



Bright Star Day Nursery newsletter is here to inform parents/carers about changes, development and agenda for the nursery over the period of each term.

March 2017

WELCOME

Dear Parents and Carers,

We would like to welcome all our new families to the nursery. We hope your child enjoys their time with us and that you feel happy with the care they receive. Please let us know if you have any concerns.

We would like to wish all our children and families a happy Easter.

Rising Star Class

Reminders

Please can Parents /Carers provide 2-3 spare clothes as our babies get very messy during activities and meal times.

We would like to request that parents provide both indoor shoes for children to change into when they arrive at the nursery and also outdoor shoes for when they go to the garden.

Breakfast Morning

I would like to invite 4 Parents/ Carers to come and join us for breakfast morning on **Monday 10th of April 2017**. Please speak to your child person if you are able to attend.

This will give parents the opportunity to stay and play with their babies and also get to talk to their child's key person.

Breakfast morning is a lovely experience for parents to build a stronger relationship with their child's key person and staff team.

Superstars Class

Partnership with Parents and Carers

We would love for parents to volunteer monthly to come into nursery and take part in an activity with our children. Some of the activities would include; Reading, baking or planting.

Please speak to the office or your child's key person for further information.

Shining Star Class

A warm welcome to all our children who have moved from Superstar class to Shining Star Classroom.

We would like to remind our parents about show and tell which is every Wednesday and Friday. Children can bring a toy from home and will be given the opportunity to talk about the object with their peers during circle time.

Dropping off and Picking up

Please can parents and carers ensure that they bring their children to nursery on time and also collect on time as late drop off and collection affects the class routine.

Nursery Development

Kitchen

We would like to inform Parents and Carers that we are now refurbishing our bigger kitchen which is located near the office. In the mean time we will be recruiting a chef to cook fresh and healthy food on site. Once we have our Kitchen up and running we will send out copies of menus for all our Parents and Carers.

Garden

We will be developing our garden throughout the month of April 2017. During this month we will be painting, Planting and also getting new equipment's.

Fees

All outstanding nursery fees will now be dealt with by Miss Coppin in our Accounts Department. Parents should contact Miss Coppin to discuss their arrears if any.

Please be reminded that all nursery fees should be paid in full on the 1st of every month.

- Full payment of fees are payable in cases of absence and there is no reduction for sickness or holiday taken during any week the nursery is open.
- If your child/children have exceptional circumstances you should discuss their absence with the manager.
- If you cannot pay your Nursery Fees on time it is important that you contact Miss Coppin on 020 3868 6241 immediately to let the office know. Where possible we may be able to agree a short term payment plan to enable you to keep your child's place.
- All over due fees will incur an additional £10 charge a month until the arrears has been paid in full or an agreement payment plan has been made.
- If your nursery account is not brought up to date within 14 calendar days your childcare may be terminated.

If you move house or change your mobile number please inform the nursery as soon as possible. If your child cannot attend nursery please call the office and let us know. Funded children you may be at risk of losing a place with Brent or Camden if you do not advise us on why your child is absent from the nursery.

Parents Reminder for Fully Funded Children

Morning session starts at 9:00-12:00. Please can parents and carers ensure they bring their children in early as coming in late disturbs the children's routine in the class.

AM Session - 9:00 am -12 am

PM Session 12:30-3:30pm – 3:30 pm

All day session 9am-3pm

Please can all Parents/ Carers ensure that they collect their child/children on time as there will be a late fee of £10 every 15mintues you are late.

Term Time Children Only:

Term Ends – Friday 31st March 2017

Term Starts – Wednesday 19th April 2017

Half Term –Monday 29th May 2017 – Friday 2nd June 2017

Term Ends – Friday 21st July 2017

Please Note Nursery is closed on Bank holidays

Small reminder for fully funded children

Please note that there is a charge for children having nursery lunch and tea. Please can parents come to the office each week to pay for their child's lunch and tea. The cost for tea or Lunch is £3.00 per meal.

Dates for diary

Inset Day Tuesday 18th April 2017 (Nursery will be closed for all children)

Inset Day 4 September 2017 (Nursery will be closed for all children)

Plases can Parents and Carers fill in the questionnaires and forms below.

Change of information form

Child's Name:

Parents/ Carers Name:.....

New Home Address:

.....

Work Number:

Mobile Number.....

Home Number :

.....

Please return this form to the office.