or ask a member of staff) and please remember to scramble the code when you leave. We would also appreciate it if you could respectfully make sure that the buggies are collapsed so we can fit all the needed buggies in the shed.

Medication

If you have administered medication (including Calpol or Nurofen) before bringing your child into nursery, please do inform us upon arrival. Please also note that any children who are dependent on fever reducing medication in order to stay at the nursery, should be kept at home. If your child has been given antibiotics prescribed by a doctor, please remember that they are required to stay at home for the first 24hrs whilst on the medication if they have never had it before.

If your child has a temperature of 38 degrees or above whilst at nursery we will contact you and administer Calpol however, if this temperature does not reduce within 30minutes we will be asking you to collect your child and take them home. Please feel free to read our policy on Medication and Temperatures which is located in reception and also available on the website.

Little Pre-School closure

As you are aware we are closing our Little Pre-school area from the end of term in July. As of now, we will have this room open on a day to day basis where we feel the need and please do rest assure that the children are not missing out on any areas of their development without the use of this room. They are still accessing the same activities and are still receiving the same amount of time in their key groups, focusing on their next steps. The room was opened originally because Dragonflies was busy and this is what the room will continue to be used until the numbers drop in July.



Bell House Nursery

Quality Childcare

We are also closing the out of school club in July and with the nursery becoming so busy we have had to close the crèche for the time being however, will re-assess this in the future.

Half Term Reminder

Can I please remind you that it is half term next week (15th February) so if your child is term time only we will see you again on the 22nd February.

Revised Fees

Please also do have a look at our new fees list which will be being sent out in the next few days as from April we will be increasing our nursery fees, these have not been increased since April 2014.