

## Short Term Planning for November/December 2010

Monday	Tuesday	Wednesday	Thursday	Friday
1 Staff Planning Meeting 4.30-6	2	3 Make Marble Firework & Diwali Pictures	4 Emily T & Dayle on Communication Training	5 Make Marble Firework & Diwali Pictures
8 Emily P Annual Leave	9 Emily P Annual Leave	10 Emily P Annual Leave	11 Emily P Annual Leave	12 Emily P Annual Leave
15 Create Spotty Paper Plate Bags.	16 Bake Children in Need Cookies	17 Bake Children in Need Cookies Healthy Settings	18 Bake Children in Need Cookies	19 Children in Need, Wear something Spotty
22 Road Safety Week Create a Display	23 Create a Road Safety Display	24 Create a Road Safety Display	25 Thanks Giving Day, Create a Thanks Giving Turkeys	26 Create a Road Safety Display
29 Holiday Fun For Grafton Bear.	30 Water Safety	1 Autumn Festival Crafts	2 Hanukkah, Festival of Lights	3 Advent Crafts
6 Staff Planning Meeting 4.30-6	7 Autumn Festival Crafts	8 Autumn Festival Crafts	9 Autumn Festival Crafts	10 Autumn Festival Crafts
13 Christmas & Solstice Activities & Crafts	14 Christmas & Solstice Activities & Crafts	15 Christmas & Solstice Activities & Crafts	16 Christmas & Solstice Activities & Crafts	17 End of Term for Early Years Entitlement Funded Children
20	21 Winter Solstice Christmas Roast Dinner	22	23 Creating Ginger Bread Houses	24 Closed for Christmas Reopen on 4th January

We are sharing our Short Term Planning sheet for your info, as part of our ongoing working in Partnership with Parents. Parents can help us by regularly completing the "My Favourite Things In... Have Been" pages and Parent Quick Note sections, remember the info which you supply helps us to specifically gear our plans towards the current interests and developmental needs of your own child.

Please remember to read your child's Daily Childcare Report page each day and **initial and date at the top** so that we know you have done so. Any comments should be written in the Parent Quick Note sections at the front of the Diaries. Our focus over the next few weeks will be Autumn Festivals. We have planned a whole host of activities for the children including just a few of the following items listed. All of which will nicely link into Problem Solving Reasoning & Numeracy & Creative Development which will be our Developmental Matters, Skills & Processes focus for the remainder of the Autumn Term. Watch out for those codes! Please note when your child's Keyworker is on Annual Leave or attending Training, this will mean that another member of staff will be completing your child's pages whilst they are away.



# Grafton Childcare

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Nov/Dec 2010

### Inside this issue:

Parking Arrangements	2
Seeking Planning Permission	3
School Admissions 2011/12	4
Staff Training	6
Keyworkers, Absence & Overtime	7
Planning for November & December	8

Well we are sure that you cannot of missed the fact that Friday 19th is BBC Children in Need day. We have planned lots of spotty crafty and fundraising activities with the children across the week, which will link in very well with this months focus on Problem Solving, Reasoning and Numeracy. During this month we shall be focusing on using lots of number names, matching numbers during play, recognising groups of objects, lots of counting activities some of which will be beyond 10. Many of which will have a spotty theme!

To start with on Monday 14th we shall be starting our week long spotty theme and encouraging all of the children to create their very own bags in which they will be bringing home their cookies and Pudsey shaped chocolates later in the week.

On the 16th, 17th & 18th we shall be making some spotty cookies for the children to take home and share with families and friends, we are hoping that parents will feel able to donate £1 for these. On Friday 18th we are encouraging all of the children to show your spots and wear at least one piece of spotty clothing, for which we hope parents will again feel able to donate a £1. Please send in all donations in a sealed envelope with your child's name, it will save us having to rattle tins and concentrate on having more spotty fun and games.



Please note that Grafton Childcare will be closed from 7pm on Thursday 23rd December and reopens on Tuesday 4th January at 7am. All fees for December should be paid by the 23rd.



## Parking Arrangements For Grafton Childcare

As all parents are now aware, we hope! Our new parking arrangements came into force on the 11th October and seem to be working very well all be it with a few minor hiccups and a little bit of fine tuning.

So as a little reminder they are now as follows:-



ALL Parents & Carers who arrive to either drop off or collect from Grafton Childcare could you please walk/drive to the **rear** of Grafton Childcare via Northernhay, the small access road at the rear of our setting.

However between 9.30 am and 4.00 pm each day, our rear gates will be kept locked so that the children can play outside in safety. During these times, you may park in the parking area belonging to number 22 Torquay Road (see the picture on the right above), or in any spaces which you may find in Mount Pleasant Road, avoiding the disabled bay!

