

## Calendar for the 1st Half of Spring Term 2014

Monday	Tuesday	Wednesday	Thursday	Friday
6 Epiphany Early Years Funding & 2together Funding restarts for Term-time only children 	7 Staff Training 6.30 - 9.00 pm Food Hygiene	8 Stover Returns	9	10
13 	14	15	16	17 (Saturday 18th Parents' Open Morning 9 am - 1pm)
20	21	22 Staff Meeting 6.15 pm	23	24 (25th Burn's Night)
27	28	29	30	31 (Saturday 1st Parents' Open Morning 9 am - 1pm) Chinese New Year, Year of the Horse
3 (2nd Ground Hog Day)	4 	5	6	7 (7th-23rd Winter Olympics, Sochi Russia)
10	11 		13 (14th Valentines Day)	14 Early Years Funding & 2together Funding finishes for Term-time only kids & Restarts 24th



# Grafton Childcare

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## Parents' Open Mornings in January & February 2014

Have you booked an appointment for one of our Parents' Open Mornings yet? On Saturday the 18th January and Saturday 1st February we shall be holding another set of our Parents' Open Mornings. These are for parents to come along and have a good look around the setting at what has changed over the past year, take a peek at all of our lovely new resources and equipment.

You will also have the opportunity to look at your child's individual Learning Journals and chat to either Louise, Lara, Estelle or Denise about the progress your child/children are making here at Grafton Childcare.

We shall be offering 15 minutes appointment slots starting promptly at 9am and finishing at 12.45 on both Saturdays. We hope as many of you as possible will take this opportunity to come along so that we can share with you all of the wonderful things your children have been doing and a snapshot of some of the exciting things we will have planned for 2014..... We have placed a set of appointment sheets in the conservatory please book your slots asap. Or email Denise to let us know which date and time you would like to book and we can confirm if it is still available. [denise.tupman@inbox.com](mailto:denise.tupman@inbox.com).

On the morning of your child/children's appointment, it would be fantastic if you could please arrive promptly and stick to your 15 minute slot. This is so that we can fit all of our appointments in and give each set of parents enough time to



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for Childminding

have a good look around at our refurbishments and ask any questions they might have about their own individual child's care and developmental progress here at Grafton.

As you know we only have three parking spaces available for parents to use, two on our blue tarmac and one next door at number 22. Louise, Estelle Lara and Denise, will be showing three sets of parents around at a time, so please make sure that if you park on the blue tarmac that you leave space for another parent to park, thank you.

You are of course very welcome to bring your child with you, but please be aware that you will be responsible for the safety of your child during our tours and that the rear gates to number 24 and 22 will all be left unlocked whilst we are showing parents around.

### Spring Term Topics

Spring Term 1 - This half term we will be using a range of themes as the basis for our activities and learning. We will be particularly focusing on the following:



- Winter / Snow, ice, hibernation
- Snow White and the Seven Dwarfs
- Chinese New Year (2014 is the Year of the Horse)
- Winter Olympics
- Valentine's Day

If you have any items at home that you would like to loan us to help extend these topics with the children we would be very grateful, we shall take very good care of them and return them once we have used them thank you. As well as planned activities, we will also be noting, and following, the children's interests - who knows where that might lead us! We have begun to send out our next batch of Next Steps for the Spring Term, please look out for your child's own personal copy which will be stapled into your child's Daily Diary or Communication Booklet, you can't miss it it will be on lilac paper.

This means that we are permitted to give over-the-counter medication such as pain and fever relief or teething gel the type which often contain Paracetamol i.e. Paediatric Paracetamol with your prior written consent. However please note that we may only give children medicines containing Aspirin when 'prescribed' by a doctor. We hope that this clarifies the situation, if you were unsure.

**Date Created:** 01/12/11,

**Date Updated:** 05/01/14

**Date Due For Review:** 31/01/16

### New Toys & Resources

Since our last newsletter we have been busy adding new equipment, resources and consumables for the staff and children to use here at Grafton.

