



# Newsletter

Spring Term 2 (Feb/March 2018)

Dear Parents and Carers,

Welcome back to Playgroup, we hope that you all had a fun half term! Please take a few minutes to read through the newsletter, it contains lots of important dates and information for you. This half term we will be looking at:

Weeks	Dates	Activities	Please bring in
1	19-23 <sup>rd</sup> Feb	Making binoculars and telescopes to explore nature. Explorers	Empty kitchen roll tubes (not toilet roll tubes) Really large cardboard boxes for den making (the bigger the better!)
2 & 3	26 Feb -9 <sup>th</sup> march	SSSSShhhh- Mother's Day Surprise, Percy the Park Keeper role-play and Explorers	Clean empty plastic food trays i.e. mushroom trays, silver foil tart trays, if possible any spare bedding plants or cuttings from the garden and small shells. Show & tell- a photo of your pet (s)
4	Mon 12 <sup>th</sup> - 16 <sup>th</sup> March	Easter cards, Percy the park keeper	
5 & 6	Mon 19 <sup>th</sup> March-Wed 28 <sup>th</sup> March	Easter Chocolate Nests, Easter Cards and Easter Bunny Hats, Den Building	Any large boxes and sheets for Den building

## Items for Show and Tell (PM sessions only) -

Please bring items for Show & Tell during the afternoon sessions only.

If your child attends an all-day session, the item **must** be named and placed in the show and tell box in the busy room upon arrival in the morning at playgroup. Staff cannot be responsible for items getting lost or damaged, therefore please do not allow children to bring anything too valuable. Please also stress to your child that the items they bring are for show and tell only and not general play. We have plenty for them to do and play with and we have found that other children's toys can cause upset among the children. Show and tell is something we try to do every afternoon and the children do benefit from it. Show and tell also helps communication and language skills, so please continue to bring items.

## Important things we need to know about your child:

Please remember to tell us immediately about any of the following changes relating to your child:

- Permission for who can collect your child
- Emergency contact persons & their up-to-date details
- Allergies/Health conditions (or suspected, undergoing medical investigation)
- Medication
- Change of address, home, work and mobile telephone numbers

## Sharing of Your Childs Tapestry Account.

Don't forget to regularly look at your child's tapestry journal and see what they have been up to at playgroup. Remember that you are also able to add photos, days out, special occasions and stories to this journal. We hope that you are all enjoying looking though your child's activities and achievements at playgroup.



## World Book Day

We will be celebrating world book day this year on Thursday 1<sup>st</sup> and Friday 2<sup>nd</sup> March 2018. All children are invited to come to playgroup dressed as their favourite book character. We will be collecting optional donations of £1 towards the 'Book Aid' charity, supporting schools and libraries in Africa. Please note that we will have our dressing up trolley out on these days for the children to use, but we don't have enough for everyone to use!

## **Help Wanted - Parent Rota** - As you are aware, we run a Parent Rota help system where we ask



all parents/grandparents/friends to sign up and come into playgroup to help us 2 mornings per half term (in accordance with our Policies and Procedures). We are very fortunate that we have such extensive premises and we are able to have a lot of equipment and activities available at each session for the children, but the more we have out, the more adult help we need. We are a community based, charity run

playgroup, and do not make a profit, and we appreciate your help in being able to provide as many opportunities for your children as possible. The time spent in playgroup helping is usually a very rewarding time for both the child and parent. The Parent Rota for this half term is available on the stage now and the rota for the next half term will be available shortly. Please sign up and come in and give us a hand!- it really is an enjoyable experience! Thanks for your support



**Lunchboxes/School bags/Coats** - It would help us greatly if you could ensure your child's lunchbox, any separate drinks bottles/cartons and school bag are **CLEARLY NAMED** on the **OUTSIDE**. Many children have the same lunchbox or school bag. Coats need to be named on the inside. Un-named items cause confusion and upset. Please also remember not to put any nuts/nut products in lunch boxes due to allergies. Many Thanks.

## **Safety First !**

If you are sending your child with cherry tomatoes/grapes for lunch please can you ensure that they are cut in half longways. We have all seen the awful stories of children choking on whole grapes/tomatoes and we do not want this for any of our children. You can appreciate the fact we don't have the time to check up to 26 children's contents of their lunchbox before they sit down to eat. Your support in this matter is appreciated.



**Waiting List** - We are in the process of updating our waiting list in preparation for offering places to new children for a September start. If you have any friends or relatives in the area who have a child/children who are about to turn 2½/3 - we would love to hear from them! Please give them our details to contact us and register their child in either of the following ways:

**Telephone:** 01603 441529

**Email:** [info@spowston-nursery-playgroup.org.uk](mailto:info@spowston-nursery-playgroup.org.uk)

Alternatively, **download** a waiting list form from our website: [www.spowston-nursery-playgroup.org.uk](http://www.spowston-nursery-playgroup.org.uk)

Don't forget to register any younger children you may have, to be sure they are also on our waiting list! Our policy at the end of the newsletter explains our admissions procedure.

