



Pre-School.  
Ladybird setting.



Pre-School.  
Butterfly setting.



Breakfast Club  
Early Bird Setting.



After-School Club  
Sea-Horse setting



Pre-School.  
Caterpillar setting.



After-School Club  
Starfish setting



Summer Club  
Turtle Setting.

## November-December 2014 - Autumn Term Ladybirds Newsletter.

**Barton Road. Hornchurch, Essex. RM12 4AA.**

**Tel-07738506600**

**STAFF– Bev, Teresa, Emma, Paula, Keely, Karen, Katie**

Staff would like to wish you all a warm welcome back after the half term break. We look forward in working in partnership with you & your child through-out their sessions with us and look forward to your continued support. This term is 7 weeks long and we will be finishing on **Friday 19th December 2014 at 2.30pm**. P.W.C will be returning on **Monday 5<sup>th</sup> January 2015** from 8am. All our details will be on our website.

**Notice-** Please note the **fees letter** will have to be brought in and Signed by a manager when fees are paid, the bottom part we keep as a receipt of your payment. If you have changed your Address or Telephone numbers, could you please inform a member of staff, so we have the correct relevant emergency information. We are looking at parents/carers either paying by BACS payments or Childcare vouchers instead of cash, if you require more details Please speak to a member of management.

### Safeguarding and Promoting Children's Welfare

Parents, Carers or Visitors-  
To ensure the protection of the children in our care, usage of mobile phones in the setting or on the grounds of the school is prohibited. We respect that there are times when adults may need to use their mobile phone but they will be asked politely by a member of staff to take the call off the school grounds!

Each week we have **'SHOW AND TELL'**. On the notice board will be a list of topics and a note of what we would like the children to bring in to talk about.

- (W/E 1) 03/11/2014 – Glows in the dark
- (W/E 2) 10/01/2014 – Poppy picture/photo
- (W/E 3) 17/11/2014 – Sandwich Making
- (W/E 4) 24/11/2014 – St Andrew's Day
- (W/E 5) 01/12/2014 – Christmas Decorations
- (W/E 6) 08/12/2014 – Santa's Letters
- (W/E 7) 15/12/2014 – Christmas Story

### Notice-

For funded children a Parental declaration will have to be Completed at the start of every term in-line with new code of practice for early years funding for 2, 3 & 4 year old children.

**Note-** If you feel unsure about anything please talk to our Manager. All children are allocated a **Key-Person** and a staff Member is always available to discuss any problems or concerns you may have in setting hours.

**Achievements-** We operate a **WOW** tree with-in our settings. The purpose is for the children to display their achievements outside of the pre-school setting and share this with our setting. This could be what your child achieves at an outside club e.g.:-swimming.

### Key-person Groups

Teresa Patrick **Senior Manager-**  
Emma Sullivan **Deputy manager**  
**Green Group-**  
Paula Lamport. **Purple Group-**  
Keely Stack. **Yellow Group-**  
Karen Cross. **Orange Group-**  
Katie Brown **Red Group-**

**Notice- Please** Post any suggestions in our comment box (**Good or bad**) All feed-back will be taken on board, to keep an excellent service for your children. The red post box is on the wall in our reception area.

### Topic-

- Week One: Colours and Shapes (Fireworks)
- Week Two: Colours and Shapes (Poppies)
- Week Three: Fine motor skills (Scissors)
- Week Four: Fine motor skills (Collage)
- Week Five: Celebrations (Christmas cards)
- Week Six: Celebrations (Decorations)
- Week Seven: Celebrations (Shaving Foam Cakes)

### Time-Keeping and Lateness

Access to the setting is via Mansard Close and Barton Road and it is important that you both arrive in good time. As you will appreciate late children can disrupt our routine and can be very unsettling for your child. Please make sure you arrive promptly for the start and finish of your child's session. .  
The gates will be closed after 10 minutes as the staff will need to be back in the rooms to work with the children. A late Charge of £5.00 every half an hour is also in line with our late policy.  
Please be aware we finish at 3-00pm. Thank you.

### Festival dates/Special events.

- 23.10.14 Diwali (Hindu)
- 05.11.14 Guy Fawkes Day
- 06.11.14 Birthday of Guru Nanak (Lunar Calendar – Sikh)
- 30.11.14 St Andrew's Day (Christian)
- 12.12.14 Our Lady of Guadalupe (Catholic)
- 13.11.14 St Lucia's Day (Christian)

**Parent Notice-** Please make sure you bring your child's 'Two-Way' book in every time your child attends as this is an important link between you and your child's Key Person and it will also inform you about any up and coming events like:-

- Parent Meetings
- Christmas Church Visit
- Christmas Concert
- Christmas Party

This term we will also be introducing our 'Travelling Teddy' every child will have a chance to take him home and tell us about your time together.

**Fundraising for this term will be the Christmas Raffle**

### Lunches

We discourage children to share and swap their food with one another. This is to protect children with food allergies. For children who drink milk, we will provide fresh, milk and water throughout the session. We **do not** have the facilities to store or refrigerate food. We therefore ask that you provide an ice pack in your child's lunch bag or box. Please ensure your child's lunch bag or box is clearly labeled with his or her name. Please do not put treats like sweets, nuts, fizzy drinks, chocolate, peanut or fruit strings in your child's packed lunch. Our setting reserves the right to not allow any such items to be consumed at our snack break. Even if your child does not suffer from a food related allergy, we kindly ask you to avoid putting items in your child's lunch that may cause a problem for other children in the setting. Please speak to a member of staff if you have any concerns or allergy updates.

### Parking-

- If you do need to park outside the school to drop off or collect your child, please be courteous to those who live nearby. Please do not block resident's driveways or Double Park in any of the neighbouring streets. This is a serious concern with all residents with-in the area and we all need to respect others who live nearby. Our policy is we would like to see as many of our parents encouraging their children to walk to and home from our setting. We understand we all have busy schedules, but please be aware and respect others in the area. Our children's **SAFETY** is of paramount importance to all of us. A member of staff will be at hand on the gates.

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