



Newsletter

Spring Term 2 (Feb/Mar 2015)

www.sprowston-nursery-playgroup.org.uk



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 information for you and your families.

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)
- Prescribed Medication
- Change of address, home, work and mobile telephone numbers



What we will be looking at with the children this Half Term:

Week 1: (23rd Feb - 27th Feb) - Our home and families - During this week the children will have the opportunity to: Make a book of their family; Paint a family member or themselves; using our Maths babies and playing in our home Corner.

Weeks 2 & 3: (2nd Mar - 13th Mar) - How we grow - During these 2 weeks the children can choose to make a card for Mothering Sunday; plant a bulb; Use tape measures to check their height and draw round their hands and play in our Doctors Surgery.

Week 4: (16th Mar - 20th Mar) - What we eat - Over the course of this week, children can; make a 'cut and stick healthy food plate'; play in water with bubbles/wash babies and playing in our Shop.

Week 5: (23rd Mar - 27th Mar) - What we eat cont..... - For the final week of this half term, activities will include; Making an Easter Card; Making a gingerbread person biscuit; and playing in the Café.

*Please note that activities may change if they do not interest the children or resources run out. These are a guide only and we continually evaluate and develop our planning around the current needs and interests of the children *

Chinese New Year - Chinese New Year fell on Thursday 19th February (during half-term) and we are hoping to run some activities during the afternoons of w/c 23rd Feb. If you do not wish for your child to participate in these activities, please speak to a member of staff.

Sharing of Learning Stories- The Keyperson responsible for your child is able to share their learning story with you at any time. You are able to take it home and add photos or information or to share it with your child's other playgroup/nursery/child-minder if you so wish, just please remember to sign and date the front sheet and return it so that your child's Keyperson can keep it up to date.



Playgroups 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 (term time: Mon 11.30-15.00; Tue-Fri 09:00-15:00)

Email: info@sprowston-nursery-playgroup.org.uk

Alternatively, **download** a waiting list form from our website: www.sprowston-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!



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

Food brought in for sharing on the snack table: Thank you all for continuing to bring such a variety of foods the children to share on the snack table, it is lovely to see all of the children enjoying such a wide range of healthy foods. Just a reminder that any pre-packaged foods (e.g. breadsticks, crackers, pita breads etc..) brought in must be in their **original packaging clearly displaying ingredients and allergen information, and not containing nuts/peanuts**. This is to help us minimize risk to allergy/intolerance sufferers. Thank you.

Healthy eating at Playgroup: While we offer an open snack table to the children both in the morning and afternoon, the children's lunch is by far more important to them as a nutritional source of energy. When packing your child their lunch, please remember that, for those who stay all day, it will be the main food that they eat during a 6 hour period. If you have children who are particular about what they eat, why not ask them to help you make their lunch? - you'll be surprised how much they can do and how much more enthusiastic they are about eating it! For ideas on what makes a healthy lunch for preschoolers, we do have a leaflet which can be picked up from the main foyer, or ask a member of staff, who will be happy to help you.

Quiz & Chips Night! The playgroup committee has arranged a fundraising quiz and chips night on Friday 20th March at the Barkers Lane Cricket club. Tickets are £7.50 per person including fish & chips alternative food options available) with a maximum of 6 persons per team. More details will be available shortly!!

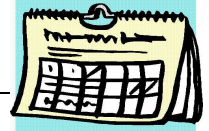
Items for Show and Tell: We love to see your children's items which they bring in for show and tell and encourage them to do so, however, we need to stress that items brought in by your child are done so at their own risk, so please do not allow them to bring anything which is very precious. These items need to go onto your child's name-card when you arrive, and although we remind other children not to touch other children's personal items, please be aware that they may be handled by others during the day. Items brought in are for show and tell only and not for general play whilst they are at playgroup, we have lots of activities and toys for them to enjoy while they are here.

