

**April 2018**

Dear Parents/Carers,  
Welcome to the Summer term at Busy Bees. We hope the children will enjoy a fun filled term and are ready to undertake a wide variety of fun and educational activities.

As part of the EYFS we focus on seven main areas of learning, which are:-

**Prime Areas**

Personal, Social and Emotional Development

Physical Development

Communication and Language

**Specific Areas**

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

For further information please refer to the 'Parents Guide to the Early Years Foundation Stage Framework ' which is displayed on the 'Parents Board' in each classroom.

Alternatively you can find the Early Years Stage which includes the Early Learning Goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk) The foundation years website also includes a range of resources and contacts.

**Your Child's Key Person**

Each child is allocated a Key Person, this is the person who works closely with your child and monitors their development. It is vital that EVERY parent is aware who their child's Key Person is and that you have good communication with them. If you are unaware who your child's Key Person is, please ask your child's room leader to introduce you to them.

**Classroom Planning**

Each week we display a brief description of the activities your child will be participating in throughout the week on the 'A Board' outside your child's class. You can also find this information on our website [www.busybees-nurseryschool.co.uk](http://www.busybees-nurseryschool.co.uk) This information is just to give you a bit of an idea of some of the things your child will be doing throughout the sessions, enabling you to prompt discussion with your child about what they have been doing whilst they have been in nursery that day. Further information relating to the classes planning can be found on the EYFS board in your child's class.

We actively aim to encourage parents/carers to be involved with their child's progress, it is very important that we have strong links between home and school. As many of you may know we use 'Tapestry' as part of our way of recording the children's developmental records. This has been very successful so far and we have received lots of positive feedback from both parents/carers and our staff. The benefits of using Tapestry include:

- Enables parents /carers to see photos and observations of your child's learning and experiences
- Share your child's at-home learning activities with us by putting comments on the 'Parents Observations' section

If you haven't received your invitation to join Tapestry or have been unsuccessful in joining, please see your child's key person who will be happy to ensure that you are signed up successfully.

Additionally to Tapestry we like to add 'WOW' moments to your child's file. Please send us any 'WOW moments' you may have observed your child achieving on a Busy Bees 'WOW' slip. For example your child may have zipped their coat up by themselves for the first

time, counted from 1 - 20, remained dry through the night etc. We will then transfer the post slip into the child's development file to form part of their learning journey. Photographic evidence is always great too.

As always, if any parents would like to come in and help with any of the activities we would be delighted. Please sign up on the parent's volunteer rota in your child's classroom if you are able to help. Also if you have a skill or hobby the children would find interesting and would like to give a demonstration, please see your child's key person.

### **Nursery Staff**

We have had a few changes to our staffing team this year. We would like to welcome the following staff:-

- Miss Zoe - Classroom Assistant in the Bumble Bee class
- Miss Lena - Deputy Room Leader in the Little Chicks class
- Miss Jenny - Apprentice in the Little Chicks class
- Miss Charlotte - Key Person in the Robins class

You can see a full list of our team and the classes they work in under the 'Staff' section on our website [www.busybees-nurseryschool.co.uk](http://www.busybees-nurseryschool.co.uk)

Miss Louise will be returning from her maternity leave in June and Miss Jasmine will be returning from hers in August, both ladies will return to their previous positions in the Robin class.

### **Healthy Snacks - NO NUTS OR PRODUCTS THAT CONTAIN TRACES OF NUTS**

As you are aware, each child is required to bring in their own healthy snack each session. May we please stress the emphasis on '**HEALTHY**'

Items for a healthy snack could include:-

Fruit /vegetables (prepared please)

### **PLEASE ENSURE ALL GRAPES ARE CUT IN HALF LENGTH WAYS**

Raisins

Cereal bars

Yoghurts

Crackers etc

**Please ensure all snacks are clearly named**

### **Lunches - NO NUTS OR PRODUCTS THAT CONTAIN TRACES OF NUTS**

If your child stays for lunch, could we please ask that you also provide a healthy lunch. If you wish for us to reheat your child's lunch, please ensure it is clearly labelled with your child's name and what the item of food is - please note - we are unable to reheat rice.

### **Events taking place in the coming months**

#### **April and May - Parents meetings**

Each parent should have received an invite to enable you to come in to have a meeting with your child's key person to talk about their progress and any other areas you may wish to discuss. Further information on dates for the parent/carers meetings can be found on our website. Please see your child's Key Person if you have any queries relating to the meetings.