We have purchased a new set of open ended wooden resources from Spielgaben which will help us to teach the children to think deeply about mathematics at an early age. Spielgaben gives children a deep, intuitive understanding of the principles of geometry and arithmetic. Hopefully the resources will help the children to actually understand maths instead of just memorizing it. The set should help improve the children's creativity and thinking skills. Using the resources will help the children think creatively, come up with new ways of expressing their ideas, and thinking for themselves.

The resources will help take children's areas of interest "to the next level." For example, if a child loves to draw, the resources will encourage him or her to see shapes in nature and apply them to drawing. To see Spielgaben being used for play and learning go to [http://www.spielgaben.com/learning\\_resources/](http://www.spielgaben.com/learning_resources/) why not browse each of the learning resources and hopefully it will give you a better understanding about how we intend to use our Spielgaben set here at Grafton Childcare.



sometimes continue to provide childcare for a child with a mild cold or mild allergy related symptoms but are unable to provide childcare for any child with flu, chest, ear or throat infections due to their highly contagious nature.

Any child who has presented with the symptoms of vomiting & diarrhoea or a heavy green nasal discharge will not be readmitted on the premises for at least **48 HOURS** from the last episode and full childcare fees will still be payable for your child's place in their absence.

Any child who has presented with the symptoms for flu, ear or throat infections or conjunctivitis will not be readmitted on the premises for at least **24 HOURS**. **They must be fever free without the use of any fever reducing medication for a minimum of 24 hours, or in the case of conjunctivitis symptom free or attend with 'prescribed' eye drops** and full childcare fees will still be payable for your child's place in their absence.

If you are ever in any doubt about whether or not we can care for your child because you think he/she might be unwell. Then please telephone us beforehand explaining their symptoms and we will let you know whether we are willing to admit your child on that particular day having considered what other children we will be minding and what impact this might have on them and our staff. Please don't turn up with a potentially infectious child and expect us to make a snap decision on the doorstep. When your child returns from a bout of sickness we are more than willing to administer 'prescribed' antibiotics. However all medicines and lotions must be clearly marked with the child's full name where appropriate, the prescribed dosage and fitted with a child resistant cap. Grafton Childcare does not supply any medications, they must be all supplied by the parent. Medicines should only be brought to Grafton Childcare when this is essential. Grafton Childcare may only accept medicines that have been either 'prescribed' by a doctor, dentist, nurse or pharmacist or dispensed via a 'prescription' given via a written instruction from a doctor or dentist.

When we use the word 'prescribe' we mean medicine that is recommended. Recent changes in the law mean that qualified nurse independent prescribers, and pharmacist independent prescribers, can prescribe any licensed medicine for any medical condition they have been trained to specialise in. For nurses, this includes some controlled drugs. So we can give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse. In your child's Daily Diary or Communication Booklet we will provide you with a quantity of medication forms to complete, stating the name of the medication and the doses schedule you wish us to follow should the need ever arise.

## Grafton Childcare's Behaviour Management Policy

Louise Heap our Nursery Teacher and Behaviour Management Coordinator has been working hard over the past few weeks and completely rewritten our Behaviour Management Policy. We have included it in full in this newsletter because we believe it is very important that all parents and carers are fully aware of how we handle behaviour management here at Grafton Childcare.

At Grafton Childcare we recognize the need to set out reasonable and appropriate limits to help manage the behaviour of the children in our care. 'Behaviour' of all kinds has two broad functions - either to gain something, or to avoid something or someone, and managing behaviour is not a single issue, but encompasses a whole range of interactions between adults and children.

The designated Behaviour Management Coordinator is Louise Heap. Following a period of research and consultation, she has drawn up this working document, the content of which is to be shared with staff, students and parents, and added to or altered when felt to be necessary.