## **30 hour Funding.**

All 3 & 4 year olds currently receive 15 hours per week of government funded childcare.

Some of you may not be aware of the recent changes that have been implemented by the government.

If you are eligible, 30 hours of government funded childcare is available for 38 weeks of the year (just like the existing 15 hours scheme). Here at Sprowston Nursery Playgroup we are able to accept children with additional funding dependent on availability of spaces.

To qualify, you, and any partner, must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£120 at the National Living Wage, less if you are on the National Minimum Wage)

You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

Your child can start in their childcare place the term after they turn 3 years old and have received a valid 30 hours code, **whichever is later**. Term start dates are 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.

You may get asked for further information as part of your application, **so apply well ahead of the start date for each term**.

To keep your 30 hours free childcare place you need to check your details are up to date every 3 months.

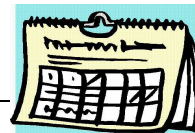
To see if you are eligible visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), and have to hand your payslips, P60s and national insurance number. If you need any more advice or guidance please feel free to see Amanda who will be happy to help you.



Don't forget that if you lose or throw away your newsletter, there is always a copy for you to view on our website at: [www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk).



## **Diary of Events for 2<sup>nd</sup> half Spring Term 2018**



### **February 2018**

Monday 19<sup>th</sup> Playgroup re-opens for Spring Term (1) 9.00am

Wednesday 28<sup>th</sup> Committee Meeting 8pm Busy Room

### **March 2018**

Thursday 1<sup>st</sup> & Friday 2<sup>nd</sup> Dress up for World Book Day 9.00am-3pm

Wednesday 28<sup>th</sup> March Playgroup closes for Easter Holidays 3pm

### **April 2018**

Monday 16<sup>th</sup> April Playgroup re-opens for Summer Term 9am



# Policy and Procedure Spotlight



## **Charging Policy**

Once the childcare space has been offered & accepted by the parent/carer & your child has attended. Playgroup issue an invoice requiring payment in full of any fees due in the first week of the term.

- To secure a place for your child we ask for a deposit equivalent to two weeks' fees. Should your child not start this deposit will not be refunded.
- Once your child has started we require 6 weeks' notice in writing to cancel this space. Please note that fees are still payable during this period of notice. Where the correct notice period is not adhered to Sprowston Nursery Playgroup will issue an invoice for any outstanding fees which will require full payment by the child's parents, at the time of notification of cancellation of the child's space, this procedure is the same requirement for a fee paying or a funded child.
- Playgroup requires 6 weeks' notice to change/swap sessions once your child has started.
- Deposits will be returned when your child is funded in the term after their third birthday, for younger children in receipt of 2-year-old funding, deposits will be returned in the term that the child starts at playgroup or if the correct notice period has been adhered to, whichever applies.

## **Payment of Fees:**

- Fees are payable in full on the first day of each half term there will be no refund for absence due to holidays or illness this procedure is the same for a fee paying or for a funded child who is funded under the Government Early Years Funding.

Detailed receipts will be issued for all cash and cheque payments.

- **Non-payment of fees-** if difficulties arise over payment of fees the Human Resources Sub-Committee will always be available to consider these special circumstances. It may be possible to pay weekly. All conversations of this nature will be treated in confidence. If a weekly payment plan is agreed this must not fall in to arrears for more than 3 weeks. Failure to keep up payments will result in the place being withdrawn and the deposit will not be returned.

## **Government funding for 2/3/4-year olds**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Early Education is offered within the national parameters -

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

- All families will be issued an invoice on the first day of the term unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed by the parent. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied where applicable.
- Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Charges for additional services such as trips will be agreed in advance with families.
- **Government Funded Children-** Absences due to holiday notified to Playgroup are no longer funded by the Government Early Years Funding offered for 2/3/4-year olds. Playgroup must be notified of holiday absence in advance of the child being absent. Any absence due to holidays (not due to sickness and or health reasons) will result in Playgroup invoicing the parent for any outstanding fees or funding due to non-attendance of sessions. Playgroup will require full payment by return of invoice, at the start of the holiday commencing.
- Children who are absent due to illness/health reasons will still receive their Government Funding, therefore parents will not be invoiced for these short term unplanned absences due to illness/ health reasons.

There is no charge for the following -

Cost of Consumables, Meals and Snacks.

- If you have any concern or are not satisfied that your child is receiving their free entitlement in the correct way, please refer to the matter direct to our groups Supervisor Carol Clarke however if you are still having concerns then please contact the Early Years Team at the following address:

Norfolk County Council,  
 Woodside Centre Community Hub,  
 Witard Road  
 Norwich  
 NR7 9XD.