





Short Term Planning for October 2011

Monday	Tuesday	Wednesday	Thursday	Friday
3 Staff Meeting 6.00 –7.00 pm	4 	5 Fruit Salad	6 Julie Annual Leave	7 Julie Annual Leave
10 Tractors	11 	12 Cress Heads	13 Autumn Cookies	14 
17 Scarecrows	18 Adele Annual Leave	19 Autumn Fun with Playdough Adele Annual Leave	20 Autumn Crafts Adele Annual Leave	21 Adele Annual Leave
24 Autumn Crafts Emily Annual Leave	25 Emily & Jade Annual Leave	26 Emily Annual Leave	27 Emily & Jade Annual Leave	28 Emily & Jade Annual Leave
31 Dayle Annual Leave 	1 Dayle Annual Leave	2 Dayle Annual Leave	Saturday 29th October Open Day <i>Between 10 am – 2 pm, please make a note in your Diary, timed invitations to follow for each family!</i>	

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, Harvest, Healthy Eating, & the lovely story Handa's Surprise. 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 Personal, Social & Emotional Development & Communication Language & Literacy which will be our Developmental Matters, Skills & Processes focus for this half 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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Have You Heard Grafton Childcare is Expanding?

October 2011

Inside this issue:

As many of you will all know we have been planning on expanding Grafton Childcare for a little while as we have been full with a waiting list for spaces for some months. Which we are very chuffed about as we only expanded to these premises in December 2007. Our 20th Anniversary Year has been pretty amazing, we hope you will all agree.

We are very proud that we seem to have created the right balance between a full day nursery and childcare on domestic premises and you obviously also agree as the majority of our new children who have joined us in the last few months have come via recommendations from existing parents, for which we thank you all very much.

As a little thank you, some of you who have recommended us will be receiving a small M&S Voucher at the end of the month as a token of our appreciation. They always say recommendation is the best form of advertising, don't they?

We wrote to Ofsted in July and formally requested a variation to increase our overall registered numbers from 22 each day to 34. At the end of August we were very pleased to receive the news that Ofsted had wholeheartedly approved our plans. This meant that we could expand into the ground floor of number 22 Torquay Road, next door. We just needed the current occupants to move out which they did at the end of September, but it has been a nail biting time for us all.

We have been busily advertising for three new members of staff over the past few months and are currently at the short listing and interviews stage and very much hope to have appointed some extra staff members by the end of October. Read more about our plans for staff on page 3!

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Please note that Grafton Childcare will be **CLOSED** on Friday 2nd December, whilst all staff attend the Early Years Conference 'Speaking your mind' in Dawlish.



Have You Heard Grafton Childcare is Expanding!

Over the next few weeks we shall be having the front garden of number 22 fenced and made safe for the children to use, with a picket gate connecting the two gardens. Then at the rear of number 22 we need to have a number of the existing fence panels replaced and some new gates connecting the two gardens and handrails put in to make it safe and secure for the children, staff and parents, to make use of the outside areas.

Then we come to the inside of the property. We have popped a picture of the floor plan of next door into the middle of this newsletter, hopefully it will be able to give you all a flavour of what we have planned for there.

But briefly our existing premises will be used mostly by the under two and a half years olds and next door will be used mostly by the over two and a half year olds. But all the children will be able to move between buildings with their Key Workers dependant on what activities they are engaged in. As you can see from our floor plans we are extremely excited to be able to have a dedicated room which will be set aside purely for the children to carry out arts and crafts activities, which not only the children but also the staff are very excited about. Having a dedicated room will mean that we can provide so many more opportunities for your children to learn through meaningful spontaneous creative play linked to their current interests and themes or topics which we are covering in the setting as a whole.

But don't worry on **Saturday 29th October** we plan on having an **Open Day** here at Grafton Childcare, so parents will all be able to come around and take a good look around the whole setting and ask any questions you might have about what we have planned for the extra rooms and space we shall have available to use by the children. We shall send out official invitations nearer the time, but please pencil the date into your diaries now. We shall run an appointment system throughout the day, so you can all have a good look around and have time to look though your children's Learning Journals and ask any questions you might have about your child's Key Workers planned Next Steps with us at the same time.



Daily Diaries & the Early Years Foundation Stage

Recently we have sadly been required to turn a number of children away at the door because they have not arrived with their Daily Diaries. The Early Years Foundation Stage applies to all children from birth until they go into Year 1 of primary school. The Childcare Act 2006 puts a legal obligation on us to work in close partnership with parents of any child in this age group. You will have been supplied with a Daily Diary Booklet and small A5 Folder for your child.

Can we remind you that this **must** accompany your child each time they attend Grafton Childcare or sadly childcare will be declined and full contracted fees will still be payable. Details of food and drinks consumed, nappy changes, activities and accidents will be recorded by Grafton Childcare in your child's individual booklet on a daily basis, unless you turn up unusually early to collect your child. Parents are requested to record information about their child relating to changes in routine, current interests and developing skills, in the booklet on the "Parents Just a Quick Note" and or the "My Favourite Things Have Been" pages on an ongoing basis, so that we are able to work in partnership for the benefit of your child. Or you may do this via email if you find this more convenient. You can email Denise at denise.tupman@inbox.com

If your child has not attended for more than seven days, we ask that you provide a written update about your child in the booklet on the "Parents Just a Quick Note" pages. Lastly can we please remind parents to sign the "Daily Childcare Report" page daily, likewise we will sign against the "Parents Just a Quick Note" and read the "My Favourite Things Have Been" pages when they have been completed by parents as evidence of our Working in Partnership with Parents Policy.