Our Behaviour Management Policy has direct links with the Personal, Social and Emotional development element of the Statutory Framework of the Early Years Foundation Stage document, 2012, in terms of supporting the children to make relationships, develop their self confidence and self awareness and to manage their own feelings and behaviour.

At Grafton Childcare, we do not and will not administer physical punishment or any kind of punishment other than when reasonable force is used for the purpose of averting danger of personal injury (including to the child themselves); and we will not threaten corporate punishment or use or threaten any punishment which could adversely affect a child's well being. We will keep a record of any occasion when physical intervention is used and inform parents/carers on the same day or as soon as is reasonably practicable. This is in accordance with the EYFS Statutory Framework, 2012.

Children enter settings with a huge range of different experiences and expectations from home. They learn patterns of behaviour from the people around them, and those children who have experienced loving, responsive early relationships are themselves more able to form positive relationships with others.

Synapse development in the brain is influenced by the child's early experiences especially those that are repetitive, whether they be positive or negative. A disability or special, educational need might also be an important factor in a child's inability to engage and communicate in an appropriate manner. A child who

lacks language skills, for example, may express themselves by biting or hitting instead.

Owing to these factors outlined, we do not automatically assume that all children know what is expected of them in terms of behaviour. Explanation of what they need to do, using a positively phrased sentence, might be required. In order to gain attention, the child's name will be used first, for example 'Mary, put the cars in the box, please.' Alternately, using a relevant picture may help those with limited understanding of language.

Adults, including parents and Early Years Practitioners have varying levels of tolerance and may react differently to towards the same behaviour. At Grafton Childcare, we believe that adults have a critical role in modeling behaviour, and that for children to flourish best we need to show clarity and consistency, so that children are continually helped to understand how they are expected to behave. Rather than referring to 'good' and 'bad' behaviour, which strongly promotes conformity, we support and develop children's appropriate behaviour in the context of meeting all their developmental needs and promoting their emotional and social competence in an appropriate manner.

In order to promote appropriate behaviour, we aim to:

Recognize the significance of our own behaviour, adopting clarity and consistency as a setting. Each of us must become a positive role model with regard to such factors as the tone of our voice, our specific language and our physical actions. Whilst in the setting, we can discuss and model appropriate ways to share resources, play together, solve problems and negotiate generally with children and with other adults.

Develop positive relationships with the children, taking the time to talk and listen to each child as an individual.

Set realistic limits according to age and our knowledge of the child's stage of development in a way which helps them to develop a lasting sense of self discipline and responsibility for their own behaviour, both with regard to their own environment and with regard to those people around them.

In accordance with the Equalities Act 2010, we must make 'reasonable adjustments' to include children and meet their needs.

Planning and encouraging the children to participate in a wide range of activities that will engage them and enable them to develop their social skills effectively.

Reward appropriate behaviour verbally and by other means, such as by smiling or giving a 'thumbs up' praise is an effective means of promoting positive responses,

## Grafton Childcare's Medication Policy

We have just reviewed and revised our Medication Policy and made two minor amendments removing any references to the Childcare Register as Grafton Childcare is no longer registered to provide childcare to children aged 5 years or above, this was fully explained in December's newsletter. We have uploaded a new copy of our Medication Policy to our website should any parent wish to refresh themselves with it's contents.

## Grafton Childcare's Sickness Policy

Before Christmas we had a number of children who were rather unwell with severe ear, chest and throat infections, a number of whom were sent home because their temperatures were giving our staff genuine cause for concern as we were not able to control their temperatures with the use of paracetamol suspensions provided by parents.

Some of these children were returned again to Grafton Childcare the following morning despite them being clearly unwell and not able to fully partake in activities here at Grafton resulting in their child's key workers having to contact parents a second time to come and collect their children, because they were not well enough to attend. As we are sure you can imagine this was very distressing for the individual children concerned and their key workers and sadly resulted in other children catching the same viruses we believe unnecessarily and one child being admitted to hospital as a result. Because of this we have revised our Sickness Policy and have included it in full in this newsletter because we believe it is very important that all parents and carers are fully aware of how we will in future handle sick children here at Grafton Childcare.