**Before** 9.30am and **after** 4.00 pm ensure that at all times you park in either of our two designated areas pictured above and do not block access to other users. Please do not leave your engine running whilst dropping off your children. Not only is this illegal it is also not very considerate towards our neighbours. Or you can if you wish park in Mount Pleasant Road. But **please** do not park your vehicle at any time on the Double Yellow Lines outside the front of our property for any reason or in the disabled bay on the corner of Mount Pleasant Roads, because you might get a parking ticket! Three people were ticketed in October!

Once you have parked your vehicles, you can when the rear gates are open walk down our rear slope and ring the doorbell on the Conservatory door and a member of staff will assist you in signing your child in or out. Remember to ring the bell, we have had a couple of parents who have just knocked on the glass door and been stood there for a few minutes as we have not heard them! We are very happy to store your Pushchairs and Buggies if needed.

## Keyworkers, Child Absence & Overtime

So that we are able to provide a safe and stimulating environment here at Grafton Childcare we believe in ensuring that we provide continuity of care for your child so that they are able to identify with their Keyworkers and develop relationships at all levels. In order that we are able to do so we must have a dynamic and flexible system in place where we organise our staff effectively. This means that some children might have a new Keyworker assigned to them, this might be because your child has recently turned 2 years of age and have moved up into the next age ratio group or because we have appointed new staff. Check the front of your child's daily diary to see who your keyworker is.

During the past two months we have had two lovely students Jade and Holly spending time with us as part of their vocational experience required whilst they gain their NVQ's in CCLD. It's been lovely getting to know them and they will be spending two days a week with us for the next year.

We are very pleased to announce that Kayleigh will be joining our team as an Apprentice Childcare Assistant following Lucy's sad decision to leave us and return to her previous job in hospitality. Rose has joined us as a Part-time Childcare Assistant, she brings with her a wealth of experience having worked at Kingskerwell Primary School for the past eight years.

Now we have these extra staff online we shall be expanding Grafton Childcare from 18 to 22 children each day and are already almost full four days a week, which is fantastic news in this current economic climate and thanks mostly to all of you fabulous parents for recommending us to your family and friends, we guess we must be doing something right.

We do have a few spaces coming up next Summer, so please pass on our number to those who might be needing childcare in the future if they are on maternity leave at the moment. Remember as a thank you we give a £25 M&S Voucher to the recommender. If you would like some more of our business cards just shout!

However now we are almost full it is becoming increasingly difficult to meet some parents requests for additional days or hours when they might sometimes need to work overtime, attend training, appointments etc. Can we make a huge plea to all parents that if your child will be away for a day that you telephone and let us know between 7-9 that morning. Or on holiday that you let us know in advance so we can pop it up onto our whiteboard. This is vital when other parents ask to arrange overtime as it means we can see immediately if we have a space that day. If we do give your space to another child for the day, then you will not be charged, so we hope you will agree it could be a winning situation for all.

## Staff Training - Congratulations

We have had a very busy couple of months with four members of staff completing their NVQ's & EDI's in record time. We would like to congratulate the following:-

**Emily Treneary** - NVQ3 in Children's Care, Learning & Development

**Adele Foley** - NVQ2 in Children's Care, Learning & Development

**Dayle Browne** - NVQ2 in Children's Care, Learning & Development

**Emily Pearce-Mariner** - EDI Level 2 in Customer Service

Emily Pearce-Mariner will have completed her NVQ2 in Children's Care, Learning & Development by Christmas. Here at Grafton Childcare we are very keen for all of our staff to maintain their Continual Professional Development and are pleased to announce that Adele and Dayle are not resting on their laurel's but have just started their NVQ3 in Children's Care, Learning & Development and Emily T is very much hoping to start the new Diploma Level 4 in the new year once a local training provider has been secured. Also during the past few months staff have completed the following short training courses:-

**Food Safety** - Emily T, Emily P, Adele, Dayle and Pat

**Paediatric 1st Aid** - Emily P, Dayle and Pat

**Safeguarding Children** - Denise, Emily T, Emily P, Adele, Dayle, Pat, & Rose

**Children's Workforce Induction Programme** - Pat

**Leap Into Life** - Denise, Emily T & Adele

**Role of the Keyworker** - Denise, Emily T, Emily P, Adele, Dayle, & Rose

**Communication Friendly Spaces**  
- Emily T & Dayle

**ICAN**, an understanding of speech and language development  
- Denise, Emily T & Adele

Denise also travelled up to the "Pen Green" Research, Development and Training Base up in Corby Northamptonshire for a conference **Championing Home Based Care; The Potential and the Possibilities** on the 2nd October, which she found utterly amazing, very thought provoking as well as exhausting!

Over the next few weeks before Christmas staff will be attending the following training courses:-

17th November, **Healthy Settings** - Denise & Pat

3rd December, **Communication Friendly Spaces** - Denise & Adele

9th December, **2 Year Olds in the 3 & 4 Year Old Setting**  
- Adele & Dayle

## Parking Arrangements For Grafton Childcare cont.

Remember when the rear gates are closed (between 9.30 am - 4.00 pm) then once you have parked at the rear of number 22 Torquay Road please walk around and collect your children from our front door.

