



Newsletter

Spring Term 1 (January 2019)

www.sproston-nursery-playgroup.org.uk



Dear Parents and Carers,

Welcome back and may we wish you all a very happy and healthy New Year! We hope that you all had an enjoyable Christmas and that Father Christmas brought you all some lovely things.

A big thank you to all of you for supporting our Christmas Parties and Concert last term. The children were all captivated by the lights, music, games and dancing (a few budding stars among us, I think!!) and enjoyed the visits from Father Christmas in the afternoon. It was also lovely to see so many of you at the concerts too, without you all we wouldn't have an audience, so thank you for coming along, we hope you enjoyed it.

We would like to welcome some new and some returning families to Playgroup this term. We hope you and your child(ren) will have an enjoyable time with us. If there is anything you are unsure of, please ask a member of the team, we like to think we are all a friendly and approachable lot!!

Before and After Playgroup Club

We have now introduced a Before and After Playgroup Club on Tuesdays and Thursdays. We are open from 8am until 3.30pm on both days. If you would like to take advantage of these clubs which are open to children attending playgroup please see Carol or Amanda who will be able to discuss enrolling your child and to discuss the fees and funding options.

Bad Weather Closure

Playgroup will be closed if either of the local Infant Schools are closed due to **bad weather**. Listen to **BBC Radio Norfolk** for this information, or check the Norfolk County Council Website:

<http://www.schoolclosures.norfolk.gov.uk/>

Our name will **not** be listed amongst the school closures, so listen for either :

'Sproston Infant School'

or

'Cecil Gowing Infant School'.

If **either** of these is mentioned or listed then Playgroup will be **closed**.

We will also update our facebook page with updates on closures.

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

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



Weeks 1 & 2 (3rd Jan-11th Jan) - Welcome to 2019- Over these two weeks the children will be making a cut and stick picture of things they received for Christmas; Hairdresser Role Play, - *If you have any, please bring in old Xmas catalogues for cut and stick.* During these weeks we will be making birdy cakes and Squirrel Collages.

Weeks 3 & 4 (14th Jan-25th Jan) -This fortnight we will be creating seed and pasta collages, painting pictures with vegetables and making a Gruffalo Cave.

Weeks 5 (28th Jan) This week we will be celebrating Chinese New Year by making and painting a pig, painting a Dragon with our handprints and finishing our Gruffalo cave.

Week 6 (4th Feb) This week we will be making Valentines Cards, Candle Painting and celebrating Chinese New year.

Playgroup Clothing - We try our best to change your children into their own clothing whenever we can, when they need it. At times it is not possible to do this and we need to change your child into clothes which are owned by Playgroup. If your child comes home in clothes which you have not provided for them, **please wash and return the items to playgroup as soon as possible.** We only have a small amount of clothing and underwear as we only have a small area to store them in, therefore we would be grateful for the prompt return of cleaned items borrowed. Many Thanks.

Nativity Collections - Thank you to all of you who were able to come and see the children's Christmas performance. We hope that you enjoyed it! Thank you for all of your donations made at the two nativity performances. Your generosity has raised a total of **£140.00** across the two days. This donation will go to Great Ormond Street Hospital. Thank You



Our lovely new shed !

We would like to say a massive thankyou to one of our families who have very generously donated a new shed to playgroup. Scarlett Jones' parents Mark and Debbie very kindly organised for our shed to be built to specification and erected by professionals. As a charity run playgroup we rely on fundraising to be able to purchase and replace items such as the sheds, as im sure you will agreee it would have taken a lot of fundraising to be able to do this ourselves !! We are so grateful to the Jones' family and thank you for your continued support to our group.



Lunchboxes - It would help us greatly if you could clearly name your child's' lunchbox and any separate drinks containers/cartons **clearly** on the **OUTSIDE**. Also a reminder that in accordance with our Policies, foods containing nuts, including peanut butter and hazelnut chocolate spread, are not permitted. Many Thanks.

Playgroup Security and Safety

Please note that during children's arrival for the morning sessions there are members of staff at the **Main Playgroup Entrance**. Staff are placed at the entrance to ensure the security of the building and to keep the children safe during the arrival time and to ensure that no child leaves unaccompanied. The priority of the staff at the **Main Playgroup Entrance** during this time will always be to keep the children safe. With this in mind, we respectfully ask that you direct any verbal communications and information about your child (for example, who is collecting your child) to a staff member or key person in the hall, busy room or garden.



Diary for 1st half Spring Term 2019



January 2019

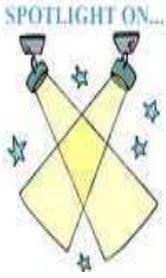
Thursday 3rd	Playgroup re-opens for Spring Term (1)	9:00am
Wednesday 16th	Committee Meeting - All Welcome - At Playgroup in the Catton Room (Busy Room)	8:00pm

February 2019

Friday 15th	Playgroup closes for Half Term	3:00pm
Monday 25th	Playgroup re-opens for Spring Term (2)	9.00am



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



Policy and Procedure Spotlight

Each time we publish a newsletter we try to include one of our group Policies.

This time we have included our **Charging Policy**.

If you have any comments or questions regarding this please speak to the Supervisor or one of the Assistant Supervisor's

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
- The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.
 - 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.

This policy was adopted at a meeting of Sprowston Nursery Playgroup.

Held on

Signed on behalf of the pre-school

(Role of Signatory)

Date for review

Privacy Notice

We, Sprowston Nursery Playgroup are the Data Controller for the purposes of the General Data Protection Regulation 2018. Sprowston Nursery Playgroup is registered with the Information Commissioners Office (ICO) for the purpose of the Data Protection Register. This notice is to help you understand how and why we collect personal information about you and your child and what we do with this information.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, education and health information, attendance and sessions attended details, Special Educational needs information, as well as information such as ethnicity, language, photographs and videos.

Data Sharing

We only share information about you and your child with carefully selected and monitored organisations such as our Local Authority, Tapestry Online Assessment Tool for the purpose of your child's development, Our Accountants/Auditors for the purpose of bookkeeping and Schools/Pre-schools that your child will attend when leaving us. E mail addresses supplied will only be used by playgroup to send newsletters and information directly to you.

We will not disclose your information to another third party without consent or when we are satisfied that we are legally entitled to share such data under Data protection laws concerning the safeguarding of you and your child.

Your information will be held securely on paper and computer in accordance with the General Data Protection Regulations. It will be stored securely and held in line with Norfolk County Council Record Retention Policy.

Under data protection legislation you have the right to request access to information that we hold about you and your child. To make a request for your personal information please contact the playgroups Supervisor, Carol Clarke.