



Keep Guard Keep Safe Keep Playing

Committed to safeguarding and promoting the welfare of children.

# Newsletter

February 2019

Good afternoon,

Where is the Spring Term going? We are almost half-way through with half-term fast approaching. With half-term next week (Monday 11<sup>th</sup> February – Friday 15<sup>th</sup> February), children who are funded or term time only will not be in setting. We look forward to seeing them back on Monday 18<sup>th</sup> February.

This is just another reminder to please ensure you only let **YOURSELF** in through the main door to the Nursery, as we have now had **two occasions** where parents or carers have allowed others to follow them in, rather than them buzzing themselves through. **We ask you to do this to keep your child or children SAFE!**

Can I also remind you about collecting your child on time, children are booked in for session times, and we have to adhere to the ratio for the number of children. At times this is becoming increasingly difficult as we have a small number of parents and carers who are regularly late to collect their child and therefore impacting on staff being able to have their entitled lunch break and the children's learning, especially with 1pm collections/drop offs. Each time you are late to collect your child, I am afraid a late bill will be issued which is £5.00 up to every 15 minutes. Staff will also not complete an effective handover (which we strive to do) as they need to start the next session with the children or continue the learning of others. Please ensure you are on time. We appreciate that at times, there will be circumstances out of your control, but it is becoming far too common for some families.

I would like to thank all the parents and carers who have been so helpful in completing their funding forms, this is a process that happens each term and is a form that must be completed by parents or carers, not the setting. Without this form completed, Bedford Borough will not release the funding monies and therefore not pay for the childcare our funded children receive.

After seeing so many parents at the Stay, Play and Learning Weeks, we have decided to hold another round of sessions this term, please look in the diary section for your child's room. These sessions are for you to come and stay and play and see the learning that takes place daily with your child, you do not need to book in for these. If the time slots are not suitable, please talk to your child's key person for an alternative time. Grandparents are more than welcome to attend if you are unable to. Grandparents are able to attend in your place if you are unable to.

Some of you may remember last year we had some chicks come and visit, with the children watching them hatch and having to care for them for a couple of weeks. We are pleased to announce that this year; ducklings will be arriving on Monday 18<sup>th</sup> March.

Just a reminder that we use the outdoor space all year round in all weathers therefore can I please ask that you ensure children are appropriately dressed for nursery, with a rain mac or coat, hat, scarf, gloves and wellies (if your child does not have a pair in nursery) for the spring days that have started to arrive. With the trees outside, on windy days it can be quite blowy in the garden and children need to wear their coats to stay warm. Could I also take this opportunity to remind you all to label EVERYTHING with your child's name, so we can re-locate the owner quickly.

**May I also take this opportunity to remind you all that payments are due on the 28<sup>th</sup> of each month (regardless of this falling on a weekend or not). When payments come in late it makes it extremely difficult to pay for the maintenance and upkeep of the learning environments and building as well as paying the wages of the staff that**

**Keep Guard Day Nursery, The West Wing, The Keep, Walcourt Road, Kempston, Bedford, MK42 8SJ**

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work tirelessly to ensure your children get the best learning experiences possible. Where payments are late with no warning given, a 10% late charge will be added onto your invoice. Invoices are sent out in a timely manner to ensure you have plenty of time to organise the funds to pay the amount required. Failure to pay invoices will result in children not being able to attend for their sessions.

We really appreciate your parental observations, photographs and videos; as they really do support your child's learning journey and encourage you to send them in as often as you can. Many of your child's important learning experiences occur away from nursery at home. Parental observations will give us important information about your child's interests, experiences and developmental progress which we can use alongside our observations of your child to support their learning journey. If you haven't activated your eyLog link please do so, each child has their own personal learning journey and it will be great for you to keep up to date with their learning process. This is where notifications and invoices are also sent.

Please ensure that you keep us updated of any changes to telephone numbers, addresses, emergency contacts and email addresses, so we can always ensure effective contact with you.

