

Acting Head of Centre: Karen Hooper

16<sup>th</sup> September 2016

Dear Parents/Carers

Firstly we would like to welcome all the children to the nursery and hope they will enjoy their time in The Hive. The children are busy building a relationship with their key person, finding their way around their new environment and learning the daily routine. If you have any concerns at all please see your child's key person or speak to a member of staff on the door.

### Staffing

During the summer holidays we have been busy improving the nursery environment and have made some changes to staffing with Mya Ford and Joe Rivers joining The Hive from The Nest team.

The family groups are as follows:

Dragonfly – Rachael  
Fox – Amanda  
Hedgehog – Charlotte  
Ladybird – Stacy  
Mouse – Tracey & Emily  
Owl – Ellen  
Rabbit – Hannah Mitchell  
Snail – Zoe B  
Squirrel – Lisa & Mya

There are also staff changes to the office team. Sadly, Jan Isaac is retiring at the end of September after working at Haven for 11 years. Thank you Jan for all your hard work, you will be missed. Michelle Cox and Tianna Faulkes are the new office staff. June Smith has retired and Karen Hooper will be Acting Head of Centre until a replacement has been found. To find out more about the staff in The Hive please look at the board by the internal entrance to the nursery.

### Arriving at Nursery

The doors to the Hive will open promptly for the 9.00am and 1.00pm start to help reduce the congestion in the entrance area. To keep the Centre corridors clear and safe please can some parents wait in the family room rather than just wait in the corridor. A member of staff will open the door to ensure children are kept safe. Don't forget to sign your child in on the register. The register is kept in your child's family area. Please sign your child out when they leave. Once you have signed your child out you are responsible for keeping them safe. If you need to arrange for someone else to pick up your child from nursery please telephone the

office. They will generate a password which will be passed to your child's key person. Office staff will not open the main door until you have been clearly identified.

Staff opening the door:

Monday – Michelle  
Tuesday – Jane  
Wednesday – Karen  
Thursday – Sue  
Friday - Hannah

The family room is open all day so please feel free to use it whenever you are in the Centre. If you would like to order a lunch please see the reception staff before 10.00am. The cost for lunch is £2.

### Information

If you would like to know what your child does whilst in nursery, a weekly overview can be found on our website and will be emailed to you at the beginning of each week. It is also displayed on the green notice board in the entrance.

### Library books

The children will soon be bringing a book home to read and share with you. Please keep this book for a week and return it on your child's library day. We will provide a Haven book bag for each child to use for their library book. The children will be taken to the library by their key person to choose a book each week. All the children will be visiting our local library this term. Elaine Roberts is our Literacy Co ordinator and is responsible for the library.

### 'Over and Over' Books

'Over and Over' books will be introduced from the start of term. They are shared with the children at the beginning of the morning and afternoon. These books are carefully chosen repetitive books which are read every day to the children. This programme helps to develop children's ability to listen and to join in stories in a group as well as encouraging children to experiment with words, sounds and text. The children love to join in with key phrases from the books.

### Book of the Month

The children will be learning about a different author each month. There will be a display in the entrance each month for you to share with your child.

### Medication

If your child needs to be given medication (such as inhalers) whilst at nursery, a medical form needs to be completed and signed by you. This information will be kept in the office. Medication will be administered in the Head of Centre's office. A copy of our Administration of Medication policy can be found on the website.

### Boots.

Thank you to everyone who has paid a £2.00 contribution for welly boots. Just a reminder, if you have not paid, this money will replace boots which are becoming worn and lost. The boots are used in the garden as well as the forest. Please hand any money into reception.

## Forest School

All the children in the Hive start their Forest School adventure from 26th September. Each family group will have a Forest School session fortnightly. The day they go to the forest will change to ensure all children have the opportunity to participate in this amazing experience. We have suitable wet weather clothing for all the children. We follow the Scandinavian saying "there is no such thing as bad weather, just bad clothing". If you would like to find out more about Forest School please come to our curriculum meeting on 26<sup>th</sup> September from 6.15 -7.00 pm

## Clothing

Just to remind you to clearly label all coats/shoes with your child's name (we have lots of Asda George coats!). We strongly believe in the benefits of outdoor play and have invested in weather suits to allow the children to enjoy the outdoor environment in all types of weather. We always try to minimise the amount of wet clothes a child may bring home, but sometimes a puddle can prove too tempting to jump in or cycle through before the wellies and wetsuit can be put on! Please can a change of clothes be provided for your child just in case! We do not use draw string bags for safety reasons.

## Menu

If you would like to know what your child eats in nursery, there is a copy of the menu on the wall by the kitchen or on the Haven website. We are a healthy eating nursery and request that children do not bring chocolate, sweets or fizzy drinks to nursery. We have a number of children with nut allergies and request that no nuts are brought in.

## Snack

Just a reminder that the subsidised cost of cooking and fruit money is £1.00 per week or £7.00 for the half term. This amount has not changed since the nursery opened! This money is essential for providing a wide range of ingredients for cooking (including Forest School cooking) for the children. Please put your donations in the money box which will be kept in the entrance in the morning and afternoon. Thank you for your support with this as we do not receive any funding for these activities.

