



**Dear Parents, Welcome to the January 2020 edition of our MFN Newsletter!** Our Newsletters are now compiled and distributed two times a year during the months of January and September, with the aim of keeping you fully informed of our Nursery events as well as our ongoing progress and achievements.

Our Newsletter notifications are sent via email, so please ensure that we have your preferred email address for all our Nursery notices!

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#### **Signing In/Out Reminder**

Please remember to sign your child/children in and out each day for Safeguarding as well as Fire and Safety reasons. Should you have a relative or childminder dropping off/collecting your child, please also remind them to ensure that they sign your child in/out.

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#### **Academic Review Evenings**

We will be holding our next Parents' Academic Review Evenings from Monday 24th February to Thursday 5th March 2020 to give you the opportunity to come and look through your child's progression file and discuss their development with their key person. Appointment times will be available from 4.00pm to 5.45pm in 15min slots. The Review Appointment Chart will be posted on the Parents' Notice Board as of Monday 10th February. Please view and write your child's name next to your desired time slot.

Please note that Review Evenings are only held twice a year, and the reason behind this frequency is because a reasonable period of time is required to be able to observe and assess changes in patterns and behaviour. Parents are always welcome to make an appointment at any time to see their child's Key Person, Room Leader or the Manager if they wish to do so.

#### **Are You Using Yours?**

All children aged 0-30mths will each have their own communication books. In this book, details of your child's day (inclusive of activities, meals eaten, general well-being) will be recorded and the book made ready for your collection each day, therefore minimising time spent on verbal feedback during your collection time.

Do read through your child/children's communication book in the evenings and write any comments that you wish to add, as it's very important that we hear from you too! You are very welcome to add any events that may take place whilst your child's not at nursery such as their first step / word or even how their weekend away went, a rough night, feeling poorly, etc. This communication book can be used to form a journal and a lovely keepsake if you wish, but do remember to return your communication book each time you bring your child to Nursery!

Please note this initiative is not to suggest that you cannot speak with your child's key person if you have any queries or concerns about your child, however, we desire to avoid queues and feelings of hecticness upon your arrival. We want your collection time to be a relaxed and enjoyable experience as possible.

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#### **Tax-Free Childcare**

Did you know you can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare? If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account. You can use it to pay for approved childcare, and you can get Tax-Free Childcare at the same time as the 30hr Funding if you're eligible for both. MFN is signed up to Tax Free Childcare, so why not go on line now, and check your eligibility at: [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)

#### **"18/04/20 - SAVE THE DATE!"**

As per most popular vote, we confirm that the Parent & Staff Training will be held on Saturday 18th April 2020, and the subject for the day will be **"Personal, Social And Emotional Development"**. This training will enable you to understand the importance of PSED in young children and explore how this builds invaluable foundations for future learning and development.

A big THANK YOU to those who responded to the survey! We will present you with further details about this event nearer the time, but for now, please ensure that you add this date to your diary if you would like to attend.

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#### **MFN Invoices**

Please view your invoice to ascertain your current balance and details of payments received. We will not notify you of credit on your account or inform you if your fees have decreased as we are reliant upon your viewing the invoices that we regularly send. (Please contact us for your password if you are unsure of it).

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#### **WACS 2020/21 Update**

The MFN Wrap Around Care Service looks set to be operating at full capacity for September 2020. If you are considering using WACS for September 2020/21 or even 2021/2022, then please email us as early as possible to register your interest and join our Waiting List!

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#### **2020 Nursery Information**

Our full 2020 Nursery Holiday Breaks and 2020 Nursery Events Calendar are available to view on our Nursery website. Don't forget to bookmark, print or download your copy!

