

# Little Angels Nursery January 2012 Newsletter



## LITTLE ANGELS NURSERY

Welcome to our Newsletter for the coming month.

If there are any other items you would like to see please let us know.

## Diary Dates

**Valentines Day Ball in the 3-5 Room. Tickets on sale soon!**

£4 per ticket.

4pm to 6pm.

Champagne on arrival, please dress smart.

Dancing, food and a chocolate fountain for all to enjoy.

Valentines gift for every child.

**Parents and Staff Social Evening**  
**The Parents Social evening is unfortunately cancelled this Friday due to lack of interest.**

## Parent Parking

Springfields have now extended their top carpark, this means that we now have more free spaces outside the nursery, for drop off and pick ups of children. Springfields do however ask that parents do not park beside the bus bays or outside Bowood house. Thank you.

## Nursery Number

Please remember that the nursery number is **01249 821249** and if your child is not coming into nursery, please ring and let the nursery know. This help with daily plans and activities. Rachel is often away from the nursery and messages about children being late do not get the the correct rooms on time.

## Shoes upstairs

We have had the carpets cleaned in the holidays and would ask all parents if you can please take outdoor shoes off before using the stairs so we can keep them as clean as possible.

## Extra hours and September 2012 Hours

Please contact Rachel if you would like extra hours for the next couple of months, and if you haven't booked your September hours yet please do so asap as we don't have many spaces left!!

## Warm clothes and wellies

Please make sure your children have water proof clothing and warm coats and wellies for the garden and walks this time of year.

## Christmas Presents

All the staff would like to thank all parents for the presents they received at Christmas. You have all been very generous!

## **Reminder – Facebook**

Please do not include any nursery website photos on your facebook profile. They can include other children whose permission we don't have and so breach our nursery social networking policy. As a reminder it says:

Parents are strictly forbidden to put any photos of nursery children on any site which are taken at or around nursery, or a nursery event. Nor are they allowed to post any pictures of any team member on any site, in any setting.

The Team and Parents are strictly forbidden to post any comments on any matter associated with nursery, without prior private approval from Rachel Everitt.

Thanks for your understanding, as we always seek to safeguard our children.!

## **Parental Feedback**

All parent feedback, however big or small is always welcome.

Please email Rachel at [rachel@littleangelscalne.co.uk](mailto:rachel@littleangelscalne.co.uk)

or via our website <http://www.littleangelscalne.co.uk/contact/contactus.php>

Or the suggestions box in the nursery hall.

We get better with your feedback!

## News from the Rooms

We update this every month, so you know what your child will be doing this month. As our planning is child led, this is the planning ideas that have come from the staff and observations that have been made the month before that gives the children a way of contributing to the work of the nursery.

### Little Stars Room

We will be celebrating Chinese New Year by making Spring Rolls, painting dragon pictures and making Chinese Lanterns.

We will be reading the Gruffalo, we will be making cakes, painting pictures of the Gruffalo and listening to the Gruffalo story tape.

We will also be looking a recycling this month, we want every child to bringin something that they can recycle we will be visitn the recycling centre in Calne.

We will be watching films on recycling and reading books on it too.

We will be going on a treasure hunt and making muscial intruments, and body painting.

### Little Angels Room.

We are asking the children to bring in their own favourite book and sharing them with our friends.

We are taking photos on the nursery camera and making a display with our pictures.

We will be celebrating Chinese new year with activities and crafts and continuing with our letters and sounds activities.

### Little Cherubs Room.

We are having fun body painting this month, and dressing up with all the dressing up clothes.

We will be using visual aids with our nursery rhyme activities this month.

We will be visiting the town to feed the ducks.

We will also be baking with Linda.

## Voucher Funding Calendar

Spring Funding Block	w/c 2012	Funded?	1st Jan to 31st March 2012 11 weeks Govt voucher funding 165 hrs (11wks x 15 hours)
1	02-Jan	YES	
2	09-Jan	YES	
3	16-Jan	YES	
4	23-Jan	YES	
5	30-Jan	YES	
6	06-Feb	YES	
7	13-Feb	NO	13 Feb to 17th Feb is school half term
8	20-Feb	NO	
9	27-Feb	YES	
10	05-Mar	YES	
11	12-Mar	YES	
12	19-Mar	YES	
13	26-Mar	YES	

### **REMINDER - LITTLE ANGELS NURSERY POLICIES**

As part of your contract, you have signed to say you have read the nursery policies and agree with them. The full list of policies is available on our website via <http://www.littleangelscalne.co.uk/office/policies.php>

The full printed versions are located in a folder in the nursery office and are available to view by appointment with Rachel Everitt.

This section of the newsletter publishes a selection of policies each month to remind you of what we do in any given situation. If you feel we have missed an area of nursery life and would like to see a new policy for it, please feed this back via <http://www.littleangelscalne.co.uk/contact/contactus.php>

## FEATURED POLICY – Anti Bullying Policy

**We do not tolerate any form of bullying at nursery from any children or adults.**

Bullying can come in many forms, including physical, emotional, verbal and racism. Bullying can affect victims self-esteem and cause depression. It can cause children to underachieve and become introverted and shy.

