

# Newsletter

## Autumn 2017



Welcome to our latest newsletter.

### NEWS FROM THE MANAGEMENT TEAM

#### Carol Hill

As summer draws to a close, we have put together our plans for the Autumn and are looking towards Christmas. Every year we enjoy planning our Christmas nativity and as soon as we have finalised dates we will let you know, so you can keep dates free in your diary to share this wonderful experience with your children.

#### Early Education Funding

The summer has been a busy time from a business perspective as we have been looking at how we can implement the proposed Government changes to Early Education Funding for 3 and 4 year olds from September 2017. Currently all families in England with 3 and 4 year old children can access 15 hours of early education per week during term time. (Universal Entitlement). This will remain the same. From September 2017, working families in England with 3 and 4 year old children can access an extra 15 hours of early education funding, giving a total of 30 hours in term time.

We have looked at the options to be able to offer this additional entitlement and we can confirm that we will be offering the 30 Hours Entitlement from September 2017. Parents and carers need to be aware that this funding is offered for 38 weeks per year as set by the local authority. We will be offering the funding in blocks of 5 hours from 8-1pm, 1-6pm and full days from 8-6pm during set term times. The early riser session is still available for those families wishing to have access to the Centre from 7.30pm. A fee of £2 will be charged for meals taken within these sessions. Therefore a child who attends for 3 full days will be charged for 6 meals per week. Parents/carers do have the option to bring a packed lunch if meals from the Centre are not required. Any sessions over and above the 30 hours and outside of the 38 weeks will be charged at the published session rate.

Families can apply for the additional entitlement when their child reaches the age of 2 years 39 weeks. However the entitlement will not start until the term after their 3<sup>rd</sup> birthday. For example, a child turning 3 years in January will receive the funding at the start of the Summer term, a child turning 3 years in May will receive the funding at the start of the Autumn term and a child turning 3 years in October will receive the funding at the start of the Spring term.

#### Eligibility

To find out if you will be eligible for the additional entitlement please refer to the following government website.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/600592/30\\_hours\\_free\\_childcare\\_eligibility.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf)

## **Application**

Once you have looked at the eligibility criteria, you will need to make an application for the additional entitlement when your child reaches 2 years and 39 weeks. You will be provided with an eligibility code which must be brought to the Centre. For information on how to apply please contact the Families Information Service on 0800 0345 340.

Around the start of the term that your child turns 3 years, we will write to you to provide more details of the 30 hour process and if your child is not already attending for 30 hours and you would like to increase sessions, we will provide you with details of what additional sessions we have available for you to take up. You can increase to 20, 25 or 30 hours.

## **Rechecking the Code.**

We, as the provider, will be required to recheck the code 3 times per year. We will be advised when the code is due to expire and we will ask you to log into the account you have created when you originally applied, and complete the re-check process. You will need to advise us when you have done this, so we can update our systems. We have been granted access to a portal system where we input data to the local authority which links to the HMRC system.

We will also review the option to provide the additional entitlement every Spring term, when the local authority publishes the annual review of the funding rates.

There will also be a grace period in which time parents/carers will keep the entitlement, should circumstances change. This information has been provided to us in a table format which will be referred to should ineligibility occur.

## **Forms**

At the start of the term when your child starts any Early Education Funding we will ask you to complete a form in which we will have requested your permission to input your details to the portal. We will also need to ensure we have seen your child's birth certificate or passport to confirm date of birth.

We aim to provide as much support as we can with this new initiative and therefore please do not hesitate to contact myself Carol Hill, or Kay Allsopp in person or by emailing [carol@cawthornechildrenscentre.co.uk](mailto:carol@cawthornechildrenscentre.co.uk). Information is being made available all the time as the practicalities of implementing the additional entitlement are being rolled out and we will keep you informed of any relevant information as it arises.

## **Sarah Baker**

We would like to welcome to the Centre, all our new families who have started with us at the onset of the new term. We hope that everyone enjoys their time with us and we will be working hard to effectively support all children's learning and development through the provision of a range of stimulating and engaging activities, good quality continuous and enhanced provision and individualised support. As a management team, we always strive to improve the service we offer, and with this in mind if anyone has any feedback for us regarding your experience of starting at the centre please do not hesitate to call into the office.

