



# Meadow Room Newsletter Spring 2019



HAPPY NEW YEAR!

Welcome back, we hope you all had a lovely Christmas and enjoyed the wonderful gifts the children made during their festive activities. Thank you once again for all the lovely cards and gifts we received.

The Spring Term promises to be just as exciting, it is packed full of exciting topics and activities.

## 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 mark pen, which we will use should items not be named.

## 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 or Karen
- 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](mailto:lorraine@cornmeadow.co.uk)
- Send a message in your child's Daily Diary
- Comments/Compliments/Complaints form in the foyer

## DROPPING OFF & COLLECTING PROCEDURES

Please let the Manager/Deputy 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 or friends or pick up on a regular basis will have their photograph taken and 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**

## EASTER & SUMMER HOLIDAY CLUB

Booking forms are now available on the website. Last year we experienced high attendance, so places are limited. Don't leave it too late and be disappointed.

## NAPPY SUPPLIES

If your child is in nappies please can you make sure there is a good supply every session they attend in their bags, plus wipes. You can bring nappies in bulk if you wish and we can store them.

## **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.

## **POSITIVE POTTY TRAINING & INDEPENDENCE**

Just a few tips to help children and adults with this independent personal skill: -

- Discuss with key person in advance how to initiate e.g. continuity between home & setting/likes & dislikes/potty or toilet
- Clothes for easy removal e.g. joggers/leggings
- Waist length vest NOT vests that have poppers
- Plenty of spare clothes

Once your child has mastered their personal toileting skills it is vital to continue supporting them. If they start having accidents due to the clothing they are wearing, it could knock their confidence and the process being started again. Boys are great in joggers they just pull up and down, likewise leggings for girls. No buttons, zips or belts, which hinder and take time when you're in a rush! We have produced a Potty Training Guide for parents, please ask if you would like one.

## **DAILY DIARIES**

Please can you help us by putting your child's daily diary on the staff workstation when you arrive in the morning. As you can imagine it's quite a task routing through bags to find them in the cloakroom. Messages, letters or leaflets will also be sent home from the Key Person via the Daily Diaries, so please check on a regular basis.

## **PRE-SCHOOL BOOKING FORMS 2019**

We have already given out preschool booking forms for places September 2019 to July 2020. However, it has always been our policy to give existing parents first choice of days and hours.

Places will be allocated as the forms are received back, so if you want to secure your days and hours for pre-school get the form back ASAP.

## **REGISTRATION TIME**

It is vital that we get children settled quickly at the start of morning and afternoon sessions, therefore once your child has settled or is with their key person it would be great if you could leave the classroom as soon as possible.

At 12noon & 1pm if you are dropping off or collecting it's vital that you are on time due to our timetable and 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.



## **PULL-UPS**

If your child is wearing pull-ups, the purpose is for potty training and independence.

Please can we ask that they wear easy accessible clothes, enabling them to pull up and down and master these independent skills. The clothes that help are joggers & leggings, not skinny jeans, tights or popper vests.

## **GDPR & CHILDRENS NAMES**

As you may be aware in May 2018 these regulations came into force and this is why we had to re-do all our admissions forms and produce Data Protection Policies. We have revised our Privacy Policy to include the following statement:-

- Share information for activity purposes within the setting e.g. name pegs, sharing your child's name with peers for social purposes (birthday invites, Christmas cards, starting school) only first names will be displayed or given out.

## MAIN DOOR, CAR PARK & GATES

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 or the door is locked, again this is a safeguarding and security issue.

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. There has been one or two incidents with families walking across the car park when vicckles are moving, please use the small gated access which is designated for pedestrians.

Once your child has been signed and handed over to you they are in your duty of care and responsibility 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.

## BAGS

Please can you make sure there is nothing in your child's bag that could be harmful or dangerous. During last term we found bottles of calpol and other items, which in little hands could have been a potential hazard. The children's bags are accessible on the coat pegs, so please helps us with this issue. The only items needed would be nappies, wipes, spare clothes and comforter.

## POPPY APPEAL 2018

Thank you for supporting the Royal British Legion Poppy Appeal in November 2018.

With your help we raised

**£185.66**



## Contact Details

Telephone – 01905-455396

Email – [lorraine@cornmeadow.co.uk](mailto:lorraine@cornmeadow.co.uk)

Fees – [annette@cornmeadow.co.uk](mailto:annette@cornmeadow.co.uk)

General – [hello@cornmeadow.co.uk](mailto:hello@cornmeadow.co.uk)

Website – [www.cornmeadow.co.uk](http://www.cornmeadow.co.uk)

## DATES FOR YOUR DIARIES

Spring term starts – 7<sup>th</sup> January 2019

Half term – 18<sup>th</sup> – 22<sup>nd</sup> February 2019

Spring Term Finishes – Friday 12<sup>th</sup> April 2019

Easter Holiday Club – 15<sup>th</sup> 16<sup>th</sup> 17<sup>th</sup> 18<sup>th</sup> 23<sup>rd</sup> 24<sup>th</sup> 25<sup>th</sup> 26<sup>th</sup> April 2019

Summer Term Starts – 29<sup>th</sup> April 2019

