

# CCC Newsletter

## Summer (1) 2018



Welcome to our latest newsletter.

### NEWS FROM THE MANAGEMENT TEAM

#### Carol Hill

As we start the last part of the summer term, we are looking forward to supporting our children and families in their transition to school. We are excited to see our children progress and move on, but we are also sad that we will have to say goodbye. We would like to thank all our families for their support during their child's time at nursery and wish everyone a great summer and we are sure that the children will continue with their excellent learning and development in school. We hope that you will all be able to join us for our summer celebration with our Sports Day event on 20<sup>th</sup> July. Further details can be found in the newsletter.

#### Sarah Baker

Summer time is here! This is a lovely time for us as we can create more learning opportunities outside, experience planting and growing, engage in more enhanced physical activities and prepare for our annual Sports Day event. It is also a sad time as we will say goodbye to some of our brilliant Butterflies who will continue their learning journey with their new school in September.

### ACTIVITIES IN THE CENTRE

#### Baby Room

Last term we enjoyed taking part in different Easter activities such as making Easter Egg nest buns and looking at different types of coloured eggs, carefully watching if they sink or float. We also enjoyed Easter egg hunts around the Baby room.

For our topic of Spring, the babies experimented with different craft ideas, playing with tapioca and pretending it was frog spawn. They also created their own 3D daffodils from egg boxes and their own collage pictures of signs of Spring. We also helped the babies to plant mustard seeds and are watching them grow.

Over the summer, we will be exploring creative art by painting at the easel or on paper and we have found that the babies do enjoy painting their legs and bodies with the brushes, enjoying the sensory feel.

We have been looking at healthy eating and have been tasting a range of healthy snacks. We plan to create a healthy café and we will be eating at the small table, enjoying the social side of eating whilst learning our table manners.

As we have had some glorious summer days already, can we please ask that all our babies are provided with sun cream, a sun hat and outdoor footwear as we are hoping to continue enjoying our outdoor play.

**Michelle Wood**  
Baby Room Co-coordinator

## Getting busy with Caterpillars

This term the Caterpillar children have been concentrating on colour, shapes and patterns. We have done various activities in which we explored new ways to create marks.

We have looked at painting using bubble wrap, natural materials and we made a pendulum which the children really enjoyed and found fascinating. We looked at patterns through playdough and loose parts and in the sand using scrapers, pattern pebbles and everyday objects.

Our priorities from our previous attainments were physical development - health and self-care. Our older children have been trying really hard during meal times with a knife and fork, and our younger children have been doing really well with sitting and using open top cups. We will continue to support this area and thank all parents and carers who have been concentrating on this at home. Well done Caterpillar Children.

Over the next term our topics will be a book theme - 'Rainbow Fish' then 'Heathy Eating', 'Mini Beasts', and 'Summer'. Throughout these topics we will incorporate our new priorities.

### Our priorities this term from our latest attainment are:

*Personal, Social and Emotional Development - Managing Feelings and Behaviour*

*Physical Development - Moving and Handling*

*Literacy - Reading*

### Reminders

Please ensure your child brings a water bottle to every session, you also need to ensure this is taken out of your child's bag before you leave. Could we please remind parents/carers to label the water bottle.

Due to the unpredictable weather can you please provide your child with a hat, and sun cream, and also a coat, we do aim to go out in all types of weather. Thank you

**Emma Thistlewood- Caterpillar Room Co-Ordinator**

### **Butterfly Room**

The children have really enjoyed our recent topics of spring, including planting and growing and also animals and mini beasts. We enjoyed a visit from Twiggs where they helped us to neaten up some of our garden. We enjoyed using various tools such as rakes, spades and shears, talking about how we use them safely. We have learnt lots of new facts about animals and mini beasts. We found a frog and a spider in our garden! We observed them and talked about their features, life cycle and where they live. To finish our topic some of the children went on a trip to the farm. They enjoyed petting and feeding the animals and learning all about how they are looked after.