We have said a 'sad goodbye' to many children who have left us this summer to start their new journey to school. We have been overwhelmed by the lovely cards and gifts the team have received and would like to thank everyone for their kind words and thoughtfulness.

<http://www.cawthornechildrenscentre.co.uk>

We are currently planning our autumn curriculum, activities and events. Our autumn themes are varied in the lead up to Christmas, with many festivals being celebrated. Each room will be planning a range of activities to help children learn and gain awareness of different cultures and differences between themselves and others. Celebrations and topics include: Eid, Harvest, Diwali, Remembrance Day, Halloween and Christmas. Please look out for key diary dates such as Children in need on 17th November.

This term I will be having a sharp focus on individual and team professional development in order to celebrate achievements and good practice of practitioners but also to work through and support improvements to practice. This process will be centred fully around positive outcomes for children and how practitioners, teams and provision support the progress in their learning and development in the best possible ways.

Last term, as part of our continual quality improvement we embarked on a cycle of improvement to improve our knowledge and skills in relation to supporting children with the physicality of mark making and writing. After a gap analysis task we recognised that Boys outcomes needed to improve as In writing: 50% of boys were working below typical development in writing, making a 43% gap between boys and girls. In PD (moving and handling): 29% of boys were working below typical development making a gap of 22% between boys and girls.

To address this and narrow the gap I devised and ran a training session in order to improve the practitioner's knowledge, understanding and skills in supporting children's mark making and writing, we then bought resources which were gained through some funding from the local authority and these enabled us to support boys to develop the physicality of writing. We also used boys interests to theme areas and provide activities to encourage boys to gain greater engagement and enjoyment in mark making and writing.

When we collected attainment data in September we had made an impact as boys had now narrowed the gap to 11% in writing and in Physical development (Physicality of writing) the gap has narrowed to 6%.

This model of improvement was so successful that we will continue to use it with practitioners as part of their continued professional development and to support children's progress and narrow the gaps in children's learning and development. I will keep you informed with regards to our next area of focus.

Thank you to all our parents who have written us some amazing Testimonials. We will publish these on our Facebook page and Website over the coming weeks.

## **ACTIVITIES IN THE CENTRE**

### **Baby Room**

Firstly, we hope you have all had a lovely summer either at home or on holiday. At nursery, we enjoyed the glimpses of summer and making the best of the outdoor areas when the weather was allowed us to. We were able to develop our large motor skills as we climbed up slides and climbing frames and enjoyed kicking balls or having a lovely swing in the sunshine. Dressing up in summer time clothes was a real favourite even when it was raining outside, putting on big hats and sunglasses and pretending to swim with arm bands and rubber rings. We loved catching plastic fish with fishing nets in the water and walking in sand, feeling it in-between our toes and building sand castles. We had super long walks around the village where we looked at all the colourful flowers and even had a run in the large open space of the cricket grounds as well as a picnic. All in all it has been a summer of fun and learning, enjoyed by all the babies at nursery.

Over this next term we will be exploring all things autumnal as well as the festivals of Light & Dark (Diwali), Halloween and Bonfire night before we head into winter and Christmas. As the other rooms explore these topics in detail babies will take a more holistic view and explore parts of each in a more sensory way as a first introduction to the festivals we celebrate in our multicultural nursery.

Can we also remind parents to provide their children with suitable outdoor coats and foot wear at all times now that the weather is going to be turning colder over the next few months as we head into winter.

Thank You.

Michelle Wood  
Baby Room Co-coordinator

## **Caterpillar Room**

### **Getting busy with Caterpillars**

The Caterpillar children were very busy over the Summer holidays. Our main Topic has been 'Summer' and incorporated in this topic was 'Our Holidays' and 'Mini Beasts'.

We have been enjoying the nice weather and spent as much time as possible outdoors exploring the natural world around us. We have had a focus on 'numbers' and we have loved all of the holiday photo contributions, so a huge Thank you.

Going into the next few weeks our topic will be 'All About Me', looking at similarities/ differences and our family.

### **What's next?**

In the lead up to the end of the year we will be celebrating various religious festivals. We will be looking at 'Eid', 'Diwali', 'Hanukkah', and 'Christmas'.

We will also be celebrating Halloween and Bonfire, we will be getting creative and messy and please look out for our Halloween party date.