Continue to read on for further information and most importantly diary dates. I would like to take this opportunity to thank you for your continued support.

Lynn and all the staff team at Keep Guard Day Nursery.

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## 2 Year Old Funding

Have you got a 2 year old?

Did you know your 2 year old could get up to 15 hours a week free care, learning and play here?

Your child will have the opportunity to learn through play, make new friends, try different activities, improve their communication and get a good start to their education.

Your 2 year old may be eligible if one of the following apply:

1. You are in receipt of one of the following benefits:

- Income support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through Part VI of the immigration and Asylum Act
- The Guaranteed element of State Pension Credit
- Child tax credit, and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190

2. Your family received working tax credit with a household income of less than £16,190

3. Your 2 year old has a statement of special educational needs or an education, health and care plan or is in receipt of Disability Living Allowance.

4. The 2 year old is currently in the care of the Local Authority (LAC) or has left care through a special guardianship or an adoption or residence order.

To find out more and apply go to [www.bedford.gov.uk/2yearfunding](http://www.bedford.gov.uk/2yearfunding) or call Bedford Borough Family Information Service on 0800 023 2057.

## 30 Hour Offer

The eligibility checker at <https://www.childcarechoices.gov.uk> is now live for you to check if you are eligible for the 30 hours offer for working families with 3 and 4 year old children.

You will receive a DERN code that you will need to provide us with along with your name or names and your National Insurance number/s which we will need to send in to the Local Authority with your consent along with your child's name and date of birth to confirm your eligibility for the funding.

**Without** this information **we will not** be able to provide you with 30 hours funding offer: however you will still be eligible for the 15 hours universal funding.

Parents need to check their eligibility on line every three months and in turn inform us that they are still eligible; otherwise they may not continue to receive the additional funding.

If you encounter any difficulties applying on line please contact HMRC on 0300 0123 4097

## Early Years Pupil Premium (EYPP)

Some children who are receiving the 3 and 4 year old free 15 hour education entitlement could be eligible for EYPP. This means that your child's nursery, preschool or childminder could get up to £300 each year to support your child's learning.

We will work with you to consider the learning needs of your child and the additional funding will be used to support your child's development. This could be through the purchase of new resources, training staff or buying services from external agencies such as toy libraries and music groups.

During our recent Ofsted inspection we were required to show how the funding is used.

## Is my child eligible?

3 and 4 year-olds in state-funded early education will attract EYPP funding if you meet at least one of the following criteria: • Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Support under part VI of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit • Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit • Universal Credit

## How do I apply?

You can check if you are eligible go to the online checker on the My Early Learning website (<https://www.myearlylearning.co.uk/EarlyYears/About>) Click on 'Apply Now' under EYPP - You will get a reference number when you apply and if you are eligible give this to your child's setting. **Your child may also be eligible if:** they are currently being looked after by a local authority in England or Wales: they have left care in England or Wales through: adoption; a special guardianship order; a child arrangement order.

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## Collection Times

We would kindly ask that all children are dropped off and picked up on time. The biometric finger print system has been successful, however if you are late collecting your child, the system will not let you in. Parents will be charged £5 for 'up-to' every 15 minutes they are late. Full day care finishes at 6pm, and children need to be collected by 6pm at the latest. Unfortunately when children are picked up late, this has a knock-on-effect for staff that may need to catch buses or collect their own children as they finish their shift at 6pm. We appreciate your cooperation with this issue.

## Developing Independence

We actively encourage children to be as independent as possible getting their coats and shoes on. Unfortunately some children are struggling to put their shoes back on due to 'laces'.

Velcro shoes are perfect for nursery and offer the children a sense of pride and achievement once they are on.

## Diarrhoea and Vomiting

If your child has had a bout of diarrhoea OR sickness, they must remain at home for 48 hours after their last bout, as stated in our 'Sickness and Illness' Policy.