If we have any concerns that a child is being a bully in our nursery we will discuss the situation with you.

If your child is being bullied we will reassure them that the bullying is not their fault and ensure that they know we are on their side. We will give excess praise and encouragement and improve their self-esteem.

If your child is the bully we will reassure your child that we still care about them but their behaviour is unacceptable and help them to change it. We will encourage the child to make amends for their behaviour, develop a reward system, build up self esteem, as bullies themselves often have low self esteem.

If you have any concerns about a member of staff bullying a child in nursery, or out of nursery, you **MUST** inform Rachel Everitt immediately. This could mean a child feeling neglected, put down, or made an example of. The nursery will fully investigate any allegation, keeping our commitment to safeguarding the children central to the investigation.

Finally, we will discuss the matter with you privately and to your complete satisfaction with our process.

## FEATURED POLICY

### Arrival, Departure and Non Collection Policy

At Little Angels Nursery we open at 8 am and close at 6pm.

#### Arrival

Please let the team know how your child is feeling and what has happened that day before getting to nursery. This helps us understand what may affect their day, e.g. lack of sleep or teething. The child **must** be signed in on the register in the morning so we know they are in the building. (Registers are very important to us, as they will be used in any safeguarding investigation.) Any medicine or other items should be handed over as swiftly as possible, and the registration form signed. Staying for long periods can make a child very anxious.

#### Collection

The child will only be released to an adult who the team has met before. The child **must** be signed out on the register at the end of the day so we can see the child has left the nursery. If the parent has said prior to pick up that someone else is picking up today, the correct password must be given, (something personal to themselves and detailed on the registration contract). The person collecting the child needs to be at least 18 years old. If any member of the team has any doubts, the child will not be allowed to leave.

If you are delayed on the way to nursery, please contact us by phone on 01249 821249 and let the relevant team member know what is happening. You can contact Rachel in the unlikely event of the nursery phone not being answered, on 07870 402366. We can then let the child know what's going on and help the team accommodate the delay.

#### Non-Collection

If the child has not been picked up by 6pm, and we have had no contact as to the parents delay, we will go through our list of emergency contacts, and see if someone else is able to pick up the child. If we cannot get hold of anyone by 7pm, then Children and Families, (formally known as Social Services) will be called.

## FEATURED POLICY - Asthma Policy

We are willing to care for children with asthma and have put together a policy and procedure. We recognise that asthma is an important condition that affects many children.

Rachel and Laura have undertaken Asthma training.

We will find out what affects the child's asthma and see if there are things that make it worse.

We will talk to you about what the child's symptoms are and signs to look out for.

We will establish when to give the inhalers, how many times, and when to see how your child shows the effect of his/her distress, an indicator that the asthma is getting worse.

We will need your written permission to give the child their inhaler(s).

## FEATURED POLICY - Baby Room Policy

In the Little Cherubs Baby Room we strive to help your baby maintain their home routine, so they feel settled as soon as possible. Parents will be given a **letter** explaining who the team is and what you can expect from the baby room. They will be given a **care plan** to fill in and send back. Parents will be asked to fill in a **routine form** and bring any **comforters**, **soothers** or anything else special to the child to help them settle in. Each baby will also be given a **daily diary**. This is to log all that happens to the baby over their time in nursery and helps the team if you fill it in and send it back telling the team what kind of night/weekend you have had.

Babies being bottle fed by the team is a time where they can have one to one with the babies. The area will be as quiet as possible and they will be encouraged to talk to the baby and have time to bond with them. Weaning will be done in high chairs or bouncy chairs depending on what they are used to at home. This will be a one to one activity and the children will be talked to making it a social event.

Parents will be asked to bring the **bottles** in for the baby, and their **milk powder** in a specific container with the child name on. After a feed the bottles will be washed out and put back in the bag. At the end of the day the bottles with milk in will be handed back to the parents to be taken home. If you are still breast feeding then we will be able to refrigerate the milk for you. We also require you to provide all the other things your child needs including **nappies**, **wipes**, **creams** and **lotions**. We will let you know when these need to be replenished.

Sleeping children will be allowed to sleep wherever they are most used to sleeping. They can be put in a cot in the Little Angels sleep room just along from the baby room. If this happens the children will be checked on every 10 minutes, (a sheet will be signed to say when the staff have done this) and an electronic listening monitor will let the team know at any other time when the child wakes up. All children will have their own bedding which will be used solely for them and washed every week or sooner if required.

Nappy changing will be a time where the children have one to one quality time, being talked to socially throughout the change.

Nappy changing will be done in the nappy changing area which is in a separate room next to the baby room. The baby will be laid on the mat on their back and never left alone. The team member will wear gloves and change the nappy, using whichever wipes and creams the parents have asked for. Once changed, the child will be taken back to the room and into the care of the other nursery nurse, and the team member will return to the nappy changing area and clean up. This will mean wiping the nappy mat down with antibacterial spray and paper towel, putting the nappy in the correct bin, including 'double-bagging' and washing their hands. All nappy changing will be done in the designated area, and no children will be changed anywhere else..