## Mobile Phones

Please note that mobile phones are only permitted in the corridors in the corridors and not allowed to be in use in The Hive.

## Tapestry

You will receive more information about Tapestry at the curriculum meeting. If you have any queries about Tapestry please ask in the office.

## Texting

Like many schools in Hampshire we operate a texting service for parents where we can inform parents of important events/dates etc. Please let the office know as soon as possible if you **do not** wish to be included in this service or if you change your mobile number. If you are not receiving texts please check the office has your correct number so that you do not miss out on important information.

### Email

All letters and information will be sent via email to the addresses given on your child's registration forms. Copies will also be available on our website with hard copies placed on the noticeboard near the nursery entrance or available on request from the office. Please let us know if you are not receiving our emails so we can update your details.

### Fees

For those parents paying for additional hours or meals, please note that monthly invoices are placed in the rack near the main entrance at the beginning of each month. Fees are payable within 28 days of the date of the invoice and can be paid by debit/credit card or by cash at our office. The easiest way to pay fees is online at <http://einvoicepayments.hants.gov.uk>. There is also a link to this on the Haven website.

### Birth Certificate

If you have not yet shown the office your child's birth certificate or passport we would be grateful if you could bring it as soon as possible. This is part of our registration process and is required to support our funding claims.

### Car Park

There is no general long stay parking facility at Haven. Vehicle owners are requested to park off site.

There are 8 spaces allotted for the purpose of drop off/ pick up subject to a stay of 10 minutes. These short –stay spaces are intended for the following groups:

- Hampshire County Council School transport vehicles may use the car park subject to available space
- Parents of under 3's (The Nest) and children with special educational needs or limited mobility
- Other users with the prior agreement of Centre management (Permits will be issued and these must be displayed)
- Working parents between 7.45 - 8.30 and after 4.30 - 6pm

\*Please see attached car parking policy

### Curriculum Meeting

Come and find out what your child does at nursery on Monday 26<sup>th</sup> September 6.15 - 7.00pm

### Nursery Open Evening

Come and meet your child's key person and find out what your child has been learning during their time in nursery on Wednesday 19<sup>th</sup> October and Thursday 20<sup>th</sup> October 4.30pm – 5.30pm

### Applications for School

If your child is 4 years old between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017 you will need to apply for a school place by 15<sup>th</sup> January 2017. Application for a school place starts from 1<sup>st</sup> November 2016. Admission to school is not automatic so you need to apply online

[www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) for a school place for your child by the deadline. If you need help with your application please visit the Hampshire County Council website or ask your child's key person. You will be notified about your school place on 18<sup>th</sup> April 2017.

### Adverse Weather

With winter approaching, none of us know what the weather will hold in store. We will always try our hardest to ensure the Centre is able to open after, for example, snowfall. In the unfortunate event that the Centre cannot open, we will use the texting service and our website to keep you informed.

<b><u>Dates for your diary</u></b>	
Curriculum Meeting	Monday 26 <sup>th</sup> September from 6.15 -7.00
MacMillan Coffee Morning	Friday 30 <sup>th</sup> September 10.00 – 12.00
Inset Day (Centre closed)	Friday 21 <sup>st</sup> October
Hive Open Evening	Wednesday 19 <sup>th</sup> October: 4.30 – 5.30
Hive Open Evening	Thursday 20 <sup>th</sup> October 4.30 – 5.30
Half term	Monday 24 <sup>th</sup> October – Friday 28 <sup>th</sup>
Hallett Photography (Hive)	Monday 31 <sup>st</sup> Oct 9.30am -11.30 am or 1.00 am – 3.00pm
Santa Walk	Date to be confirmed
Christmas in the Forest	Date to be confirmed
Party Day for the children	Wednesday 14 <sup>th</sup> December
Local Residents sing a long	Thursday 15 <sup>th</sup> December
Carols in the Car Park	Thursday 15 <sup>th</sup> December
Christmas lunch for the children	Thursday 15 <sup>th</sup> December
Last day of term	Friday 16 <sup>th</sup> December
Centre closes	Friday 23 <sup>rd</sup> December
Start of new term	Tuesday 3 <sup>rd</sup> January
*World Book Day	Thursday 2 <sup>nd</sup> March 2017
*World Story Telling Day	Monday 20 <sup>th</sup> March 2017

As a nursery school we have five staff training days a year when the Hive is closed. The dates for the year are:

**Monday 5<sup>th</sup> September 2016**

**Friday 21<sup>st</sup> October 2016**

**Friday 17<sup>th</sup> February 2017**

**Friday 28<sup>th</sup> April 2017**

**Friday 23<sup>rd</sup> June 2017**

Don't forget to keep checking our website [www.haven-sch.org](http://www.haven-sch.org) for the latest information.  
Yours faithfully

*Karen Hooper.*

Karen Hooper  
Acting Head of Centre