Sainsbury's Active Kids Vouchers 2015

Sainsbury's are now issuing their vouchers for purchases made until 5th May 2015. Please ask all of your family & friends to collect as many as possible on our behalf. Our box is in the Entrance lobby for you to post them into. Thank you for your support



Diary for 2nd half Spring Term 2015



<u>Date</u>	<u>Event</u>
<i>Monday 23rd February</i>	<i>Playgroup re-opens at 12:00</i>
Wednesday 4 th March	Committee Meeting 8:00pm Catton Room - All welcome
Friday 20 th March	Quiz & Chips night 7:45pm Barkers Lane Cricket Club
<i>Friday 27th March</i>	<i>Playgroup Breaks for Easter Holidays at 3:00pm</i>
<i>Monday 13th April</i>	<i>Playgroup re-opens at 12:00</i>

ADMISSIONS AND OPERATION OF WAITING LIST POLICY

We welcome all families at our Playgroup. Children and adults play and learn together within the group, setting a pattern of respect and tolerance for other people.

Procedures

- We operate a waiting list, parents should be aware that this is not operated on a first come first served basis. All children will be offered two sessions upon entry. As a community based Playgroup we aim to offer children in our local community the opportunity to attend their local playgroup. If we are oversubscribed the criteria for offering a place will be in this order;
 1. Children who are entitled to nursery funding whose parents live in our catchment area (same as the local schools).
 2. Children whose siblings have gone through the Playgroup or are attending Playgroup whose parents live in our catchment area (same as the local schools).
 3. Children whose parents live in our catchment area (same as the local schools).
 4. Children whose siblings have gone through the Playgroup or are attending Playgroup whose parents do not live in our catchment area.
 5. Children who are entitled to nursery funding whose parents do not live in our catchment area.
 6. Children whose parents do not live in our catchment area.
- In the event of oversubscription in any of the above criteria then those living closest to the playgroup will be given priority. Our catchment area covers the following schools Sprowston Infants, Sparhawk Infants, Cecil Gowing, Lodge Lane, Garrick Green and Heartsease Primary.
- Opportunities to attend further afternoon sessions are offered according to age and School intake, up to a maximum of five in total.
- Fees are payable in full on the first day of each half term and there will be no refund for absence due to holidays or illness. However, 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 3 weeks in arrears. Failure to keep up payments will result in the place being withdrawn and the deposit will not be returned.

- 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.
- Playgroup requires 6 week's 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.
- Our opening times are as follows:

Monday -	1200 - 1500
Tuesday -	0900 - 1200 & 1200 - 1500
Wednesday -	0900 - 1200 & 1200 - 1500
Thursday -	0900 - 1200 & 1200 - 1500
Friday -	0900 - 1200 & 1200 - 1500

Afternoon sessions for 3 year old children may be added in spring or summer terms subject to demand.

- We are able to offer a child a place at our Playgroup from the age of 2 1/2 years. We may restrict the number of 2 1/2 year olds on our register in order not to compromise adult to child ratios as set out in the Early Years Foundation Stage guidance (staffing levels at this age are 1 adult to 4 children).
- If your child exceeds their entitlement of funded sessions in any term e.g. if they attend more than one provider, the following applies:

You may choose not to send your child to sessions over and above their funding entitlement. To allow for planning of staffing levels the sessions your child can miss will be set by Playgroup in advance of each term.

OR

You may choose to pay for any sessions your child attends over and above their funding entitlement.

- It is always desirable that all children are toilet trained, but Playgroup will accommodate those who are not.
- Please be aware that it is our policy to say a Prayer before lunch and on other occasions.
- Sprowston Nursery Playgroup has a policy of accepting children with special needs if it is at all possible. We try to get extra outside help if it is desired or deemed necessary with parents approval.
- Our settling in procedure aims to develop a good working relationship with parents and accepts each child as an individual. We aim to settle all children and parents happily, using a flexible approach. Refer to our Transition Policy for 'settling in'.
- Playgroup terms usually adhere to those of the local first schools.
- Term dates vary, but Playgroup is open for at least 38 weeks per year.

Playgroup will be closed if the local infant schools (either Sprowston Infants or Cecil Gowing) are closed due to bad weather. Listen to Heart FM or Radio Norfolk, or check www.norfolk.gov.uk or you can go to our Facebook page for this information.