



Ladybirds Newsletter  
Term 5 Week 3 w/c 6<sup>th</sup> May 2019

**Our topic... "Farms, Things that Grow"**

Hope you all enjoyed the bank holiday weekend! This week we will be focusing on things which grow, the children will be planting flowers in our recycled welly boot pots. We will also be getting our planter ready so we can grow an assortment of fruit and vegetables in there, the children will be helping to dig the soil and plant the seeds. They will also take it in turns to help water the seeds and have fun watching them grow. Each child will also be planting a sunflower seed in an individual pot and over the course of the term they will be able to water it and watch it grow.

The letter of the week is C, the children are welcome to bring any item in which relates to this letter and share it with the group at circle time.

**New Starters**

We would like to welcome Jude and his family to Ladybirds this week, we hope you settle quickly and soon feel part of the Ladybirds family.

**School Allocations**

Could you please let Mrs Defeo know which school your child will be attending from September, she will then put a list on the wall in the foyer so you can see who will be attending the same school as your child.

**Riverbourne Community Farm Visit**

Our trip last week was a huge success, the children had a wonderful time seeing all of the animals. The staff and volunteers at the farm were very welcoming and made the visit very informative and interactive for the children, they had a lot of fun feeding the animals and most of the children were super brave and gave it a try. We have lots of photos from the visit which will make their way onto the blog over the next couple of weeks. A massive thank you also to all of our parent/carer helpers, your help is invaluable.

**Photographer**

We will be having a photographer in on Tuesday 14<sup>th</sup> May from 10am. All children who attend a Tuesday morning session will automatically have their photograph taken, unless you tell us otherwise. If your child does not attend this session but you would like them to have photographs taken, there will be a sign up sheet on the front door of the Pre-school this week. You can then pick a time slot and accompany your child whilst their photograph is being taken.

**Fairfax House Visit**

Over the last few months we have been actively making a link with the elderly care home close to us Fairfax House. They have visited us a couple of times and a few of the residents attended our Easter morning. They will be visiting us again on Thursday 9<sup>th</sup> May to sing some songs with the children and play some instruments. We will also hopefully be visiting them for an art morning next term, (more details of this will follow closer to the time). We are hoping that over time the benefits for both the residents and children will be seen, the residents which come leave the setting with massive smiles on their face which is great for their mental wellbeing. The children are wonderful with the residents also, they are patient and kind and actively involve them in the tasks which they are doing. If you would like any more information then please feel free to ask Avril in the office.

**30hr Funding Renewal**

Please could all parents who claim the 30hr childcare funding make sure that they renew their funding within the timeframe so that funding does not lapse. Many Thanks

**Nappy Changing**

Can parents please ensure that there are nappy bags and nappy cream in your child's bag if they are coming to pre-school in nappies. Many Thanks

**Home-made cakes**

If you and your child make any cakes to bring in and share at Pre-school please could we have a list of ingredients so we can check for anybody who has an allergy. We really enjoy children bringing food items which they have made in to share, but need to be vigilant for any allergic reactions. Many Thanks

**'Holding Box'**

If your child brings a toy from home in they will be asked to keep it in our red holding box which is on top of the drawers just inside the Pre-school door. We will take them out at circle time so the children can show and tell them, we have had some toys from home go missing recently and whilst we don't want to discourage them from bringing their own toys in, they are very sad if they get lost. So we felt having the box would be the best solution. Many Thanks

**Wiltshire Air Ambulance – crisp packet collection**

**Just wanted to say a BIG thankyou to all the parents who have been bringing their crisp packets into Ladybirds, our box is getting very full and we'll soon be ready to pass them over to the Wiltshire air Ambulance ready to fill it again!**

Wiltshire air ambulance are raising funds by asking for people's empty crisp packets, for every 2kg that are collected £2 will go to the Air Ambulance service. We have decided to collect them at Ladybirds and would welcome any donations of crisps packets which you would can donate, if you are all happy for us to do so we would also like to take any packets the children have out of the lunch boxes to donate if anybody is not happy for us to do this then please let us know. There is a poster on our notice board of the packets which they will accept and the packets which they won't. If you have a spare minute please take a look. Many Thanks for your support with this.

**Library**

Please feel free to borrow a book form our Ladybirds Library, any of the books which are in our foyer are free for all the children to borrow and read at home. Just fill in your child's name and the name of the book on the borrowing sheet and they can take it home to enjoy with you.

**Easy Fundraising:**

If you have time and shop online please feel free to sign up to our Ladybirds easy fundraising page to help raise money for Ladybirds, simply shop with any of over 3,300 online retailers including Amazon, Argos, John Lewis, and when you make a purchase, the retailer will send us a free donation at no extra cost to you. Just follow our link to sign up and start raising funds for Ladybirds, <http://www.easyfundraising.org.uk/causes/ladybirdssalisbury>

**Wellies**

Can all children please have a spare pair of welly boots that we can keep at Pre-school. If you have any problem supplying a pair, then please let us know what size your child is and we can see if we have a pair which they can use. It does get very wet and muddy outside at times, so boots are essential to keep shoes clean and stop the floor from getting too dirty and wet.

**Snack Donations**

There is a snack donation bowl in our foyer, if you feel that you can donate either some fruit, raisins, breadsticks etc occasionally we will be most grateful.

**Wow moments:**

On the notice board in the foyer there is a 'WOW' moments section if your child does anything at home no matter how small (as it's normally massive to them 😊) we would love to share their achievements with them in Ladybirds at circle time, please feel free to fill in one of our slips and pop it on the board and we will make sure we share it with them.

Please remember that our door is always open and if you have any issues or concerns, we are always happy to speak with you.

Many Thanks  
The Ladybirds team.

## **1.4 Uncollected Child**

### **Policy statement**

In the event that a child is not collected by an authorised adult at the end of a session/day, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **Procedures**

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our Registration Form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the procedures below:
  - The child's file is checked for any information about changes to the normal collection routines.
  - If no information is available, parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the Registration Form – are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
  - If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact the Wiltshire Mash and Early Support Hub  
 0300 456 0108 Out of hours: 0300 456 0100 (name and phone number)
- The child stays at the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

- Ofsted may be informed:

0300 1231231

(telephone number)

- Our local Pre-school Learning Alliance office/Pre-school Development Worker may also be informed.

07917 7067283

(name and phone number)

**Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2010)

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This policy was adopted at a meeting of

name of setting

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)