Due to Ofsted regulations we are not permitted to provide childcare for babies and children who are unwell, because we are required to not only think of the Health & Safety of your child but all other children within our care. If your child should become unwell whilst in our care i.e. vomiting and or diarrhoea or with a raised temperature which we have not been able to reduce with the use of paracetamol suspension or similar provided by the parents' then you will be contacted to arrange a speedy collection of your child.

If your place of work is some distance from Grafton Childcare it might be prudent to arrange a back up plan for somebody who would be able to pick up your child should this occasion ever arise. Your child will be quarantined away from the rest of the children awaiting your swift arrival and will of course be treated with TLC. If we feel that your child needs urgent medical treatment then we will of course seek it on your behalf, following any requirements and requests you have made to us on your child's emergency record forms to the letter. We can

## Donations of Resources

Donations of toys and resources help us keep our costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated.

- **Old Saucepans and Baking Tins**, the older the better as they will be used outside by the children in our mud kitchen.
- **Dressing up clothing** child sized not old adult clothing, costumes, hats etc.
- **Magazines** that depict other cultures, old birthday cards etc.
- **Paper of any kind**, brown, white, coloured, waxed, foil, Winter colours would be very useful next month, etc.
- Crayons, water colour paints, or any misc. **art supplies**, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- **Any odd shaped boxes or packages, especially if you can get a dozen** or so of the same size and shape, maybe from your place of work, we are very happy to help you recycle, these come in very handy for our junk modelling.
- **Used padded envelopes and bubble wrap**, any size or amount.
- **Anything** that you think we might find useful for arts and crafts, just ask if your not sure.
- **Any non treated wood**, i.e. an old tree which we can chop up for our wood burners, Phil has a small chainsaw, so is happy to come and chop any large logs into moveable pieces!

During New Year and just after when making room for all of your new gifts, please think of us before throwing out all that ribbon that wrapped up those parcels. We would love to have all of those fancy bags which your gifts came in, not only can we make use of the fancy paper but also the cord handles.

## Grafton Childcare's Opening Times 2014

Monday to Friday from 7.00 am till 7.00 pm, We are open 49 weeks a year.

We shall be closed on:-

Friday 18th April (Good Friday), Monday 21st April (Easter Monday), Monday 5th May (May Day), Monday 26th May (Spring Bank Holiday).

We will be closed between Monday 25th August (Summer Bank Holiday) and Friday 29th August 2014 and will reopen on Monday 1st September.

We will be Closed between Monday 22nd December 2014 and 2nd January 2015 and reopen on Monday 5th January 2015.

and we actively try to 'catch' the child being 'good'. By giving immediate specific feedback and using the child's name eg 'Mathew, well done for waiting for your turn on the slide!' we are giving attention and approval. In turn, this builds self-value and self-worth within the child, overriding the need to misbehave in order to gain extra attention.

Redirect activity by using a positive statement such as 'Paul, let's build a tower' instead of using a negative statement such as 'Don't throw bricks.'

Remind children of things they need to know by giving advance notice of an impending change of activity, such as lunchtime or outdoor play, or by using pictorial representations of the sorts of behaviour we expect or don't expect of them - this may particularly help children with limited understanding of language.

Offer choices to support diverse interests and support engagement in play e.g. by asking "Shall we read a story or do a puzzle?"

Use the language of choice to put the onus on the child to chose appropriate over inappropriate behaviour and to consider the consequences of their actions, e.g. "You need to x, or y will happen."

Understand that factors such as tiredness or hunger; or changes in a child's behaviour due to Safeguarding concerns may be of relevance at Grafton, a designated 'key person', who is a familiar adult with whom the child can form a secure attachment, plays a vital role in identifying any change in the child's pattern of behaviour which may be a cause for concern. They can support the child and help to resolve the situation through linking with the family concerned.

