

28th September 2018



Dear Parents,

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 senior member of staff on the door.

Staffing

We are pleased to welcome Jade and Vicci who joined The Hive this September.

The staffing for the family groups is as follows:

Rosie -Fox

Ladybird – Stacy

Mouse – Tracey

Owl – Ellen

Snail – Katie

Rabbit – Jen

Frog – Mya

Spider – Hollie

Bumble Bees – Charley

We have a number of flexi staff who cover practitioners when they are on leave or absent. They are Elissa, Kayleigh and Joe. Jane is the Lead Practitioner in The Hive and Mya is the Deputy Lead Practitioner.

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 at 9.00am and 1.00pm by a senior member of staff. To keep the Centre corridors clear and safe please can some parents wait in the family room rather than just wait in the corridor. The member of staff will open the door to ensure children are kept safe. Please don't forget to sign your child in on the register which will be found 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 collect your child from nursery please telephone the office with the name of the alternative pick up – and a password. Please note, passwords need to be changed for each new pick up, to ensure the password never gets into the wrong hands. Office staff will not open the main door until you have been clearly identified and have given us the password.

Early afternoon collection

If you are collecting your child early from a 4pm finish in the afternoon because you have a sibling in school, please alert the key person and the office. The children will be taken to the room opposite the main entrance to the Hive between 3.10 – 3.30. They will have quality time with a Hive member of staff who will give you a handover with information provided by your child's key person. This is a busy time of day as the children are transitioning from play to learn time to family time and this will enable you to have a planned handover. The family room is open all day so please feel free to use it whenever you are in the Centre.

Curriculum/Learning 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. This will start from Monday 8th October.

Forest School

All the children in the Hive started their Forest School adventure from Monday 17th September. Each family group will have a weekly Forest School session. Each day they go to the forest will change to ensure all children have the opportunity to participate in this amazing experience. We provide 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 want to know what your child does in the forest a weekly newsletter, The Woodland Whisperer, will be sent out with the weekly overview.

Library books

The children will be bringing a book home to read and share with you after half term. Please keep this book for a week and return it on your child's library day. A note will be put in your child's book bag so you know what day it is. 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. We would be grateful for your help on the day your child visits the local library as we need a high ratio of adults to support the children. A letter will be put in your child's book bag when it is your child's turn. Elaine Roberts is our Literacy Coordinator 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 end of the morning and afternoon. These books are carefully chosen repetitive books which are read to the children every day. 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. The children will also focus on a different core book every month which will be displayed in our cosy book area.

Medication

If your child needs to be given medication (such as inhalers/antibiotics/paracetamol) 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 by our TMS's (Trusted Medical Staff). A copy of our Administration of Medication policy can be found on the website. Just a reminder, if your child is being given a course of antibiotics, they can return to nursery after 48 hours of starting the medication. If you child has sickness and diarrhea, they cannot return to nursery for 48 hours after the last instance.

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. Our wet weather suits are used daily and are purchased with your donations and fundraising money.

Clothing

Just to remind you to please **clearly label all clothes/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 wet 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. Don't forget to label your child's lunch box and back packs.

Family Times

As part of our daily routine the children meet together for a short family time at the beginning of the morning and afternoon (9.15 and 1.15) Special music is played to cue the children to come to family time. This gives parents 15 minutes to settle their children and share important information with the key person. The music cue is a prompt for parents to leave so the key person can start their family time with their children.

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. Children can also have a packed lunch. 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 and not allowed to be in use in any areas of The Hive.

Tapestry

If you have any queries about Tapestry please ask in the office. Mya Ford is responsible for Tapestry and will answer your queries. If you haven't completed your Tapestry permission form could you please do so ASAP and either hand in to the office or give to your child's keyperson. If you did not receive one please ask the office and they will give you a copy.

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.

Emails

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. You will receive a text alert when an email is sent to you.

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, unless you are issued with a car park permit. Please see attached car parking policy to see if you are eligible for a permit, and also for further information.

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 17th October (Charley, Katie, Stacy, Hollie) and Thursday 18th October (Rosie, Ellen, Mya, Tracey, Jen) 4.30pm – 5.30pm.

Elaine will be selling new children's books for a £1 at the open evening. Come and choose a book with your child or buy them one for Christmas!

Applications for School

If your child is 4 years old between 1st September 2018 and 31st August 2019 you will need to apply for a school place by **15th January 2019**. Application for a school place starts from **1st November 2018**. Admission to school is not automatic so you need to apply online 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 16th April 2019.

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.

Nursery Photographs

We will be arranging for a photographer to come to in the Nursery to take photographs of Hive children. We are using a new company and will send out the date as soon as we have it. There will be an opportunity to purchase photographs along with a number of other items such as keyrings/coasters/fridge magnets etc... if you wish to. However, there is no obligation to buy anything.

<u>Dates for your diary</u>	
Macmillan Coffee Morning	Friday 28 th September
Poetry Day	Thursday October 4 th
Hive Open Evening (details above)	Wednesday 17 th October: 4.30pm – 5.30pm
Hive Open Evening (details above)	Thursday 18 th October 4.30pm – 5.30pm
Half term	Monday 22 nd October – Friday 26 th October
Inset Day (Whole Centre closed)	Monday 7 th January
Photographs	Date to be sent out
Santa Walk at The Alverbank Hotel	Date to be sent out
Christmas Forest Celebrations	W/C: Monday 3 rd – Friday 7 th December
Acorn Room Christmas Party	Thursday 20 th December
Local Residents sing a long	Friday 14 th December
Christmas lunch for the children	Tuesday 11 th December
Party Day for the children	Wednesday 19 th December
Last day of term (for term time only children)	Friday 21 st December
Centre closes (daycare children in this day)	Monday 24 th December
Daycare Children return	Wednesday 2 nd January 2019
First day of Spring Term (term time only children)	Monday 7 th January 2019 (inset day)
NB World Book Day	Thursday 7 th March 2019

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

Monday 3rd September (Hive & 2 year old funded places only)
Monday 7th January (whole centre)
Friday 15th February (whole centre)
Friday 3rd May (whole centre)
Monday June 17th (Hive & 2 year old funded places only)

Don't forget to keep checking our website www.haven-sch.org for the latest information.

Best wishes,

Karen Hooper

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SENCo