### **Reminders**

Can we please remind parents that water bottles should just contain water and no juices, this is to keep children with allergies safe.

***Nursery is a place to explore and discover, when your child gets messy they have been showing curiosity, determination, persistence, imagination and confidence, so please provide clothes that can get messy especially with the winter/ colder months ahead.***

Thank you for your continued support.

Emma Thistlewood  
Caterpillar Room Co-ordinator

## **Butterfly Room**

Welcome back! Firstly, we would like to say good luck to all our school leavers and a huge thank you for all the lovely gifts and comments we have received.

Over the summer term the Butterfly children have enjoyed lots of summer themed activities. Some of their favourites have been painting with coloured ice pops, making pretend ice creams with the playdough and playing imaginatively in our role play travel agents themed area. Lots of the children have been sharing their holiday experiences with each other talking about the places they have visited and showing photographs to their friends.

This term we are exploring the topic 'Ourselves and Our Bodies' We will be talking about our feelings, our families and doing lots of activities around our body and senses and how they work. Look out for our science experiments! We will also be celebrating various religious festivals. We will be looking at 'Eid', 'Diwali', 'Hanukkah', and 'Christmas'.

Can we please remind all parents your child can bring a water bottle if you wish however there is fresh water and cups available throughout the day. Also please ensure your child has a pair of shoes for both indoor and outdoor play.

As a reminder to all parents, our breakfast serving times are from 7.30 until 8.45 with last orders being taken at 8.40. It is important that these times are followed as it helps support our kitchen team with the preparation of meals for the morning snack and lunch. Thank you for your cooperation with this.

Thank you for your continued support.

Rebecca Lofthouse and Launa Skelley  
Butterfly Room Coordinators

### **Out of School Club**

Welcome back to all children and parents, old and new; hope you've all had a wonderful summer holidays. As the weather is about to change, it would be great if you could provide your children with indoor and outdoor shoes please. If your child is attending an afterschool club at school please could you let us know in advance so we can make sure we have planned for this. October half term is approaching fast; We will be taking part in lots of different Halloween games and making spooky creations. Our trip has yet to be confirmed, please see the Holiday club itinerary which will be following soon; please book early to avoid disappointment.

Can we also remind parents to fill in a change of information form to let us know if any contact details have changed so that we can keep up to date.

Thank you and hopefully see you soon.

Kayleigh Worrall  
Out of School Club Coordinator

### **GENERAL INFORMATION FOR ALL ROOMS**

**Holiday allowances 2017** - We offer 2 weeks of your child's weekly pattern at 50%, between January - December. To ensure this is adjusted on your monthly invoice please can you either complete a holiday allowance form which can be downloaded from our website or put your requested dates in writing. Once received, the deduction will be made on the next invoice that is produced. Invoices are produced by the 15<sup>th</sup> of month, for the month in advance. If your child is attending for early education funded sessions for up to 30 hours only, a credit will be given in respect of meals that will not be taken during term time or 50% credit will be given where the holiday is taken out of term time.

**Nursery Funding - New Entitlement Reminder** - For those parents whose children turn 3 years during the coming year, Nursery Funding will become available the term after their 3<sup>rd</sup> birthday. Cawthorne Children's Centre is able to offer sessions to enable your child to receive this entitlement. Each child at present will be able to access 15 hours funded care each week, during term time and based on eligibility of working families, up to a further 15 hours. There are specific criteria that need to be met to access between 15-30 hours, with the main one being attendance at the Centre over 2 days per week. Sessions can be accessed between 8am and 6pm each day. Therefore if your child is approaching 3 years, and you would like to look at changing sessions in order to maximise their entitlement to nursery funding, please do not hesitate to call into the office and speak with a member of the management team.

**Reminder -Nursery Funding 2017-2018.**We have received notification from the local authority that there are additional weeks in the financial year 2018/9 and therefore we have been advised we need to add in a further 4 non funded weeks during this year as the local authority only pay funding for 38 weeks. It has been suggested that we add on additional non funded week before the May half term 2018, September term will start on 10<sup>th</sup> September 2018, before October half term 2018 and before the February half term 2019. Therefore we are sharing this information now to ensure parents/carers have sufficient time to plan for these changes to the normal patterns.

