**Smilers @ Chattenden**

**Newsletter September 2019**



Welcome back! Hope you all had a nice Summer break!

We would like to welcome all the new children and parents/carers to Smilers @ Chattenden, we look forward to working with you and your child.

**Daily Routine** - The children come into the rooms and are encouraged to sit down until the door is closed (this is for health and safety reasons), we then have a quick register and sing and sign our Hello song!

**We value our outside space and aim to use this several times during the course of a day, please ensure that your child comes suitably dressed for a day in the setting.**

**Absence -** Please can you text (07817398519)/ring (07817398519)/email (nicolasmilers@yahoo.co.uk) to let us know your child is not going to be attending Smilers.

**School Places September 2020 –** We will be handing out information during September about applying for your child’s place at Primary School for September 2020.

**Changes** - Have you changed your mobile number recently? Has your child got any changes to their dietary requirements or allergies? Please let us know! Please can you make sure you have completed an updated Registration form.

**Mobile Phones –** We have been advised by Medway Safeguarding Children Board that parents/carers MUST have their mobile phone in a bag or pocket when entering the nursery. THIS IS TO SAFEGUARD ALL CHILDREN IN THE NURSERY!

**Language in the Nursery –** Please think about what language you use in the nursery. Swearing is NOT acceptable. Please DO NOT use offensive words or comments to any adult or child in Chattenden School’s Community - but especially in the nursery and the school grounds.

**Staffing –**

Nicola – Nursery Manager, Early Years Foundation Stage Lead Practitioner and Special Needs Coordinator

Sarah – Deputy Manager, Designated Child Protection Coordinator and Baby Room Supervisor,

Vicki - Kindergarten Supervisor, Kelly - Pre-school Supervisor, Jo D - Assistant, Rhyanne - Assistant, Shannon - Apprentice, Skye – Assistant, Alanta - Assistant, Jo W – Assistant, Phoebe – Assistant and Lorna – Assistant.

**Key Person -** Each child has a key person in the nursery (there is a list in the hallway).

**Names** - Please remember to name any items that your child brings to Smilers, this includes: lunch boxes, drinks bottles, coats and bags. It is especially important as we have children with allergies.

**Fees** - All fees are due weekly or monthly in advance (unless arranged with Nicola) and should be paid on the first day of the week or month that your child attends. If your child’s fees fall into arrears of more than two weeks they risk losing their place! Please keep up to date and if you have any payment queries please see NICOLA.

Last term (April - July) we had over £3000.00 outstanding. Children’s places will be terminated if payments are not made. We understand that occasionally, there are circumstances that mean you have difficulty making payments, please speak to Nicola.

**Funded Two Year Olds –** The Government are funding two year old children!

Two year old children who are entitled to funding are no longer receiving letters from Medway Council.
You need to contact Family Information Services on 01634 332195.

**30 hours Funding for 3 and 4 Year Olds -** The Government have introduced 30 hours funding for children (restrictions apply). If you need any further information, please see NICOLA.

When you have your code, it will need to be renewed EVERY term!

**Tax Free Childcare -** The Government have introduced a tax free childcare scheme. Go to <http://www.childcarechoices.gov.uk> for more information.

**No dogs on the site –** Please DO NOT bring dogs onto the school site. This is NOT our rule, the school does not allow dogs on the site! If you are seen coming onto the school site with a dog, you will be asked politely to leave the dog outside. Thank you!

**Collecting your child –** Children need to be collected from Smilers by a responsible person (over 16 years of age). If you would like a child, younger than 16 years of age, to collect your child, please see NICOLA in the office.

Please collect your child promptly at 12.00 noon, 3.00 pm, 4.30 pm or 5.30 pm. If your child is not collected on time, you will be charged for the next session. If your child is booked in until 5.30 pm, they need to be collected on time, or you will be charged a £30.00 late fee. If you think you will need care beyond 5.30 pm, there is an option for a 6.00 pm pick up, BUT this has to be arranged in advance with NICOLA. If you are going to be late, please ring to let us know!

**12.00 noon PICK UP – use the Kitchener Road gate ONLY (DO NOT WALK ACROSS THE PLAYGROUND), please be prompt, as a member of staff will be manning the gate!**

**Illness –** If your child has either sickness or diarrhoea, they must not come into Smilers for **48** hours after their **last** bout of sickness or diarrhoea. This is for the health and safety of all of the children at Smilers and also the staff.

**Parking –** Please DO NOT park in Old School Court!

Please do not park on the zig zag lines or the double yellow lines by the zebra crossing, the police will be out there taking down the number plates of all of the cars that are parked there. It is dangerous to park there! It reduces the visibility when children are using the zebra crossing!

**Water bottles –** Please make sure that your child brings their own water bottle to drink from throughout the session! We have Smilers bottles for sale at £1.00 each.

**Facebook –** Search for Smilers – Chattenden. We will be updating the page with information about the nursery. Please keep looking and liking!

**School Dinners -** We offer a service where your child can have school dinners. However, we will need the money and dinner orders on Monday for that week and we can only accept the **CORRECT** money (no change will be given).

**Lunch Boxes -** Please can you provide an ice pack in your child’s lunch box to keep their food cool, especially if they have perishable items that would normally be kept in a fridge. Thank you!

**Site Security -** The gates will be open from 7.45 am - 8.30 am to allow access for breakfast club to both the school and Smilers. The gates will be closed from 8.30 am - 8.45 am. The gates will then be opened from 8.45 am - 8.55 am. If you wish to gain entry to the site for Smilers, you MUST use the gate at the bottom of the site (by Smilers). There will be a buzzer and you will be let in the gate. PLEASE DO NOT USE THE TOP GATE BY THE SCHOOL OFFICE IF YOU WANT TO GO TO SMILERS!

Thank you for your support! The team at Smilers @ Chattenden