## Parking

We ask that all parents and visitors using our car park, park their vehicles in the designated parking bays, and do not park across three spaces or drop off right outside the main entrance. This causes congestion and danger to children and their families.

## Nappies and Toilet Training

Please can I remind parents with children requiring nappies to ensure there is a sufficient amount brought in for your child.

We would kindly ask that if your child is toilet training then you provide plenty of changes of underwear, socks and joggers or leggings. Plastic 'croc' style shoes or jelly shoes are also a good idea as these can be easily washed if an accident does occur.

Please see the 'toilet training' display in the entrance hall for lots of ideas and support.

## Birthdays

If your child is celebrating their birthday whilst at nursery and you would like to bring in a treat to share, we would kindly ask you to bring in NON FOOD gifts, for example; balloons, bubbles, pencils. NO SWEETS/CAKES/RAISINS. Thank you.

## Five to Thrive

We would like to introduce Five to Thrive to all of our Parents, which is the things you do every day that help your child's growing brain. Your child's body grows better when you give your child good food. Your child's brain grows better when you do five simple things that feed their growing brain:

Respond  
Cuddle  
Relax  
Play  
Talk



## Medication

We would like to remind all our parents that if your child needs liquid paracetamol or similar medication during their time at nursery, such medication should be treated as prescription medication with the onus being on you the parent to provide the medicine you wish to use. Please ensure all medicines are clearly named and are in date. Thank you. Please see our medication policy for further clarification, which can be found in the entrance hall on the top shelf.

## Fledglings

Come and join other new Mums and their babies on Friday mornings between 10am and 11.30am, to share a cup of tea or coffee in a cosy setting to celebrate your new baby. FREE and Term Time only. The Children's Centre joins us every 6 weeks to offer advice, support and baby weighing. Don't forget your red book!

**Mums with bumps are also welcome to attend.**

## Paper Request

Does your work throw out any old paper big or small, end of big rolls or use large computer paper (tricky now as everyone is trying to go paperless) or rolls of wallpaper?

We are always in need of paper for the children's drawings and paintings. If you know of any paper being thrown out please see Esther.

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## Christmas Closure 2019

Please note that the whole of Keep Guard will be closed over the Christmas period from Monday 23<sup>rd</sup> December 2019 and then back open on Thursday 2<sup>nd</sup> January 2020 for full time children. Funded children will be back on Monday 6<sup>th</sup> January 2020.

## Diary Dates

Friday 8 <sup>th</sup> February	Last day of half-term for Funded and Term Time Only children
Monday 11 <sup>th</sup> February - Friday 15 <sup>th</sup> February	Half-Term
Monday 18 <sup>th</sup> February	Funded and Term Time Only children return
Monday 18 <sup>th</sup> February - Friday 22 <sup>nd</sup> February	2-3 Room - Stay, Play and Learning Week (between 8:30am-11:30am and 2:00pm-4:30pm)
Monday 25 <sup>th</sup> February - Friday 1 <sup>st</sup> March	Under 2's Room - Stay, Play and Learning Week (between 8:30am-11:30am and 2:00pm-4:30pm)
Monday 4 <sup>th</sup> March - Friday 8 <sup>th</sup> March	Pre-School - Stay, Play and Learning Week (between 9:00am-11:30am and 1:30pm-4:30pm)
Monday 18 <sup>th</sup> March	Ducklings arrive
Thursday 28 <sup>th</sup> March	Ducklings leave
Friday 5 <sup>th</sup> April	Last day of term for Funded and Term Time Only children
Monday 8 <sup>th</sup> April - Tuesday 23 <sup>rd</sup> April	Easter Holidays
Friday 19 <sup>th</sup> April	Good Friday - Nursery Closed
Monday 22 <sup>nd</sup> April	Easter Monday - Nursery Closed
Wednesday 24 <sup>th</sup> April	Funded and Term Time Only children return

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