**Fee Payment Reminder:** - To clarify our policy on receipt of payments.

We prepare invoices on the 15<sup>th</sup> of the month for the month in advance. We then require payment for these invoices by the 30<sup>th</sup> of the month, or an agreed date close to this for those in receipt of childcare vouchers through their pay. If payments are not received and kept up to date after 3 consecutive months, then we will issue a final notice and request to pay in full within 7 days. If this request is not met, we will discuss termination of sessions and take action to recover the debt. Should you be unable to pay fees at any time, please contact Carol Hill in the first instance to discuss options that are available. Thank you.

**Early Riser Sessions** - Can we remind all parents that if your child is not in the early riser scheme they should not be dropped off at nursery before 8am. If you arrive before this time you will be asked to stay with your child. With this in mind, we would also like to remind parents that breakfast finishes at 8.45am and if you wish your child to have breakfast please can you ensure you arrive before this cut off.

**Emergency Contact Details** -Please can you ensure that your contact details are up to date. It is important that we hold the correct information so please inform us of any changes to telephone numbers, addresses, persons to collect your child in an emergency etc.

**Tempest Photography**- Photos will be taken on Monday 6<sup>th</sup> November from 9.30am-3.30pm. If your child is in nursery on this day, they will be taken for their photo. If your child is not in nursery and you would like to have one taken, a form will be placed on the office door wc 23/10 to allow you to book a slot.

**Parking Around The Centre**-Can we remind all parents/carers that the car park on-site is for use by staff at the centre only and should not be used when dropping off and collecting children. Also can we ask that when parking in the local community, parking is made with consideration to ensure drive ways are not blocked and that residents have sufficient access to their drives by not parking too close to them. Recently residents have reported that they cannot swing into their drives because of cars being parked too close to the entrances. Car parking continues to be an on going issue and we are trying to work with all parties to ensure problems do not continue.

**Staff Update** - Lucy Scattergood leaves us on 29<sup>th</sup> September to start her maternity leave. We wish her and her partner all the best for the new arrival. Katie Banks and Kelly Semley are increasing their working hours to help provide the continuity of care in the Baby Room . Rebecca Birkinshaw was due to return to the Centre in November after her maternity leave. However we are sad to advise that she has secured a new job in a local pre school. We wish Becky every success in her new job and thank her for her hard work and dedication during the past 9 years.

**Key Responsibilities:** Just to remind everyone of key contacts in the Centre :

**Carol Hill** - [carol@cawthornechildrenscentre.co.uk](mailto:carol@cawthornechildrenscentre.co.uk)

For all matters relating to finance, holiday entitlement, invoicing, outstanding balances, child care vouchers, session changes, notice periods, out of school planning and nursery funding.

**Sarah Baker** - [sarah@cawthornechildrenscentre.co.uk](mailto:sarah@cawthornechildrenscentre.co.uk)

For all matters relating to the management of children's care and education, policies and procedures, future developments/improvement of the Centre, safeguarding, health and safety, staff training and development and event planning.

#### **DATES FOR YOUR DIARY**

The following provides detail of forthcoming events and key dates:

<b>Sept 4<sup>th</sup></b>	N/A	Pre-school recommences
<b>October 19<sup>th</sup></b>	8pm	Centre AGM. All welcome.
<b>October 26<sup>th</sup></b>	N/A	Cawthorne School finishes for half term. Friday 27 <sup>th</sup> is an Inset Day- No Out of School service.
<b>Oct 27<sup>th</sup></b>	N/A	Pre-school finishes for Half Term
<b>Oct 30<sup>th</sup> - Nov 2<sup>nd</sup></b>	N/A	October Half Term Holiday Club
<b>Nov 6<sup>th</sup></b>	N/A	Pre-school recommences Out of School recommences.
<b>Nov 6<sup>th</sup></b>	9.30am	Tempest Photos
<b>Dec 22<sup>nd</sup></b>	N/A	Pre school finishes for Christmas
<b>Dec 22<sup>nd</sup></b>	6pm	Centre closes at 6pm for Christmas
<b>Tues 2<sup>nd</sup> Jan 2018</b>	7.30am	Centre reopens for New Year
<b>Mon 8<sup>th</sup> Jan 2018</b>	N/A	Pre-school recommences

**Best Wishes,**

**Carol Hill,  
Business Manager.**