Over the coming months we will be doing lots of discussions and focused activities around transition to support our school leavers. For example, a school role play area and using our ICT board to look at images of our new schools and their school websites. From our recent data collection we will be focusing planning around areas of communication and language, maths and literacy to support children's progression in these areas.

We will be holding a party week the week commencing 6th of July. Children are invited to dress up as their favourite character or in their party outfits. We will be dancing, playing games and having party snacks throughout the week.

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

Please can we remind all parents/carers to provide your child with a hat, sun cream and suitable outdoor shoes. Also, there is water available throughout the day however, if you would like your child to continue to bring a water bottle please ensure you take it home at the end of each session. Thank you for your continued support.

**Becky and Launa  
Butterfly Room Coordinators**

### **Out of School Service**

Welcome back, we hope you have had a wonderful half term. The Summer holidays are approaching fast and the itinerary is being prepared and will follow soon. Here are some of the trips we will be going on throughout the summer; Gulliver's Kingdom, York Maze, Yorkshire Wildlife Park and a trip to the seaside. PCT sports group will also be coming for the full day to play lots of sport and dancing games. Slime parties are coming in to teach the children how to make their own slime. Each child will receive one free slime. Please book early to avoid disappointment. We are looking at emailing our itinerary for holiday club so if you would like your itinerary emailed could you please speak to a member of staff and pass on your email address.

If your child is attending an afterschool club at Cawthorne school please could you let us know in advance so we can make sure we keep your child safe and remain in ratio.

Thank you and hopefully see you soon.

**Kayleigh Worrall  
Out of School Coordinator**

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

**Holiday allowances 2018** - 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. Forms can also be found in the foyer. 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.

The holiday deduction will be offered by including a credit note with the invoice. Please deduct the amount of credit from the invoice when making the payment.

### **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 3rd 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.

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

**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.

**Nursery Funding 2018/2019-** we have received notification from the local authority that there are 41 weeks in the financial year 2018/2019 and therefore we have been advised we need to add in a further 3 non-funded weeks during this year as the local authority only pay funding for 38 weeks.

The non-funded additional week for Autumn term 2018 will be w/c 3rd September and w/c 22<sup>nd</sup> October 2018 and the final one being w/c 11<sup>th</sup> February 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.

**Ceasing Cash Payments** - We would like to advise all families that as of 1<sup>st</sup> July, we will no longer be accepting payments in cash. This is due to our holding facilities for insurance purposes as we are not always able to bank daily and also it is the most expensive way for us to bank. Therefore, we can now accept payments by cheque, childcare vouchers or directly into our bank by on-line banking. Payment details for our bank account can be provided on request.

**Parents Evening for School Leavers -Thursday 12<sup>th</sup> July 2018 6-8pm** -As we move into the last term of the academic year we are busily preparing for the transition to school for our Butterfly children, teachers from some schools will be attending sessions to talk to your child's Keyperson and observe them during play and we will help a smooth transition at this exciting but often apprehensive time by giving the children lots of opportunities to talk about and do activities based around their new settings. (See Butterfly Room section)

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

Booking in forms will be up on the doors shortly for the Parents Evening as detailed above. We look forward to celebrating your child's achievements and progress with you.

**Sports Day 2018 - Friday 20<sup>th</sup> July 5-7pm.** This year due to commitments we have for weekends throughout June and July, we will be holding our annual sports day on Friday 20<sup>th</sup> July. We have an exciting evening planned and parents need to bring their running shoes ready for the parent events! All children will have a chance to take part in a couple of races and these will be held room by room. Caterpillars will race first so will need to be ready on the school field no later than 4.45pm and then Butterfly children will race at approximately 5.30pm. If your child/ren are not in nursery on this day, please bring them at the stated times as they will be allocated races to take part in, unless you inform us that that they will not be attending. If any children who attend our Out of School Club/Holiday club or older siblings are attending then they will race after Butterfly races at approximately 6pm. We would recommend that you bring camping chairs and rugs for use during the sports events on the school field as we have a limited number of small chairs available. We hope that you will all join us back at the centre for fabulous food and refreshments from the Café for you to enjoy as your Friday night tea. We will also have some fundraising activities, which will include a raffle (all the prizes will be on display in the foyer before the day). If you are unable to attend and you wish to buy raffle tickets, please call into the office the week before.

