



Dear Parent/Carers

Welcome to the Autumn Term.

We have been back for a couple of weeks and everyone has settled into the Meadow Room.

The children love being outside and we are making the most of the weather!

During the year newsletters and correspondence will flow backwards and forwards, it is vital you know what's going on within the setting and also important that we get consent and replies back regarding your child or activities. All correspondence is sent via your email address, plus newsletters can be found on the website www.cornmeadow.co.uk

CONFIDENTIAL RECORDS

It is vitally important that records are kept up to date. We rely on you to pass this information on to us. If your address/telephone/mobile/email/emergency contact numbers etc. change or any dietary/allergy/medication needs your child may have changes, these must also be recorded and up dated on a regular basis. We can only act on the information we have been provided with.

NAME LABELS

It is vital all your child's belongings are clearly named. bags, clothes, drink bottles, shoes, hats, gloves, and comforters. This helps staff recognise instantly whom things belong to, trace belongings if left or lost, but more importantly helps your child recognise their own name and belongings ready for developing independent skills. Due to problems last term with items not being named, we have purchased a marker pen which we will use should items not be named. We have a Lost Property Box, so please check if your belongings are in there.

OPEN DOOR POLICY

If you have any concerns or questions about any aspect of our provision, please share them with us. We want everyone to be happy and confident at Cornmeadow Early Years & Families and we can only make this happen when the partnership between us is honest, happy and trustworthy. We have a number of ways to contact us or feedback your thoughts: -

- Speak to Lorraine, Karen or Julie
- Speak to your child's key person
- Telephone us on 01905-455396 any time between 7.30am & 6pm
- Email us on lorraine@cornmeadow.co.uk
- Send a message in your child's Daily Diary
- Comments/Compliments/Complaints form in the foyer

DROPPING OFF & COLLECTING PROCEDURES & PHOTOGRAPHIC EVIDENCE

Please let the Manager/Deputy or Room Leader know if anyone different is dropping or collecting your child. We have clear policies, practices and procedures, which you would have received with the Admission Documents to read and sign. Family, named emergency contacts or friends who pick up on a regular basis will need their photograph to be placed in our Photographic Evidence Book.

Legislation also requires that we hand children over to a responsible adult, this means someone over the age of 16.

WE HAVE A DUTY & RESPONSABILITY OF CARE AND WILL THEREFORE NOT LET ANY CHILD LEAVE WITHOUT PARENTAL CONSENT

PERSONAL BAG & DAILY DIARIES

Each child needs to bring a small backpack with a change of clothes & diary everyday.

NO FOOD/MEDICATION/ITEMS FROM HOME SHOULD BE LEFT IN THIS BAG

Please could you place your child's Daily Diary on the practitioner's station at the end of the room. It saves a member of staff going through the bags

At the beginning of the day staff are busy settling children and at the end of the day handing them back to the person responsible for their care, therefore there's not much time to chat, but the Daily Diary is a great way to pass certain information on. However, should you want to speak to a member of staff personally, please take a seat in the foyer and we will get to you as soon as possible or email us at lorraine@cornmeadow.co.uk

Please check your child's Daily Diaries on a daily basis for information and other correspondence

SPARE & SUITABLE CLOTHING

Please can your child have a suitable coat each day, as we try and access the outside area as much as possible. Footwear can cause difficulties in physical development and participation in certain activities within the setting especially boots or heavy soled shoes. Lightweight and flexible footwear with heel and toe protection is the best for indoors and outdoors. Due to our beautiful outside play surface the children don't need heavy shoes for outside play. Doodles, trainers or lightweight shoes are ideal. Last term we had a number of accidents due to falling in heavy weighted shoes and boots, plus standing on fingers and toys when playing.

We advise your child brings in their bags at least one set of clothes, due to accidents, spillages etc.

REGISTRATION TIME

At 9am, 12noon, 1pm & 3pm we have decided for the safety and safeguarding of the children we will close the main classroom door and front door at ¼ past the hour. If you arrive after this time please ring the buzzer for the appropriate room and a member of staff will let you in.

At 12noon & 1pm if you are dropping or collecting it's vital that you are on time due to other activities starting.

