



# Autumn Newsletter

**Welcome** to everyone joining Puddleducks this term and welcome back to those that have been absent for the summer. These first few weeks are key for your child to settle well. We will work with you to ensure this is as pain free as possible, so please do not worry if your child is taking longer than others.

If you have any questions, concerns or general enquiries, please direct them to your appointed key worker in the first instance and if they cannot help someone who can will be found. Anything relating to money, invoices, booked sessions - please direct to Beverley.

We have undergone quite a transformation over the summer weeks and initiated many changes. This newsletter will hopefully relay some of the important messages, other information will follow via the weekly newsletter, which will be issued each Wednesday via email. Please ensure we have up to date email addresses for this reason.

## Changes to Building Access:

Effective from Monday 9<sup>th</sup> September, access into Puddleducks will be via the rear door. This is a permanent change and necessary for the safety and security of children playing in the new play garden.

Please be aware therefore that we will no longer have protected cover or space for pushchairs, bikes & scooters to be left at the setting.

We are applying for funding to install a video intercom/CCTV system, so that we can secure the whole building and monitor all who wish to enter. Again, this is for the safety and security of all children.

Continuing the theme of security, we ask all parents not to admit others through the doors as you enter or leave, unless a member of staff is present. At the moment this applies to play room doors, however once the security system is installed will be particularly relevant to the main entrance doors.

We need to be aware of all who enter the building at all times and your understanding and co-operation is greatly appreciated.

Finally please remember that once the primary school re-opens on Wednesday 4<sup>th</sup> September, the barrier will be lowered between 8.30am - 3.30pm and no access will be granted.

## Staff changes

There have been a few changes to staffing over the summer break.

We said a temporary goodbye to Katie (baby room) who is now on Maternity leave. (No news yet!). We also said goodbye to Sonja (baby room) and wish her well in her new job.

We welcome three new staff. Caroline and Sapphire in the baby room and Ellie (apprentice) in the Toddler room.

Our new staff structure/who's who board is displayed in the main lobby.

## Key-worker letters

Confirmation of your child's keyworker will be issued from Tuesday 3<sup>rd</sup> September and placed in their drawer. In some instances this may have changed from previous notifications, however the priority is always to provide maximum interface time between child & keyworker

**Sickness:** It is extremely important that if your child suffers from either sickness or diarrhoea they **must** be kept away from the setting for 48 hours following their last episode. (Full details can be found in our 'managing children who are sick or infectious' policy).

If a child begins to demonstrate symptoms at the setting, we will of course ring you and ask for them to be collected. With this in mind, please ensure we have up to date contact information and if telephone numbers or emergency contact details change, keep us updated at all times.

Please ring or email and let us know if your child will be absent through illness. Our telephone number is 01672 562371 and email is [manager@puddleducks-pewsey.com](mailto:manager@puddleducks-pewsey.com)



## Cooked Meals & Lunch boxes



We are introducing cooked meals from Monday 9<sup>th</sup> September.

Menus are offered on a three week rota and orders are placed in advance. The cost for a complete meal (main & dessert) is £2.20, which we believe is exceptional value for money.

Orders are now being taken for week 3 (23/9/19) and week 1 (30/9/19). All orders to be received by Tuesday 10<sup>th</sup> September. Order forms can be found on the general notice board or can be downloaded from our website [www.puddleducks-pewsey.com/cooked-meals](http://www.puddleducks-pewsey.com/cooked-meals)

If you still wish to provide a packed lunch for your child then of course that is your choice.

Please place any lunch box containing a hot meal on the top shelf of the lunch trolley. Cold lunch boxes on the bottom two shelves please.

During lunch club, we promote healthy eating and would ideally like to see a balanced meal presented. We do understand of course that some children have many likes and dislikes that conflict with the healthy eating campaign and we would prefer children to eat something rather than nothing at all, but ask that sweets/chocolate/cakes be regulated.

We encourage children to sit at a table with friends and to eat from a plate. We also teach them to eat savouries



## WOW moments

WOW moments are a good way to celebrate your child's achievements or milestones. They can be for anything such as sleeping through the night, disposing of their dummy, dressing themselves, using baby sign at home - The list is endless.

All WOW moments will be added to your child's Learning Journal and each child receives a sticker at circle time.

Notable achievements during sessions will be celebrated too and WOW moments can awarded for you to celebrate at home.

Just pick up a form, located on the main notice board and pass it to your key worker and then we will do the rest.



## Open day Tuesday 17<sup>th</sup> September

Our first event of the year is Messy play day. This will be open to the whole community and we also invite parents to stay and play and join in the fun if you would like.

Lots of exciting and of course messy activities will be available to enjoy and remember, there is no cleaning up the mess afterwards!!

Tea & Coffee will be available for adults and healthy snack for the children.

Please help us advertise this event. Flyers are available.

**Absence:** Please remember to advise us if your child will be absent due to holiday or you are simply keeping them home for a day or two. This ensures we record it correctly on the register or able to offer adhoc additional sessions.



## All about me books

Each year we try and create these books for the children to look at and share their home and family.

They are useful in two ways, firstly they can be used as a means of reassurance and safety. The children will keep these books in their drawers (pre-school & toddlers) display pockets (baby room) and can look at them whenever they want. Secondly they can share their experiences with others. It will help with recall and creates a sense of pride.

Look out for the weekly newsletter for the types of photos we are seeking as we build these books up throughout the year.

## Mud Kitchen

With our newly developed and hugely popular mud kitchen in place, the children will be getting dirty, particularly now that Autumn is here.

Please ensure that each child has wellie boots to wear and a change of clothes (ideally labelled!!). If required, we have boot bags to store these items in and it can then be placed on your child's coat peg.