**"Together equipping our children with a sure and firm foundation"**



[www.MyFavouriteNursery.org.uk](http://www.MyFavouriteNursery.org.uk)

**Nursery Office: 020 8693 2934**

**Absence/Lateness Line: 07903 883 882**

***PSSST... Are you aware of the type of credit you are building on your Nursery account? Did you know that neither Childcare Voucher payments nor Tax-Free Childcare payments can be refunded back to you? These type of payments can only be refunded back to the organisation from whence the payment came and it will be your responsibility to contact that organisation to retrieve any refund that you are due...***

***DO NOT OVER PAY USING EITHER OF THESE METHODS OF PAYMENT***

#### **MFN Birthday Cake Reminder**

As there are a number of children with differing dietary requirements and allergies, we cannot receive or distribute cakes that are brought in by parents.

HOWEVER, MFN happily bakes birthday cakes on site so as to ensure that all children can partake of their peer's birthday celebration - so a big HOORAY as the birthday fun continues (and at no extra cost to the parent!) Please let your child's Room Leader know if you do **NOT** want your child to have a birthday cake and/or a celebration.

#### **Sick children**

As per our Sick Child Policy, if a child is unwell at the Nursery, the child's parent/carer will be contacted to collect the child immediately. Please remember that children should also be kept home for a minimum of 48 hours after vomiting or diarrhoea and 24hrs following the introduction of antibiotics (particularly as they could have a reaction to medication during this period). We thank you for your cooperation as we strive for the well-being of all your young ones in our care.

#### **Admin Office Hours Reminder:**

Our Admin Office is open from: **8am - 3pm, Monday to Friday.** Email and telephone messages left after 3.00pm will not be picked up until the next day. In case of emergency, please contact the Nursery mobile on **07903 883 882** and leave a text or voicemail message for our Deputy Manager to pass on to the Room Staff.

#### **Safeguarding: Use of Toilets**

Please remember that neither parents nor carers are permitted to use the Nursery toilets (unless in an emergency and in this case a member of staff **MUST** be informed prior to use). If a child needs to use the toilet (or have a nappy changed) whilst being dropped off or collected, parents/carers are then required to ask a member of staff to carry out this task. Please understand these procedures are in place for the purpose of safeguarding each of our children.

#### **Booking Extra Sessions?**

If you need to book any extra days or any extra sessions, you will need to complete a booking form which can be found on the Parents Notice Boards, as well as on the "Nursery Fees" page on our website.

Spaces tend to be limited, so we encourage you to book early. Please note that once we have confirmed your booking, full payment of the extra sessions/days are to be made within seven days. Once confirmed, there are no refunds issued for cancellations or absence of any sort. Pre-booked days cannot be swapped.

In case of emergency please text or leave a voicemail on **07903 883 882** and we will get back to you to confirm whether your child is able to attend as quickly as possible.

#### **Questionnaire Results**

A big THANK YOU to all parents who completed and returned the questionnaires sent out on 07/01/20. We had 24 out of a possible 48 returned which is still lower than we would have hoped, however, the results of the questionnaire have again proved very positive. The full statistical results and MFN feedback will be sent out to all parents via email.

#### **Off To School This Year??**

If your child will be leaving MFN to attend primary school this year, please remember to email your written notice as soon as possible! A minimum of one calendar month's notice is required, and upon receipt of this written notice, we will calculate your final fee and inform you of the deposit amount to be refunded back to you.

#### **CAN YOU HELP? WE NEED YOU!**

MFN Website Testimonials: Over time you have sent us a multitude of encouraging cards and emails and we do appreciate it so; knowing you're happy keeps us happy!

We'd really appreciate if you could take another moment of your time to leave your feedback on our website Testimonials page. To do so visit: [www.MyFavouriteNursery.org.uk/the-nursery/testimonials](http://www.MyFavouriteNursery.org.uk/the-nursery/testimonials) and tell everyone how you feel about the atmosphere and quality of care you've experienced at MFN.

We hope you've enjoyed this edition of our Newsletter, as we aim to use this means of communication to help keep you up to date with all that's happening at our Favourite Nursery! Please feel free to submit any queries, comments or suggestions to:  
[mfn-sff@hotmail.co.uk](mailto:mfn-sff@hotmail.co.uk) or  
[info@MyFavouriteNursery.org.uk](mailto:info@MyFavouriteNursery.org.uk)

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