Ignore unwanted behaviour if possible. This it will not result in the child getting more attention and they will have to re think.

Allow opportunities to calm down. Where behaviour is deemed to be inappropriate, we have introduced the 'take five' approach, whereby the adult sits quietly with the child for five minutes, in order to calm the situation. We have a 'calming box' of assorted sensory items for the child choose and hold, should they wish, in order to help them to change focus and regain control.

Acknowledge the child's feelings, reassuring them of their value as a person even though their behaviour is sometimes unacceptable. In helping them deal with their feelings, it will always be made clear that it is the behaviour and not the child that is unwelcome.

Offer explanations and opportunities, particularly for older children, to reflect for themselves on why their behaviour is inappropriate, and how it might be changed. The ultimate aim is to help them resolve the situation in a peaceful

fashion themselves.

Monitor and record behaviour concerns in our Accident/Incident book. One copy is given to parents following a verbal explanation of what happened, and one copy is kept at Grafton.

Over the long term, the child's key person in association with the Behaviour Management Coordinator can implement a graduated response whereby they record relevant and detailed information about the child's interests, development and behaviour through observations and discussions with colleagues. In the ABC method of recording, for example, A refers to the antecedent, or event that happens immediately before a particular behaviour, B is the behaviour itself, and C refers to the consequences of the behaviour. They would then establish links and share with parents/carers.

### **The Graduated Response to Inappropriate Behaviour**

#### **Stage One** (normally undertaken by the key person)

If concerns arise about a child's behaviour:

Gather information from colleagues who work with the child. Include up to date assessments from observations of the child's interest and stages of development within EYFS development matters across all areas and aspects of learning and development.

Check that expectations of staff and enabling environments on offer are age/stage appropriate for the child.

Make targeted observations describing what happened, identifying the context, e.g. size of group, any changes to routine, child's response, with date and time of observation. Clarify any identified difficulties with specific observations.

Take full account of factors such how long the child has attended the setting and focus on child's development so far, especially across the three prime areas, particularly PSED Managing Feelings and Behaviour.

Discuss concerns from observations and assessments against the EYFS to share concerns and strategies.

Assess the enabling environment inside and outside with colleagues - how the space, accessibility of resources, routines, expectations, learning opportunities, adult deployment - support the child to engage.

Talk with the child and use observations to try to gain his/her perspective.

Together with colleagues, use the above information to identify strategies/ 'reasonable adjustments'/differentiation when planning for that child.

Share input with parents/carers and identify ways in which the setting can support the child at home and in the setting.

Review as a team, together with parents/carers and the child themselves. Arrange for further assessments if relevant, e.g. hearing test.

#### **Stage Two**

If concerns continue:

Discuss involvement of setting SENco Estelle Minton in sharing information and liaising with parents.

Develop targets for the child, e.g. Individual Education/Behaviour Plan with Smart targets evaluated weekly.

Review with the child's parents.

#### **Stage Three**

If concerns continue:

The SENco /key person should seek advice from Grafton's Devon Early Years Consultant and discuss requests for involvement from outside agencies. Discussion regarding exclusion can only be raised within a review which includes parents/carers and outside agencies, including advisory staff from the local authority. Exclusion would be in the context of a clearly defined graduated response and re-integration plan, devised by working closely with the child's parents/carers.

Strategies such as changing the pattern of the child's attendance would only be used in the best interests of the child and in agreement with parents/carers, otherwise this would be deemed to be a form of exclusion.

**Date Created:** 05/01/14,

**Date Due For Review:** 05/01/16

**Date Updated:**

**Thank You**

We would like to say a huge thank you to the parents of the following children:- William, Jamie, Lottie & Lauren who have donated Christmas Card making kits, Gift Bags, Dressing Up Clothes, and Baby Toys

We really appreciate all of the items which parents very kindly pass on to us here at Grafton Childcare, thank you so much for your continued generosity.