#### **Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> May - Individual photographs**

Further information relating to individual school photographs will be given out shortly

#### **June - Class photographs (outdoor group pictures)**

Monday 25<sup>th</sup> June - Robins

Tuesday 26<sup>th</sup> June - Bumble Bees

Wednesday 27<sup>th</sup> June - Little Chicks

Thursday 28<sup>th</sup> June - Ladybirds

Friday 29<sup>th</sup> June - Butterflies

Photographs will be taken in both the morning and afternoon sessions. If your child is not booked in on the day of their class photo and you would like them to be included, please see your child's classroom supervisor who will advise you of the times the photographs will be taken.

**July - Presentation days (weather permitting)**

**PLEASE BRING YOUR OWN FOOD AND BLANKET**

Monday 16<sup>th</sup> - July - Butterflies - 11.00am - 12.30pm

Tuesday 17<sup>th</sup> July - Ladybirds - 11.00am - 12.30pm

Wednesday 18<sup>th</sup> July - Bumble Bees - 11.00am - 12.30pm

Thursday 19<sup>th</sup> July - Robins - 11.00am - 12.30pm

**Saturday 28<sup>th</sup> July - Open/ Admissions Day 10.30am - 4.00pm**

All parents/carers and visitors are welcome to come in to have a look around and meet the staff and register their child for the new term in September.

**Busy Bees items for sale**

Children's Busy Bees T- shirts - £6.00 each

Children's Busy Bees sweat shirts - £8.00 each

Busy Bees book bags - £4.00 each

Swimming hats - £5.00 each

Swimming bags - £2.00 each

If you would like to purchase any of these items please see your child's room leader who will be happy to help you.

Can we please ask that **ALL** items of clothing that your child is likely to remove throughout the day is **CLEARLY** labelled with your child's name. These include items such as: hats, gloves, scarves, coats, cardigans, sweaters, in and outdoor shoes, bags etc.

If your child takes swimming lessons during their time at Busy Bees please also ensure all items of clothing and swimwear are clearly labelled.

There is a lost property bin in the main reception area if your child happens to lose any items!

**Sunscreen, sunhats and water bottles**

Now that the weather is warming up could you please ensure that your child brings a sunhat to school each session and that you apply a factor 50, waterproof sunscreen to your child prior to them coming to school each session. If your child attends for a full day, could you please provide a bottle of sunscreen which must be kept at school. We will then reapply sunscreen prior to your child going out after lunchtime. Each parent should have signed a 'Parental Sunscreen Disclaimer' form, please ensure yours is up to date. There will also be a Sunscreen Station in each classroom just in case you forget to apply sunscreen prior to leaving the house - please feel free to help yourself to some should you require it. Please also ensure that you send your child to school with a water bottle each session and that you take it home again at the end of the session/day. Please note, the children's water bottles must only contain water and NOT juice. **Please ensure ALL items are CLEARLY named**

**Grant and non grant periods for the rest of 2017 are as follows:**

Grant will re-start on Monday 16<sup>th</sup> April - Friday 25<sup>th</sup> May

We are unable to use the grant on Monday 7<sup>th</sup> May due to it being a Bank Holiday

**We will be closed on Monday 28<sup>th</sup> May due to this being a British and American holiday**

*Non grant period from Tuesday 29<sup>th</sup> May - Friday 1<sup>st</sup> June*

Grant will re-start on Monday 4<sup>th</sup> June - Friday 20<sup>th</sup> July

*Non grant period from Monday 23<sup>rd</sup> July - Friday 31<sup>st</sup> August*

Grant will re- start on Monday 3<sup>rd</sup> September - Friday 19<sup>th</sup> October

*Non grant period from Monday 22<sup>nd</sup> October - Friday 26<sup>th</sup> October*

Grant will re-start on Monday 29<sup>th</sup> October - Friday 14<sup>th</sup>December

*Non grant period from Monday 17<sup>th</sup> December - Friday 21<sup>st</sup> December*

We will close on Friday 21<sup>st</sup> December for our Christmas break and will re-open on Wednesday 2<sup>nd</sup> January 2019

As we are unable to use grant on Bank Holiday days, we will be offering alternative make up days for children who usually attend on Mondays and Fridays, where a Bank Holiday has fallen within the grant period, these days will be Monday 30<sup>th</sup> and Tuesday 31<sup>st</sup> July 2018.

### **Extracurricular activities**

#### **Rural studies**

With Spring now here, the children will be able to spend a lot more time working on their rural studies. Please see the 'weekly overview' in your child's class to see the activities they will be participating in.

