



Meadow Room Newsletter Autumn 2018



Dear Parents/Carers

Welcome to the Autumn Term.

We have been back for a couple of weeks and everyone has settled into the Meadow Room.

The children love being outside and we are making the most of the weather!

During the year newsletters and correspondence will flow backwards and forwards, it is vital you know what's going on within the setting and also important that we get consent and replies back regarding your child or activities. All correspondence is sent via your email address, plus newsletters can be found on the website www.cornmeadow.co.uk

CONFIDENTIAL RECORDS

It is vitally important that records are kept up to date. We rely on you to pass this information on to us. If your address/telephone/mobile/email/emergency contact numbers etc. change or any dietary/allergy/medication needs your child may have changes, these must also be recorded and up dated on a regular basis. We can only act on the information we have been provided with.

NAME LABELS

It is vital all your child's belongings are clearly named. bags, clothes, drink bottles, shoes, hats, gloves, and comforters. This helps staff recognise instantly whom things belong to, trace belongings if left or lost, but more importantly helps your child recognise their own name and belongings ready for developing independent skills. Due to problems last term with items not being named, we have purchased a marker pen, which we will use should items not be named. We have a Lost Property Box, so please check if your belongings are in there.

OPEN DOOR POLICY

If you have any concerns or questions about any aspect of our provision, please share them with us. We want everyone to be happy and confident at Cornmeadow Early Years & Families and we can only make this happen when the partnership between us is honest, happy and trustworthy. We have a number of ways to contact us or feedback your thoughts:

- Speak to Lorraine, Karen or Julie;
- Speak to your child's key person;
- Telephone us on 01905-455396 any time between 7.30am & 6pm;
- Email us on lorraine@cornmeadow.co.uk ;
- Send a message in your child's Daily Diary;
- Comments/Compliments/Complaints form in the foyer.

DROPPING OFF & COLLECTING PROCEDURES & PHOTOGRAPHIC EVIDENCE

Please let the Manager/Deputy or Room Leader know if anyone different is dropping or collecting your child. We have clear policies, practices and procedures, which you would have received with the Admission Documents to read and sign. Family, named emergency contacts or friends who pick up on a regular basis will need their photograph to be placed in our Photographic Evidence Book.

Legislation also requires that we hand children over to a responsible adult, this means someone over the age of 16.

WE HAVE A DUTY & RESPONSABILITY OF CARE AND WILL THEREFORE NOT LET ANY CHILD LEAVE WITHOUT PARENTAL CONSENT

DAILY DIARIES

Each child needs to bring their small backpack with nappies/wipes/cream/clothing/water bottle & diary everyday.

NO FOOD/MEDICATION/ITEMS FROM HOME SHOULD BE LEFT IN THIS BAG

Please could you place your child's Daily Diary in the pigeonholes on the practitioner's station when you enter the Meadow Room, this really helps us.

At the beginning of the day staff are busy settling children and at the end of the day handing them back to the person responsible for their care, therefore there's not much time to chat, but the Daily Diary is a great way to pass certain information on.

However, should you want to speak to a member of staff personally, please take a seat in the foyer and we will get to you as soon as possible or email us at lorraine@cornmeadow.co.uk

Please check your child's Daily Diaries on a daily basis for information and other correspondence.

POPPY COFFEE MORNING

Every year we hold this coffee morning to support the Royal British Legion. Parents are asked to supply a variety of cakes and we supply the coffee, tea and squash. We will have a Pop-Up Poppy shop where you can purchase merchandise to support the charity. It will take place on Friday 9th November 9.15am till 11pm, friends and family are welcome.

SPARE & SUITABLE CLOTHING

Please can your child have a suitable coat each day, as we try and access the outside area as much as possible. Footwear can cause difficulties in physical development and participation in certain activities within the setting especially boots or heavy soled shoes. Lightweight and flexible footwear with heel and toe protection is the best for indoors and outdoors. Due to our beautiful outside play surface the children don't need heavy shoes for outside play. Doodles, trainers or lightweight shoes are ideal. Last term we had a number of accidents due to falling in heavy weighted shoes and boots, plus standing on fingers and toys when playing.

