



May we take this opportunity to thank all parents for your help and support through what has been another busy year, and wish you a very Happy Christmas and a joyful, peaceful New Year



Dates for your Diary

Friday 16th December: **Christmas Jumper Day** - please wear any Christmas related item of clothing (jumper/t-shirt/leggings etc) with a donation of £1 for Save the Children

Bake Sale - Don't forget extra pennies for cakes

Monday 19th December: **End of Term** - Term time only children

Christingle - Rev. Partridge visiting Purple & Green Room

Wednesday 21st December: Christmas lunch for all rooms

Christmas closure: We will close on Friday 23rd December 2016 @ 6pm and open on Tuesday 3rd January 2017 @ 8am

Thursday 5th January: **Start of Term** - Term time only children

Christmas Party and Nativity Performance

Both of these events were a great success, we hope you and your children enjoyed them as much as we did.

Early Years Funding

Please ensure that you return your forms by Friday 23rd December. Many thanks

Here comes Winter!

As the weather gets colder, please can we remind you of a section our Unforeseen Closure Policy, which includes guidelines in the event of snow:

‘Whilst aiming to be open throughout the year, Monday to Friday, excepting Bank Holidays and the days between Christmas and New Year, it is accepted that the Nursery may need to close due to unforeseen circumstances that include, but are not exclusive to, the following:

1. Weather Conditions

Rarely are there weather conditions that require the nursery management to ask parents* to collect their children early, or to take the decision to keep the nursery closed during a normal working day.

Such a decision will be taken if the weather conditions are deteriorating to such a level that the Police are advising motorists not to travel.

If conditions have worsened overnight the decision will be made first thing in the morning as to whether the Nursery will be open as usual, closed all day, or open for part of the day. The Nursery may be open for half a day, manned by those members of staff who live locally but for no longer than the number of hours that can be continuously worked without a break as defined by the Health and Safety at Work Act, i.e. six hours.’

Winter Clothing!

As the weather is colder and wetter, please ensure your child has a coat, hat, mittens/gloves and wellies at nursery for outdoor play. Thank you.

Staff News

- As you are aware Clair left Sawston Nursery recently and Stacey Ward is currently Acting Deputy Manager working Monday, Wednesday and Friday AM as from the 1st December. Stacey has worked at the nursery for 10 years and now feels she is ready for that step up working with the Head of Nursery, Tina. We are still in the process of interviewing suitable candidates for a second Deputy Manager who will work Tuesday, Thursday and Friday PM. We will keep you informed of any news.
- Goodbye and good luck to Stacey Land who leaves us on 19th December.
- Goodbye and good luck to Natalie Wright who is leaving us in January after 13 years service.

Fee Payments

We are receiving a lot of cash payments again, please can we ask if you would pay via Standing Order or by a Direct Payment online? We can only get to the bank to make deposits once every two weeks and this may affect your cash flow and ours! As of January 2017 we will no longer be accepting cash payments for fees. Many thanks.

Session Times

Please can we remind you that the collection time for children which attend morning only sessions is 1pm, your children should not be in the room after this time. These times must be adhered to as we will not be within ratio. Equally, the afternoon session starts at 1.30pm and you will be asked to wait in reception if you arrive early. The nursery must close at 6pm promptly and all children must be collected by this time. A late collection fee will be charged. Thank you.

Happy December Birthday to:

Gabriel, Harriet, Sioned, Florence, Ashton, Olivia, Sophie, Callum & Megan

Happy January Birthday to:

Sam, Madeleine, Matilda, Ethan, Lucas, Isobelle & Eleanor

Welcome to:

Kayden

Employee of the Month

Thank you for your nominations last year, we shall continue to recognise staff who have gone over and above their role at the Nursery. The winners are:

- July - Kelly Dunne & Michelle Ballantyne
- August - Zoe Ashard, Emily Birtwhistle & Shania Moorcroft
- September - Marc Izard and Zoe Ashard (nominated by members of staff)
- October - Kelly Dunne, Emily Birtwhistle & Samantha Swann (nominated by parents & staff)
- November - Diane Case, Tracey Reader, Stacey Land and Zoe Ashard (nominated by members of staff)

If you wish to nominate a member of staff throughout the year for anything which you feel deserves this recognition, please feel free to e-mail us or speak to Tina.