#### **Swimming**

Swimming lessons are held each Tuesday morning, Wednesday afternoon and Friday mornings. The is £5.50 per child per lesson. Please ask your child's room leader for further information relating to the swimming lessons or for a sign up sheet should you require one.

#### **Spanish lessons**

For more information on language lessons or to discuss your child attending a free taster session please contact Beverley Smith (tutor) on 01638 717638

Beverley also teaches older children French on Monday afternoons and Spanish on Wednesday afternoons, both between 4.00pm - 4.45pm - Please contact Beverley if you would be interested in an older child taking language lessons.

#### **Forest School**

Each class has the opportunity to spend a morning and an afternoon session throughout the week at our onsite Forest School. During the session the children will play games, are able to explore their natural environment. Adults plan various focussed activities with specific learning outcomes. The children have snacks, they listen to stories and rhymes and become confident and familiar with the outdoor environment and the various weather conditions throughout the changing seasons.

#### **Busy Bees car park**

During peak pick up and drop off periods- 8.50am - 9.45am. 11.15am - 1.15pm and 3..00pm - 3.50pm the Busy Bees car park is only to be used for parents who have younger siblings to bring in with them or for parents/carers whose vehicle carries a disability badge. All other parents/carers please use the large car park next to the church. If you do use the Busy Bees car park please do not park there for long periods of time. If you intend to stay for a swimming lesson or to allow your child to play in the play area, please also use the car park next to the church.

A few parents have commented on people parking on the pavements outside the front of the nursery. Could we please ask that you do not park here as it makes it very difficult for people to get past with pushchairs and obstructs the view of people coming out of the driveway. It is also against the law to park on pavements!!!

**CAN WE PLEASE REMIND YOU NOT TO LEAVE VALUABLES UNACCOMPANIED IN YOUR CAR AT ANYTIME**

**We would like to mention a few safety points relating to the well-being of your children**

1 - If you wish for your child to go home with anyone else, please fill in a 'parental permission form' which can be obtained from either your child's classroom or Sharon in the office. The nominated person must have a valid I.D

2 - Please ensure that doors and gates are closed securely behind you at ALL times when entering and leaving the building . Please also ensure that you do not allow anyone who you do not recognise as a parent on the premises or into the building. **Please do not allow your child to press the green exit button by the gate, this is intended for adult use only.**

3 - Please do not allow your child to run ahead of you whilst leaving the premises (especially in the car park).

4 - Please do not leave children unattended in cars in the Busy Bees car park. It goes without saying that the possible consequences could be serious.

5 - It is very important that you update your contact details every time they change so that we have good communication in emergency situations. Please ensure you ask your child's room leader for a change of information form whenever your details change.

6 - If you allow your child to use the climbing frame and other play equipment whilst they are in your care please ensure YOU WATCH THEM CLOSELY AT ALL TIMES. It has been observed that parents are allowing their child free range of the equipment whilst they are having conversations with other parents. It goes without saying that this could be potentially very dangerous and Busy Bees cannot be held responsible for children whilst they are in your care.

7 - Due to several children attending who have nut allergies, could we please ask that you carefully check your child does not bring any nuts or food with nut traces to school with them. Could you also please ensure that if they have eaten nuts prior to them coming to school, you wash their hands and face thoroughly before bringing them into the classroom.

8 - Could we please ask that your child wears closed toed shoes to school, (both in and outdoors) sandals/ crocs / open toed shoes are not permitted.

**Our sickness policy**

Please do not send your child to school if they are unwell as it puts other group members at risk of catching an infection. If your child is not well enough to participate in their daily activities they should not attend school that day. If a child has had diarrhoea or sickness please do not send them to school for **48 hours** since their last attack /symptom. Please contact us via telephone or email if your child is absent due to being unwell, so that we are aware of any illnesses going around. (Please refer to our Sickness Policy on our website for further information on illnesses)

**Policies**

We have policies file located on the window sill outside the main office; please feel free to read through it. If you would like a copy of any of our policies please ask your child's room leader.

**SENDco information**

Lorna Barker is our SENDco (Special Educational Needs + Disability Co-ordinator). If you have any concerns relating to your child please speak to Lorna.

**Suggestion box**

We are always looking for ways to improve our service, if you have any suggestions on ways in which we can do so please post them in the suggestion box in the main reception area.

We would like to take this opportunity to thank all of the kind parents who have helped us in various ways over the past year, it has been greatly appreciated.

With best wishes

Lorna Barker

Rachel Davies

Nursery Manager

Operational Manager

***“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment “***