



# Monkey Puzzle Ware

## Weekly Newsletter

Edition: 7

Date: 23 March 2018

### Dates for your diary

#### **Parents Evening – Have you booked for your slot??**

Wednesday, 28<sup>th</sup> March 2018 – Babies & Tweenies (6:30 pm onwards)

Thursday, 29 March 2018 – Toddlers & Preschool (6:30 pm onwards)

#### **Easter**

Just a reminder nursery will be closed for Easter Bank Holiday. Friday, 30 March 2018 to Monday, 2 April 2018.

#### **Easter Term Holidays for Funded and Teacher Discount**

Friday, 30 March 2018 to Friday, 13 April 2018

### Nursery News

#### **Security systems and Buggy shed**

New security gates up and running, please don't forget '#' at the end of the code.

#### **New room leader for Toddlers as Emma reduces hours**

Heather (*Attachment 1*) will be starting from Monday, 26 March 2018 as the new Toddler room leader as Emma is reducing her hours due to family commitments. We also have two new lunch assistants – photos to be updated soon but room staff will be introducing them to you

#### **All extra sessions booked must be backed by an email confirmation....**

To ensure that there are no human errors in booking dates. Also, a reminder once an extra session is booked we have a 4 week cancellation. As you can appreciate we usually have already allocated a staff member for the day and they have cancellation period as per our agency rules.

#### **Parent Portal on nursery website.....**

Password – MPWare

#### **Behaviour management course.....**

Was cancelled as there was no interest.

Dear Parents,

As you can see the cloak room has been revamped to make sure things are in order, we request all parents to please help the nursery by not bringing in bulky bags which will not fit the cubbies. Some parents felt the cubbies were too small but what we need in the bags are just pair of two change overs. The cubbies have not been designed for big bags as then there will be no room left.

The cloak room will be further developed to have parent projects and other important leaflets (*Attachment 2*) on display.

### **PARENTS CHALLENGE RESULTS**

Congratulations to our Winner, once again bagged by .....



First Runner up: Darren Hanlon

Second Runner Up: Jacqui Clark

# What's On Babies...

## This week...

This week in Babies we have been learning about all about me and my feelings we have had activities such as balloon painting, and bubble wrap painting – we achieved this activities through gathering their interests and their next steps.



## Our theme next week will be...

All about me- People around the world

Next week in the Under 2s room we will be learning about people from around the world we are going to have activities such as going for a walk together, playing with the small world house and people, singing wheels on the bus song, we are gathering our activities through the children's interests.

## Our song of the week will be...

The wheels on the bus

## Our baby sign of the week will be... Sleep



to sleep

## Things you can do with me at home...

- Sing wheels on the bus with me
- Practicing the sign or sleep

# What's On ...

## This week...

This week in Toddlers we have been learning about all about me (similarities and differences) we had different activities such as different materials for the children to play with, a pairs matching game and sorting objects into colours and sizes.



## Our theme next week will be...

All about me- people around the world

Next week in Toddlers we will be learning about people around the world, we have activities such as throwing and catching a ball which we achieved through their next steps. We will also be playing with the small world house and people and talk about how they are all different.

## Our song of the week will be...

The wheels on the bus

## Our book of the week...

Differences

## Things you can do with me at home...

- Talk about what colour hair we all have at home/ how big and small we are.
- Sing the wheels on the bus but use your family as the people on the bus

# What's On ...

## This week...

This week in Preschool we have been learning about all about me and our feelings and this has been a continuous activity throughout the week during our circle time, our activities that we have been doing with the pre-schoolers have been achieved through their interest and their next steps.



## Our theme next week will be...

All about me- people around the world

Next week in Preschool we will be learning about people around the world we will be talking about this throughout our circle times. Our activities that we will be doing will be junk modelling, looking at pictures of our family, forming letters in flour, playing with the small world area.

## Our song of the week will be...

I am the music man

## Our story of the week will be...

families around the world

## Things to do with me at home...

- Talking about our families/ looking at pictures
- Practising our letter formation

# Mel's Kitchen ...





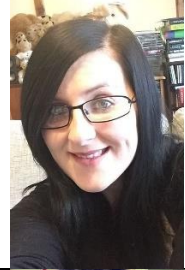


Hello lovely parents,

I am Mel, and I enjoy making yummy scrumptious meals for your little cherubs... I hope you like my menu for next week, but if you do have some suggestions or receipes you would like to add do let me know 😊

| Day and Times                     | Monday  | Tuesday  | Wednesday   | Thursday   | Friday   |
|-----------------------------------|---|--|---|--|--|
| Breakfast<br>(7:30 am to 8:30 am) | Cereal & Toast with fruit selection<br>Allergy: Gluten      | Cereal & Toast with fruit selection<br>Allergy: Gluten | Cereal & Toast with fruit selection<br>Allergy: Gluten            | Cereal & Toast with fruit selection<br>Allergy: Gluten             | Cereal & Toast with fruit selection<br>Allergy: Gluten             |
| Snack AM<br>(10:00 am)            | Apples and raisins  | Fruit selection<br>Allergy: fruit allergy              | Cheesey Biscuits<br>Allergy: Dairy and gluten                     | Fruit<br>Allergy: Fruit allergy                                    | Tortilla chips and hummus<br>Allergy: Gluten                       |
| Lunch<br>(11:30 am to 12:30 pm)   | Spaghetti Bolognaise<br>Allergy: Wheat and Gluten           | Sweet and Sour Chicken and Rice<br>Allergy: Soya       | Sausage and Tomato Pasta<br>Allergy: Wheat and Gluten             | Beef and vegetable stew and dumplings<br>Allergy: Wheat and Gluten | Beef burgers in rolls and salad<br>Allergy: Dairy and Wheat+Gluten |
| Lunch pudding                     | Lemon sponge and custard<br>Allergy: Gluten / wheat & Dairy | Flapjack<br>Allergy: Gluten / Dairy                    | Yogurt<br>Allergy: dairy  | Shortbread<br>Allergy: Gluten/ dairy                               | Yogurt<br>Allergy: dairy   |
| Snack PM<br>(2:00 pm)             | Fruit<br>Allergy: fruits                                    | Welsh Cake<br>Allergy: gluten and dairy                | Fruit<br>Allergy: fruits  | Scotch Pancakes<br>Allergy: Gluten and dairy                       | Fruit<br>Allergy: fruits   |
| Tea<br>(3:45 pm to 4:40 pm)       | Beans on toast<br>Allergy: Gluten and dairy                 | Assorted sandwiches<br>Allergy: Gluten, dairy          | Chicken and Vegetable Soup with Roll<br>Allergy: gluten and dairy | Tuna Parcels<br>Allergy: Gluten and dairy / Fish                   | Bagels Cream and Cheese<br>Allergy: Gluten / Wheat and dairy       |
| Tea pudding                       | Yogurt<br>Allergy: dairy                                    | Fruit Salad<br>Allergy: fruits                         | Chocolate & Avacado Brownies<br>Allergy: dairy / Wheat / Gluten   | Trio of Melon<br>Allergy: Melons                                   | Fruit Salad<br>Allergy: fruits                                     |

**NOTE:** Children with special dietary needs are catered completely and all allergens are swapped. Dairy and gluten are swapped for non-dairy and non-gluten alternatives, including fruits such as bananas and strawberries. Room staff and Chef have full allergy list and is shared daily between the room and kitchen

# Nursery Team Board...

| MANAGEMENT TEAM   |  |
|---|--|
|    | <p><b>Swati Naidu</b><br/><b>Manager</b><br/>Overall Nursery Incharge / Owner<br/>Designated Safeguarding Officer for any Safeguarding issues relating to children and Parent liasion</p>  |
|    | <p><b>Lucy Eaton</b><br/><b>Assistant Manager</b><br/>Early Years Incharge to ensure Nursery Curriculum is followed to meet OFSTED requirements<br/>Fire Marshall</p>  |
|   | <p><b>Sam Dye</b><br/><b>Deputy Manager Safeguarding</b><br/>In charge of Nursery Safeguarding along with Nursery Manager<br/>Deputy Fire Marshall<br/>Deputy Safeguarding Officer (In Swati Naidu's absence)<br/>First Aider</p>  |
|  | <p><b>Amy Smith</b><br/>In charge of Nursery curriculum and supporting Nursery Manager and Assistant Manager in smooth deliverance of curriculum - EYFS<br/>Deputy Safeguarding officer (In Sam Dye's absence)<br/>First Aider</p> |
|  | <p><b>Becky Lee</b><br/><b>Third Incharge</b><br/>Assiting Deputy Managers<br/>First Aider</p>   |

**Baby Room Staff**



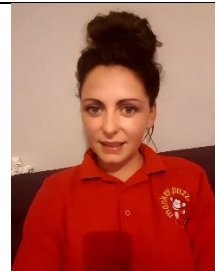
**Sam Dye  
Room Leader  
Level 3**



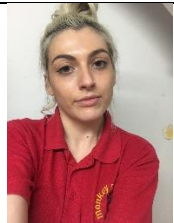
**Charli Leonard  
Assistant Room Leader (Trainee)  
Level 2**



**Ashley Rivet-Vitry  
Room Practitioner  
Level 3**



**Becky Lee  
Room Practitioner  
Level 3**



**Kristina D'adamo  
Room Practitioner  
Level 2 (Trainee Level 3)**



**Elaine Lee  
Room Practitioner  
Trainee**



**Chloe Cockman  
Room Practitioner  
Trainee**



**Stacey Cockman  
Room Practitioner  
Trainee**



**Toddler Room Staff**



**Heather**  
Room Leader  
Level 3



**Helen Marwick**  
Assistant Room Leader  
Level 6



**Eloise Ambler**  
Room Practitioner  
Level 2



**James Upton**  
Room Practitioner  
Level 2

**Preschool Room Staff**



**Claire Water**  
Room Leader  
Level 3



**Mary Hardy**  
Assistant Room Leader  
Level 3

**Support Staff**



**Matthew Lee**  
Nursery Assistant



**Emma Maslanka**  
Nursery Assistant  
Level 6

**Tina Pullen**  
Nursery Assistant  
Level 3

**Dora Lazarova**  
Nursery Assistant  
Qualified Teacher

**Marissa**  
Lunch Assistant  
Unqualified

**Clare Button**  
Lunch Assistant  
Apprentice



# Parents Challenge....

We will be challenging our parents each week and there will be a 'winner', 'first runner up' and 'second runner up'. The winner will then qualify for our end of the month lucky dip and whoever gets picked in the lucky dip will get 10% off on their next invoice 😊

Please note for the challenge to be complete you MUST answer all questions and in case of a tie, the last question will be deciding factor. Best answer will also be published in next week's bulletin 😊

You can reply back to these questions by emailing to [harsha@monkeypuzzleware.co.uk](mailto:harsha@monkeypuzzleware.co.uk)

|   |  |
|---|--|
| <p><b><u>This Weeks Quiz</u></b></p> <p>Who must pass on information to nursery regarding children's allergy?</p> <p>Who completes allergy care plan?</p> <p>Under what circumstances do parents supply home made meals for a child with an allergy?</p> <p>How did this quiz help you?</p>   | <p><u>How are parents benefitted from last week's challenge?</u></p> <p><i>Reading the medication policy really helped me understand when medication (including Calpol) will be given and under what circumstances. It will also be useful in the future if my little one does require a prescription medication, that I now know what I need to provide Nursery with and to think ahead about things such as getting the GP to prescribe medication that can have a lower number of doses.</i></p> <p><i>Having read through the policy, I am thrilled that there are firm measures in place to tend to my child in the event of illness. The policy is clear and covers most eventualities and is extremely encouraging as a parent.</i></p> <p><i>Good to have a refresher of the medication and sickness policy and it reminded my I really must do the Care plan form rather than the daily medication sheet. I understand the need written requirement for documentation for the medicine to be given even when it has been given before</i></p> |
| <p><u>Answers to last week questions:</u></p> <p><b>Who gives medication to children in the nursery?</b><br/><i>Only qualified members of staff may give medicine to children. This person is responsible for ensuring the medication form has been completed correctly</i></p> <p>State the instance when a prescribed medication can be refused to be administered by the nursery?</p> <ul style="list-style-type: none"><li><i>The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter</i></li><li><i>IF the medication does not have proper prescription</i></li></ul> |  |

Under what circumstances must a parent collect their child during a sickness?

*After administering calpol if the temperature starts rising again as nursery cannot administer second round.*

**Attachment 1**



Hi! I am Heather and I am your new Toddler Room Leader.

I have my level 2,3,4 in childcare. I have worked with children of all ages for just over 5 years. In my spare time I like to take part in ((Bounce)) classes and watch Disney films. I enjoy reading different story's and singing action songs with the children. My favourite activity to do with the children is make fairy dough or exploring colours by using paint.

I will soon assume the Third In-charge position within the management team when Becky leaves on her maternity but will still be based in Toddler room.

I cant wait to start working with all of you xx



## Other leaflets and advice if you need...

- |
  - Bereavement counselling
  - Divorce and separation and how we can support your little one.
  - Moving from pregnancy to first few weeks
    - ✓ Helping parents understand Cradle Cap
    - ✓ The effects of Smoking on your Child's Health
    - ✓ Travelling with your Baby
    - ✓ Understanding your Baby
    - ✓ Safer Sleep for your Baby
    - ✓ Oral Thrush
    - ✓ Umbilical Granuloma
    - ✓ Your relationship as new parents
    - ✓ Skin to Skin contact with your baby
    - ✓ Parent Tips Immunisations (1)
    - ✓ Parent Tips Immunisations (2)
  - Breastfeeding
    - ✓ Benefits of Breastfeeding and FAQs
    - ✓ Common Breastfeeding Worries and Problems
    - ✓ Expressing and Storing Breast Milk
    - ✓ Introducing Formula Milk
    - ✓ When your Baby cries during Feeds or has Colic
  - Mental Health
    - ✓ Happy children, Happy parents
    - ✓ How can new Fathers get involved

- ✓ Emotional Health and Wellbeing – Fathers
- ✓ Emotional Health and Wellbeing – Mothers
  
- Healthy Nutrition
  - ✓ Feeding your Older Child
  - ✓ How can I encourage my Child to Eat Vegetables?
  - ✓ How to help if your Baby has Reflux
  - ✓ How to make up Infant Formula Bottle-Feeds Safely
  - ✓ How to prevent your child being overweight
  - ✓ Introduce your Baby to Solid foods
  
- Minor Illness and reducing accidents
  - ✓ Car seat safety
  - ✓ Confirmed Hearing Loss in Babies and Children
  - ✓ Coping with Scarlet Fever
  - ✓ Coping with Chicken Pox
  - ✓ General Household Safety
  - ✓ Oral Thrush
  - ✓ Atopic Eczema
  - ✓ Safer Sleep for your Baby
  - ✓ Suspected Hearing Loss in Babies and Children
  - ✓ My child has Glue Ear
  - ✓ Safety in Home/Water Safety
  - ✓ Safety in the Home/Burns and Scalds
  - ✓ Safety in the Home/ Choking, Suffocation and Strangulation
  - ✓ Safety in the Home/Falls
  - ✓ Staying Safe in the Sun
  - ✓ Sticky eye
  - ✓ Preventing choking – Parent Tips
  - ✓ Parent Tips – Keeping babies and children safe around dogs in the home

- Health and Development for your toddler
  - ✓ Dealing with Difficult or Challenging Behaviour
  - ✓ Supporting your Child's Development
  - ✓ Understanding your Older Child's sleep
  - ✓ Two year review
  - ✓ Healthy Sleep Routines
  - ✓ Toilet training – Parent Tips
  - ✓ The effects of Smoking on your Child's Health
  - ✓ Safety in the Home/Falls
  - ✓ Safety in the Home/ Choking, Suffocation and Strangulation
  - ✓ Safer Sleep for your Baby
  - ✓ General Household Safety
  - ✓ Vitamins
  - ✓ Weaning off bottles and dummies
  - ✓ Children's Teeth
  - ✓ Preventing choking – Parent Tips
  - ✓ Supporting a bereaved child or young person: A guide for parents and carers
  - ✓ Childhood cancer: spotting the signs & symptoms
  - ✓ Managing Food Allergies in children under 5 years

### Attachment 3

#### ALLERGIES AND ALLERGIC REACTIONS POLICY

At Monkey Puzzle Day Nursery we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised or where possible prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- Information will be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff in the nursery
- Parents should notify the nursery IMMEDIATELY if the child's circumstances change
- An allergy register is kept in each room corresponding to the child, in the office and in the kitchen
- The nursery manager must carry out a full Allergy Risk Assessment and parents MUST complete a health care plan for any allergies ideally as soon as an allergy is identified. The information must then be shared with all staff and a copy of the care plan will be kept in the child's file and care plan folder and in their medication box if at all a medication is required in a secure container clearly labelled with the child's name, photograph and allergy, out of reach of children in the office.
- For the avoidance of doubt and so that staff are aware and reminded of individual needs, information regarding every child's dietary requirements is clearly displayed in the kitchen and dining areas
- All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts. If this cannot be guaranteed the parent must supply the food
- The manager, nursery cook and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
- If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed and it must be recorded in the incident book
- If this treatment requires specialist treatment, e.g. an epipen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child
- A sick child above all needs their family, therefore every effort should be made to contact a family member as soon as possible
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
- Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance
- All incidents will be recorded, shared and signed by parents at the earliest opportunity

Refer to food and drink policy for special diet procedures