



## Autumn term 2016 newsletter.

Welcome to the start of the autumn term.

We will be encouraging parents/carers to sign up to receive the newsletter via email (in an effort to be a little 'Greener') Each room will have a clip board ready for you to give them the email address of your choice.

There will be a few spare copies in the main lobby.

The children that have been with us through the summer have had plenty of fun in the sun and lots of lovely water play with the occasional ice cream treat to keep them cool.

It would be lovely to see the photos or postcards from your holidays if you have been lucky enough to get away.



Congratulations to Casey who has had a little boy. Cyrus Steven Gerald Jones was born on 7<sup>th</sup> September 2016 and weighed 9lbs 1oz.

We have had two new doors put in the building, one to the 'Toddler' room and one leading to the 'Babies', this is for extra security. We would politely ask that once parents/carers have been met at the front door that they wait to be met by a member of staff from the room that their child is in. Some of the babies get upset when an adult appears at the gate to collect their child, especially new starters that are waiting for their own parents to arrive. For the Toddlers, other than for security it's important to wait at the door as

they have their own child size toilet and sink which they access themselves on most occasions just as you walk through the door along with the nappy changing area.

We hope you have noticed that we have been daring enough to change our beautiful plastic ball shaped hanging basket thingamajigs into beautiful real flower hanging baskets and that the large containers in the front now contain flowers (not weeds), Preschool are still looking after their own little window boxes so there are a few headless mini sunflowers etc down that end. Here is a plan of the some of the work which is currently being carried out.



Our term time dates run alongside Waterbeach school.

Some dates for your diary:

Autumn term opens	Monday 5 <sup>th</sup> September
Half term	Monday 24 <sup>th</sup> October - Friday 28 <sup>th</sup> October
CI Photography	Monday 7 <sup>th</sup> Novemeber
Parent's Evening	Wednesday 9 <sup>th</sup> November
<b>Christmas Party!!</b>	<b>Monday 19<sup>th</sup> December</b>
Autumn term closes	Tuesday 20 <sup>th</sup> December
Non term time only	Thursday 22 <sup>nd</sup> December

<b>Nursery reopens</b>	<b>Wednesday 4<sup>th</sup> January</b>
<b>Spring term opens</b>	<b>Thursday 5<sup>th</sup> January</b>
<b>Half term</b>	<b>Monday 13<sup>th</sup> February - Friday 17<sup>th</sup> February</b>
<b>Spring term closes</b>	<b>Friday 31<sup>st</sup> March</b>

### **Newsletters**

We send our newsletters out termly but also frequently send out other communication and update our Facebook page and website.

### **Menus**

Our menus can be found outside the kitchen they are frequently updated so please come and have a look.

### **Child Protection and Safeguarding**

Information can be found concerning Child Protection and Safeguarding and our policies can be found on the board opposite the kitchen. Please come and have a read at any time.

**Child Protection designated person** is **Lisa Wakley-Davies** and **Gillian Wakley-Trick**

**Special Educational Needs Coordinator** is **Gillian Wakley-Trick**

**Equalities Named Coordinator** is **Sam Cracknell**

### **2, 3 and 4 year old Childcare Funding**

We accept childcare funding for the many 2 year olds and all 3 and 4 who qualify for 15 hours of free childcare a week. Our 3 and 4 year olds prepare for their transition to school in our dedicated Pre-School. Please ask any member of staff for more details or come in and talk to our Pre-School team to find out about the work they do.

### **Extra sessions**

Please book ahead as much as possible to avoid disappointment. We try our hardest to make everyone happy.

### **Session swaps**

We always try to be flexible but unfortunately we cannot always offer a swap or accommodate a swap and we are unable to swap sessions missed due to holidays and sickness.

### **Reducing days/hours**

We need a calendar months' notice to reduce hours or days.

### **Late fees**

We do charge a late fee should you be late picking up your child, details can be found in our Parent Pack. If you are late picking your child up we may have to ask staff to stay later than their contracted hours and delay them from getting home to their families. So please be prompt.

### **Illness**

If your child is ill and cannot attend Nursery please call and let us know. If they have experienced vomiting and/or diarrhoea, they are not allowed to return to Nursery for 48 hours after the last incident.

### **Contacting the Nursery**

Should you need to contact the Nursery urgently you should phone direct on 01223 861911 during business hours 08:00 - 18:00. Other forms of communication will be answered as soon as possible but this will no longer be possible after 7pm on week days and not at all over a weekend or bank holiday.

### **Funding Information**

From the school term after your child has turned three, you will be eligible to claim government funding for free childcare. You are entitled to either 15 hours a week for the 38 weeks of the school year or up to a total 570 hours over the full year. This funding can be used across more than one setting and you will need to fill out a form at each setting in order to make your claim.

At Little Stars, once you start claiming funding we charge you an hourly rate on the hours used above those claimed. Unfortunately once we have submitted the term's final claim to Cambridgeshire County Council it cannot be changed. So any ongoing changes to hours attended will be charged as extras until the start of the next school term when the claim and fees can be recalculated.

Our hourly rates are:

Children under 3                      £6.00 an hour.

Children who are 3 and over      £5.50 an hour.

Your bill will be calculated one of 2 ways:

If you use Little Stars, term time only your monthly fee will be worked out based on the number of hours used each week above those claimed. This is then worked out into 11 equal payments during the year. You will not receive an invoice in the month of August. If you use Little Stars full time, 51 weeks a year, your monthly fee will be worked out on the total number of hours used during the year minus the total number claimed and then divided into 12 equal monthly payments.

**Term time only example:**

A child who is 3 years old and registered to attend Little Stars for 20 hours a week during the school term.

20 hours a week - 15 hours claimed funding = 5 hours at £5.50 per hour

$5 \times £5.50 = £27.50$  a week. Monthly Fee -  $(£27.50 \times 38 \text{ weeks a year}) / 11 \text{ months} = £95$

So your monthly fee would be £95 a month.

**Full time example:**

A child who is 3 years old and registered to attend Little Stars for 20 hours a week full time, 51 weeks a year.

20 hours a week  $\times$  51 weeks a year = 1020 hours a year.

Total number of funded hours claimed = 570 hours.

$1020 - 570 = 450$  hours a year at £5.50 per hour.

$(450 \times £5.50) / 12 \text{ monthly payments} = £206.25$

So your monthly fee would be £206.25

Remember the reason for the difference is that one child is term time only (38 weeks a year) and the other is full time (51 weeks a year)

Should at any time you wish to increase your child's hours either permanently or on an ad hoc basis we are always happy to accommodate where places exist. Please remember that we require one calendar month's written notice to reduce or terminate your contract.

If you need any further information about your funding application please speak to either myself or Gillian Wakley-Trick.