We will do our best to work with all our parents on this matter, but as you can appreciate we have a very busy timetable of activities which we want all the children to partake in & have a good learning experience.

PHOTOGRAPHS

We have professional photographers coming in during this term, the date is to be confirmed.

All the children have their photograph taken, there is no obligation to purchase them. If you would like siblings or family photographs please let me know

POPPY COFFEE MORNING

Every year we hold this coffee morning to support the Royal British Legion. Parents are asked to supply a variety of cakes and we supply the coffee, tea and squash. We will have a Pop-Up Poppy shop where you can purchase merchandise to support the charity. It will take place on Friday 8th November 9.15am till 11pm, friends and family are welcome.

MAIN DOOR

We have a doorbell system. To the right of the door on the wall you will see a buzzer panel, which has 3, buttons **OFFICE/MEADOW ROOM/FOREST ROOM**. Between the hours of 9-3 please press the appropriate button for the room or assistance you require. For Wake up Club 8am-9am & Wind Down Club 3pm -6pm please can you press the **MEADOW ROOM** button.

Due to safeguarding and security there are only certain members of staff who can open the front door. Please don't think staff are ignoring you if they don't open when passing, they will get someone in authority to do so immediately. If you are waiting in the foyer please don't open the door if the doorbell goes or someone is waiting outside, again this is a safeguarding and security issue.

CAR PARK & GATES

Parents have brought to my attention the single gate that opens onto the public pathway that sometimes it is open. Concerns about children running onto the road have been raised. If possible please remember to close it. We have had a few issues with children and adults walking across the car park when cars have been moving, please can you use the small gated entrance, which is for pedestrians only.

BUGGY & SCOOTER SHELTER

At time's we have been experiencing 20 buggies, the odd scooter and bike being left in the foyer, which as you can appreciate encroaches on space. We use the foyer as an extension of our classrooms and provide children with extra curriculum activities or small intervention groups, but this was becoming increasingly difficult due to space. Therefore we have purchased a store for buggies & scooters that parents can use if they wish, it will be at your own risk. Please can you bring buggies through the pedestrian gate and not through the car park, we have experienced some near misses, plus some members of staff have reported scratches and scrapes to their cars.

BIKE DOCK

Anyone who would like to ride to Cornmeadow can leave and lock their bike up at this safe place. Please can you bring bikes through the pedestrian gate and not through the car park, we have experienced some near misses, plus some members of staff have reported scratches and scrapes to their cars.

HANDOVER RESPONSABILITY

Once your child has been signed and handed over to you they are in your care and their safety is yours. It is very difficult for us to police children once they have evacuated the classroom into the foyer or outside, but we are mindful and try to work in partnership with all families. This also applies to siblings, younger children in pushchairs need to be left in the foyer due to space within the classrooms and toddlers need to be carried, this is due to health & safety of equipment, objects and resources that would not be age appropriate and safeguarding. Older children can sit in the foyer or if they come into the classrooms need to be aware of smaller children and appropriate behaviour.

MEDICATION/CREAM ETC.

We understand when children have a course of medication or cream etc. how important it is to keep the regular timing of each dose. However we would like you to support us with the following requests: -

1. Long-term medication needs to be discussed with key person & manager.
2. Short-term medication needs to be documented daily and handed over to a key person.
3. **Please don't leave any medication in bags, children can access bags in the cloakroom and this is potentially a dangerous situation.**
4. If it is the first time your child has had a specific type of medication, we feel it best to give at least 48 hours for this to pass through their system. This is so that any reaction to the medication can be detected at home.
5. Medication must be in its original packaging or prescribed by a doctor
6. **ALL** medication is brought daily into the setting and sent home at the end of the session

PARTNERSHIP!

Our aim is to work together with you, to make you and your child's early years experiences memorable. Therefore any concerns, reassurances or general support you need, whatever the subject, we are here to help! Just speak to: - Lorraine, Julie or your child's Key Person

CHRISTMAS HAMPER RAFFLE

Every year the children have a week of celebration the week leading up to Christmas. During that week they have special food at snack time, partake in various activities and party games. They also have a visit from Father Christmas who brings them a gift. We don't charge extra for these activities, but we organise a Christmas Hamper Raffle. A box will be situated in the foyer for non-perishable donations and tickets will be sent out nearer the date for you to purchase or sell.