We would appreciate it if **all** parents could please cooperate fully with this new parking scheme whilst we are seeking planning permission for our change of use thank you. Please don't be offended if you come to the front door before 9.30 am and after 4pm and we ask you to walk around to the back door. This is for the safety of your child and all the children attending so that we can concentrate on whose is leaving and arriving from one exit and not two.

## Seeking Planning Permission for a Change of Use.

As many of you are aware during the past nine months we have been having discussions with Teignbridge District Council around whether Grafton Childcare requires planning permission or not.

We took their advice and duly applied for a "Certificate of Lawfulness", since we were already operating as Childcare on Domestic Premises. However this application was refused in September and we were advised to now seek planning permission via a Change of Use. This is because Teignbridge's Solicitor has deemed that the amount of traffic which was generated by parents' dropping off and collecting their children at the front of the property on Torquay Road had caused a material change to the building! This is why in October we brought in our new traffic management policy and asked all parents to use the rear of our building to drop off and collect their children during the busiest times of our day, i.e. before 9.30 am and after 4pm.

What we now need from all of our parents, grandparents and friends is a very short letter from each of you simply stating that you support our application for a change of use. It does not need to be very long, but simply needs to state that you support our application, your name and address and possibly state how you travel to and from Grafton Childcare e.g. On foot and if via car that you make it clear that you park off road on Grafton's own off-road parking facility.

We would appreciate as many letters of support by Friday 12th November as these will all be posted off with our initial application. But even after the 12th November it will not be too late and we can send off a batch of stragglers the following Friday. We appreciate that 22 of you wrote us letters of support previously, but sadly those letters cannot be taken into consideration and we need fresh ones from each of you.

## School Admissions for 2011/12

Devon's application facility for Primary School places in September 2011 is now open and will close at midnight on 15th January 2011. Children born between **1/9/2006** and **31/8/2007** will require Primary School places from September 2011, although parents may defer entry, they must apply by 15th January 2011 to be considered for a place.

Start dates can be discussed with Schools once offers have been made. Late applications will not be considered above timely ones where schools are oversubscribed. **Please apply on time!** Details of the school offered will be sent by email on the morning of 15th April, 2011, followed by a hard copy letter, sent 2nd class post.

There is a single offer point of September, but parents can defer or delay. Devon's admissions team will offer all places on **15th April** for a September start. Parents can negotiate start dates direct with the school later in the process, if a delay is desired.

Devon are striving to reduce the number of late applications and the consequent distress to parents and children when they aren't offered their local school, or the school their siblings already attend.

Statutory school age, your child must be in full-time education by the start of the term following their fifth birthday, but this does not mean that they have to be in education before then. However from September 2011, schools in all areas including Devon must **offer** admissions for the beginning of the September term following a child's fourth birthday. This is being called a Single Point Offer.

As parents when you are offered a place for September you have the following options:

1. Full-time admission to Reception,
2. Part-time admission to Reception up to the statutory school age,
3. Part-time attendance at Grafton Childcare or another pre-school setting while deferring a place in Reception.

But you cannot take a part-time place in Reception and free Early Years Entitlement Funded place at Grafton Childcare or another pre-school setting. Neither can you take a free full-time Early Years Entitlement Funded place at Grafton Childcare or another pre-school setting, although you could arrange for additional pre-school hours but would have to pay for them.

As a parent, you have the right to defer your child's admission until statutory school age, at the beginning of the term following their fifth birthday, even though you will have been offered a place for the previous September. This is a decision for you as a parent to make. We would advise you to take all factors into

## School Admissions for 2011/12

account including advice of the head of the Early Years Foundation Stage at the school and the Head of Grafton Childcare, Denise Tupman.

Not all four year olds will have reached the required levels of self-confidence, self-esteem self-care and emotional development to attend full-time school from September, this is why Devon previously offered a Two Point entry system of September and January!

If you wish to defer admission, you must inform the school which has been allocated. **That place must be held open up to the start of the term after your child's fifth birthday within that academic year by the school, and will not be offered to another child.** However you must inform the school in writing of your intention to do so, otherwise your child's place may be withdrawn and offered to another child.

### Child's fifth birthday

1 September - 31 December

1 January - 31 March

1 April - 31 August

### Can defer until

January

January OR April,  
the start of the  
Summer Term

January OR April  
OR the next  
September with a  
fresh application for  
a Year 1 place.

We hope that we have explained the new admissions process and things are a little clearer for you all. However if they are not or if you would like to discuss in more detail whether or not it might be in the best interests to defer the entry of your particular child into full-time education particularly for those whose birthdays fall between the 1st January and the 31st August, either drop Denise an email or pop a note into your child's Daily Diary and we make an appointment to discuss your child's admissions arrangements more fully.

But either way please remember you must apply for a place as normal online at **[www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline)** or on the Devon Common Application Form by the deadline of 15 January 2011.