We advise your child brings in their bags at least one set of clothes, due to accidents, spillages etc. They also need to wear really warm clothing for Forest School, leggings, joggers, jumper, fleece, thick socks is recommended, although we provide waterproof suits they don't hold the warmth very well.

ABSENT OR ILLNESS

Please notify us if you are on holiday, we have Holiday Notification Forms available on request. If your child is ill ring and let us know.

If your child has sickness and diarrhoea they should be kept away for 48 hours after symptoms have stopped. Children are a vulnerable age group and the spread of infection is high. If we have three or more cases it has to be reported to environmental health!

Telephone 01905-455396

From 7.30am

Email – lorraine@cornmeadow.co.uk

ASSESSMENTS & CHECKS

Staff are very busy getting to know the children and making baseline assessments ready to start 'next steps' in their development. Please make sure you complete the 'All About Me' section on Tapestry, this is very helpful to us.

2-YEAR PROGRESS CHECK

Your child will be having or may have already had a Health Visitor Check @ 27 months.

We work in partnership with the Health Visitors and also write a Progress Check to run alongside theirs as to your child's development within our setting. It is vital you let us know when your child's check is or if they have had one.

Please speak to Karen or your child's Key Person regarding this.

MAIN DOOR

We have had installed a new doorbell system. To the right of the door on the wall you will see a buzzer panel which has three buttons **OFFICE/MEADOW ROOM/FOREST ROOM**. Between the hours of 9-3 please press the appropriate button for the room or assistance you require. For Wake up Club 8am-9am & Wind Down Club 3pm -6pm please can you press the **MEADOW ROOM** button.

Due to safeguarding and security there are only certain members of staff who can open the front door. Please don't think staff are ignoring you if they don't open when passing, they will get someone in authority to do so immediately. If you are waiting in the foyer please don't open the door if the doorbell goes or someone is waiting outside, again this is a safeguarding and security issue.

CAR PARK & GATES

Parents have brought to my attention the single gate that opens onto the public pathway that sometimes it is open. Concerns about children running onto the road have been raised – please remember to close it after you.

We have had a few issues with children and adults walking across the car park when cars have been moving, please can you use the small-gated entrance, which is for pedestrians only.

BUGGY & SCOOTER SHELTER

At times we have been experiencing 20 buggies, the odd scooter and bike being left in the foyer, which as you can appreciate encroaches on space. We use the foyer as an extension of our classrooms and provide children with extra curriculum activities or small intervention groups, but this was becoming increasingly difficult due to space. Therefore we have purchased a store for buggies & scooters that parents can use if they wish, it will be at your own risk. Please can you bring buggies through the pedestrian gate and not through the car park, we have experienced some near misses, plus some members of staff have reported scratches and scrapes to their cars.

BIKE DOCK

This will be fixed in the next couple of weeks next to the buggy shelter. Anyone who would like to ride to Cornmeadow will be able to leave and lock his or her bike up at this safe place, but it will be at their own risk. Please can you bring bikes through the pedestrian gate and not through the car park, we have experienced some near misses, plus some members of staff have reported scratches and scrapes to their cars.

HANDOVER RESPONSIBILITY

Once your child has been signed and handed over to you they are in your care and their responsibility is yours. It is very difficult for us to police children once they have evacuated the classroom into the foyer or outside, but we are mindful and try to work in partnership with all families. This also applies to siblings, younger children in pushchairs need to be left in the foyer due to space within the classrooms and toddlers need to be carried, this is due to health & safety of equipment, objects and resources that would not be age appropriate and safeguarding. Older children can sit in the foyer or if they come into the classrooms need to be aware of smaller children and appropriate behaviour.

DATES FOR YOUR DIARIES

Christmas Photographs – Friday 19th October 2018

Half-term – 29th October – 2nd November 2018

Poppy Coffee Morning – Friday 9th November 2018 (9.15am till 11am)

Children In Need – Friday 16th November 2018

Early Years Partnership Surgery Week – Week commencing 19th November 2018





Contact Details

Telephone – 01905 455 396

Email – lorraine@cornmeadow.co.uk

Fees – annette@cornmeadow.co.uk

General – hello@cornmeadow.co.uk

Website – www.cornmeadow.co.uk