In terms of safeguarding, all the team are enhanced CRB checked. The door to the nappy changing room will never be closed and no mobile phones will be taken into the nappy changing area, or anywhere in the building. The only mobile in the nursery building is Rachel Everitt's and this is the nursery own. All the team will complete their child protection qualification by the

end of their sixth month at Little Angels nursery. By qualifying, respecting our safeguarding policy and complying with our code of conduct, the team are well equipped to meet all your baby's needs.

Activity time is a very exciting time in the baby room. We believe all babies should be introduced to activities as early as physically possible. We enjoy sand, water, paint, playdough, shaving foam to name but a few. If the activity lends itself to the children removing clothing and being semi naked i.e. body painting, then the photos taken will only be used in the child's learning journey and not on the internet, facebook or website.

In the unfortunate event of an accident or incident such as biting, we have forms for parents to sign. The accident form is for parents to sign to say they have been told their child has an accident. The incident form is for the team to record any bruises or marks the child may pick up during the day and also any that they may come in with. To meet our safeguarding commitments we pay close attention to all the children.

### Outdoors

We believe that all our children benefit from time outdoors in the fresh air. The babies will be outside every day, in the garden, within the extensive school grounds or on walks to town. They will be dressed appropriately depending on the weather. On warm days the babies will be able to go out into our garden, using the shade to join in with the other children, and have the opportunity to sleep outside in the buggy if the parent wants them to.

## **FEATURED POLICY – Carrying Children Policy**

At Little Angels we understand how important it is to carry children properly, and minimize any risk of falling.

The walkways in the nursery rooms will be cleared of toys by the member of the team before they pick up a child.

The floors will be kept free of trailing wires, loose rugs and equipment in the doorways. This will mean that babies being carried will be safe from harm, and staff will be safe from the harm of falls.

Staff carrying babies down stairs need to make sure they are holding onto the hand rail and only carry one baby at a time. The only exemption to this is if there is a real emergency and the babies need to be taken out of the building. E.g. fire drills.

All pregnant staff will be advised not to carry children of any age.

This will be risk assessed and reviewed every 6 months.

## LITTLE ANGELS NURSERY – THE TEAM

**The Nursery - MAIN NUMBER 01249 821249**

- **Rachel Everitt** – MD and Officer in Charge
  - Contact for all nursery matters, 07870 402366
  - [rachel@littleangelscalne.co.uk](mailto:rachel@littleangelscalne.co.uk)
- **Matthew Everitt** – Financial Director for all invoicing questions
  - [matthewlittleangels@gmail.com](mailto:matthewlittleangels@gmail.com)
- **Laura Spruce** - Deputy Officer In Charge
- **Carla Randall/Sarah Martin** - Assistant Deputy Officer In Charge
  
- **Linda Holsman** – Nursery Cook
- **Roz Paton** – HR Manager

### Little Cherubs Room

- Room Leader – **Sarah Martin**
- Nursery Nurse – **Josie Chivers**
- Nursery Nurse – **Nina Painter**

### Little AngelsRoom

- Room Leader – **Carla Randall**
- Nursery Nurse – **Chelsey Coleman**

### Little Stars Room

- Room Leader – **Laura Spruce**
- Nursery Nurse – **Natalie Hopwood**
- Nursery Nurse – **Kiara Lane**
- Nursery Nurse – **Nina Painter**

### Support Nursery Nurses

- **Alison Salisbury, Tianne Lane, Hannah Bishop**

## LITTLE ANGELS NURSERY – THE TEAM

**Room Guardians - Contact in confidence to give any feedback to the nursery anonymously via a third party**

- **Little Cherubs**
  - Suzie Moore mum of Silas
  - Email 07811 176810
- **Little Angels**
  - Sam Hook mum of Eloise
  - Mobile 07950 003665
- **Little Stars**
  - Charlotte Neale mum of Faith
  - 07807224508

## FRIENDS OF LITTLE ANGELS NURSERY

*We have used them and they are reliable!*

Tell them we recommended you to them and get their best price!

- **Lisa Tibble** Bespoke cupcakes T: 813420 [www.lovecupcakes.biz](http://www.lovecupcakes.biz)
- **Simon** – Building and maintenance 07598 462 827
- **Andy Brand** – Electrical work 07881 657 570
- **Matty Bown** – Expert Painting and Decorating 07790 218 571
- **Kevin** – Goldman Frost Flooring and Interiors 07748 992 730
- **Sharon Foster** – Therapeutic Swedish Massage 07921 058 724
- **Phil Davies** – Assessment Centre Preparation 07920 140719.
- **Marc Fitchett** – Travel Counsellor 07970 971041
- **Kerrie** – Face Painter 01249 446686 or 07756 017780
- **Miriam Sawyer** - Didgeridoo Music 817596
- **Maggie Gibb** – Tots&Dots, Calne Evangelical Church 821754