To avoid the upset and embarrassment for our staff declining you on the doorstep please remember to check that your child's Daily Diary is actually in your child's bag before you set off for Grafton Childcare, because it really is very awkward for your child's Key Worker to have to turn your child away at the door because you have forgot it and could be quite distressing for your child as well. Ofsted have determined that we must have each child's current Daily Diary on the premises if the child is in attendance, since this should contain the most up to date Emergency Contact and Medical information on your child, as well as a record of Existing Injuries and Accidents and any Medications recently given to your child. All of which we are legally required to hold in your child's Daily Diary. When you forget your child's Dairy Diary and ask us to accept your child, you are asking us to break our regulatory requirements as set out by Ofsted, which we can't do under any circumstances even if it will make you late for work, sorry.

Contents of Your Child's Cloth Bag

We hope you all appreciate that we have quite limited storage space at Grafton Childcare for each child's belongings, so we have provided most parents with one of our very own funky cloth bags in which we would appreciate your keeping all of your child's belongings in which you bring along to us each day.

Please could you ensure that **ONLY** the following labelled items are kept in your child's bag, Sharpie Laundry Pens from WHSmiths are ideal for labelling things and much quicker than sewing on labels:-

- 1) Your child's Daily Diary in it's very own zipped wallet with which you will be provided.
- 2) At least one complete change of clothes for your child, suitable for the current weather conditions. This might include extra layers in the Winter months, and t-shirts and shorts in the Summer. If your child is toilet training then we will need **AT LEAST** three pairs of trouser/leggings, pants/knickers and socks please.
- 3) Three disposable nappies, should your child arrive in a soiled nappy, or soil their nappy just before they leave. During the day we will use our own washable nappies and wipes on your child.
- 4) Bepanthen and or Metanium Nappy Care Ointment, we may only use ointments supplied by yourself.
- 5) A small plastic bag in which to place any soiled or wet clothing for you to take home and wash. We never seem to have enough plastic bags here, so if you have any spare they would be very much appreciated thank you.
- 6) Suncream if you do not wish us to use Grafton Childcare's suncream.
- 7) Coat, in Summer months a lightweight pack-a-mac style and in Winter a thicker warmer waterproof style.
- 8) 2-5 sachets of Calpol/Infant Suspension with your child's name written on them kept inside the zipped wallet please, we may only give your child Calpol if it has been supplied by yourself. Please check the use by dates on your child's Calpol as we noticed that recently two children's were out of date.

We do NOT wish wet wipes, money, jewellery, valuables, small trinkets which under threes could choke on, lighters and cigarettes, any medication unless it is prescribed for your child, to be left in your child's bag, please.

Please remember that you should also supply Grafton Childcare with a Sunhat, a pair of Wellington Boots and Slippers which will be kept in our boot rack and cubbies. Remember if your child has recently had new shoes or slippers they might well also need new ones here so please remember to check the sizes of boots and slippers left here for any length of time as little feet do grow very fast at times.

www.graftonchildcare.co.uk

Staffing Matters

We are in the process of short listing and interviewing for three extra members of staff, to join our team here at Grafton. Keep your eyes peeled on our website as we plan on putting up a staff page next month, so that you can put a face to a name and learn a little more background info about each staff member and their responsibilities as part of our two teams here at Grafton.

We are very pleased to announce that Emily Treneary has been promoted to the position of Senior Nursery Nurse for our under 2's and we shall be announcing who we shall be appointing to take on the role of Senior Nursery Nurse for the over twos very shortly, watch this space.

We have created two completely new and distinct roles for our two Senior Nursery Nurses and both post holders will hold a lot of responsibility for the day to day management of their rooms, staff and children.

Our two Senior Nursery Nurses will be responsible for implementing the daily routines in their own base rooms, and directing and supporting junior staff and students here on work placements within their rooms and within the setting as required. They will be directly responsible for providing and managing a high quality caring environment for the children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities, whilst having lots of fun at the same time!

Denise Tupman, will remain as the overall Manager of Grafton Childcare, responsible for the overall management, staff training, financial and safeguarding responsibilities of the setting as a whole, whilst the two Senior Nursery Nurses will be jointly responsible for the setting if she is not on the premises, which is not very often.

Sainsbury's & Tesco's Vouchers

Could we say a huge thank you to each and every one of you, including friends and family who collected vouchers for us earlier in the year. As in previous years we had an amazing response from you all and the children have benefited from lots of fantastic new free pieces of equipment to make use of here at Grafton Childcare including:-

Ready Mixed Paints, Glue, Feathers, Gemstones, Google-eyes from Tescos, Activity Rings, Bean Bags, Hoops, a Giant Floor Mat for the Babies, Balance Beam Stones and Rods and last but by no means least a Giant Trunk to store all of the Active Kids items outside for the children and staff to access the items with ease.