NAPPIES & WIPES

Please can you make sure that your child has enough nappies and wipes for the period of time they are with us. Our hourly rate for childcare is kept low as we expect you to provide these items. We don't want to have to call you out just for a nappy or wipes.

ADMISSION PAPERWORK

Within the admission pack you received at the home visit you would have received Starting Points & All About Me paperwork, please can you complete as much as possible and bring back to your key person. This information helps the key person start your child's Tapestry journal, but most importantly informs us where your child is in relation to learning and development.

ALLERGIES

PLEASE CAN I REMIND YOU WE ARE A NUT FREE ZONE. WE HAVE CHILDREN IN OUR CARE WHO SUFFER FROM A NUMBER OF ALLERGIES & INTOLERANCES TO CERTAIN FOODS. THEREFORE PLEASE CHECK PACKAGING, NUTELLA & PEANUT BUTTER SPREAD IN SANDWICHES AND VARIOUS OTHER PRODUCTS. ANAFALACTIC SHOCK IS NOT A NICE SITUATION TO DEAL WITH ESPECIALLY WITH SMALL CHILDREN.

BIRTHDAY CELEBRATIONS

We understand that children like to celebrate their birthdays with their friends and bringing in cakes. However due to the amount of allergies & intolerances, please can we ask that any cake brought must be in its original package and brought from a reputable supermarket. We can then see the ingredients and supervise the children eating it.

12noon & 1pm Drop Off & Pick Ups

Please can you be on time at these particular times of the day.

12 noon is our dinnertime and 1pm we start afternoon activities.

Therefore if we have to keep opening and closing the front door it has an impact on what is taking place and staff ratios are compromised.

3pm Pick Ups

We start Wind Down Club at 3pm and some staff go home, therefore we do not have the correct staff ratio's to cater for children waiting to be collected.

If you need to speak to a member of staff at these particular times, please take this conversation into the foyer area. This is so that children and staff staying later can continue their activities.

Our curriculum and timetable is designed for your child to access activities, experience opportunities and get the most out of their time with us. We don't mind the one off early picking up, hospital or doctor appointments before the finish times, but as you can imagine if parents need to pick up $\frac{1}{4}$ of an hour before on a regular basis, this has an impact on your child's learning and staff deployment. Therefore if you need to pick your child up early on a regular basis please can it be 20 minutes to the hour, as this is a natural change in our timetable (11.40am/12.40am or 2.40). If you have any questions regarding this please speak to Karen, Julie or Lorraine.

ASSESSMENTS & CHECKS

Staff are very busy getting to know the children and making baseline assessments ready to start 'next steps' in their development. Please make sure you complete the 'All About Me' section on Tapestry, this is very helpful to us.

2-YEAR PROGRESS CHECK

Your child will be having or may have already had a Health Visitor Check @ 27 months. We work in partnership with the Health Visitors and write a Progress Check Report to run alongside as to your child's development within our setting. It is vital you let us know when your child's check is or if they have had one.

Please speak to Karen or your child's Key Person regarding this.

DATES FOR YOUR DIARIES

Christmas Photographs - TBC

Half term – 28th October – 1st November

Poppy Coffee Morning – Friday 8th November (9.15am till 11am)

Break up for Christmas – Friday 20th December

Spring Term Begins – Monday 6th January 2020

PLASTIC MILK BOTTLE TOPS

I am sure you are aware how plastic is damaging our planet. We would like to do our bit by recycling milk bottle tops. There is a box in the foyer where you can place them and in partnership with 'LUSH' we will get them recycled. Thank you

FOOD BANK

This year we will be supporting our local food bank. There are many families & children in Worcester who are poor and the food bank does a fantastic job. There will be a box in the foyer, if you would like to make a donation it would be gratefully received. Thank you

Contact Details

Telephone – 01905-455396

Email – lorraine@cornmeadow.co.uk

Fees – annette@commeadow.co.uk

General – hello@cornmeadow.co.uk

Website – www.cornmeadow.co.uk