**Events and Trips** -We have had a very busy term already with our first ever trip to Cannon Hall Farm! This was a brilliant experience for the children and they all had a fabulous time seeing, feeding and petting the animals. This was a really valuable learning experience as it gave the children a hands on learning experience to consolidate previous room based, themed teaching and learning. We have also been busy celebrating the Royal Wedding and World Book Day. We are now looking forward to our Sports Day, practicing races and preparing for our fundraising events afterwards.

**New online Learning Journal** -We would like to introduce an online system that helps us to record and assess all your child's learning, development and progress within the Early Years Foundation Stage. (Eventually you will be able to access and contribute to your child's Learning Journal on an ongoing basis with unique log in details). This will replace the current paper file formats that we have always used. The system is called Tapestry and is used by 15,273 of schools and early year's settings across the UK and overseas. It is a system that is fully secure and safe, held on secure servers in the UK. These servers are proactively managed 24 hrs a day. Each Tapestry account has its own database and the code itself is developed using hacking resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey Tool. A consent form will be sent out with more detailed information, we would really appreciate it if you could sign and return to us as soon as possible so that we can get started with this exciting new format.

**GDPR-** We have had a busy period ensuring that we are compliant with the new GDPR regulations. The main change is in the way that we seek consent to hold and manage you and your child's data. We have developed new registration forms that will support us with this and also archiving in a more effective manner. If you have not done so already please can you fill in FULLY the new registration forms remembering to ensure your emergency contacts have signed to give their consent to us holding their information and return to us as soon as possible as this form is essential for us to continue to offer a service to your child.

**Staff Changes-** Hannah Kenny is leaving us on 29<sup>th</sup> June to start her teacher training. We wish Hannah all the best with her studies. She will stay with us during holiday periods and work on an as and when basis. We are busy recruiting now to find her replacement. Hopefully you will all now have met our new cook Liz Wood, who joined us in May. Liz will be working alongside Carol for 2 days per week.

**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:

w/c 6 <sup>th</sup> July	Butterfly Room	Party Week Dress up in your favourite outfit to celebrate the end of term.
July 12 <sup>th</sup>	6-8pm	Parents Evening for School Leavers
July 20 <sup>th</sup>	5-7pm	Sports Day on the school field
July 20 <sup>th</sup>	N/A	Pre school finishes for Summer break
July 23 <sup>rd</sup> - August 31 <sup>st</sup>	N/A	Holiday Club for Out of School Service
August 27 <sup>th</sup>	N/A	Bank Holiday - Centre closed
w/c 3 <sup>rd</sup> September	N/A	Breakfast and After school clubs recommence Exact date to be confirmed
w/c 10 <sup>th</sup> September	N/A	Pre school recommences for Autumn Term.
18 <sup>th</sup> October	N/A	Pre school finishes for 2-week October half term break
25 <sup>th</sup> October	N/A	Cawthorne school finishes for October break
29 <sup>th</sup> October - 2 <sup>nd</sup> November	N/A	Holiday Club for Out of School Service
Wc 5 <sup>th</sup> November	N/A	Pre school recommences.
17 <sup>th</sup> December	9.30AM	Provisional date for Nativity at Cawthorne Church
21 <sup>st</sup> December	N/A	Pre school finishes for Christmas break. Cawthorne school finishes for Christmas break
2 <sup>nd</sup> Jan 2019	N/A	7.30am Centre re-opens for New year

Best Wishes,

Carol Hill,  
Business Manager.