



Ladybirds Newsletter  
Term 5 Week 5 w/c 14<sup>th</sup> May 2018

**Our topic... "Five little men in a flying saucer"**

The children have been involved in a special project this week, they have been making paper cut-outs of all the teachers and then using their imagination to decorate them with lots of different craft materials. We will be using them to update our wall display of all the Ladybirds teachers. They have also been continuing with making their alien faces and rockets, later in the week they will have the chance to decorate a space themed biscuit.

**New Starters:**

We would like to welcome Mary to Ladybirds, we hope you settle in quickly and soon feel part of the Ladybirds family.

**Birthdays:**

Happy Birthday to Lara and Milo this week, we hope you had a lovely day!

**Parents Evening Wednesday 16<sup>th</sup> May:**

We will be holding our parents evening on Wednesday 16<sup>th</sup> May from 3.30pm onwards. This is a chance for you to speak to your child's key worker in depth, to hear about their development and discuss their learning journeys. For children who are moving on to school in September it will be a chance to discuss their transition. There will be a sign-up sheet in the foyer from today so you can book a slot with your child's key worker.

**Secret Life Of 4&5 year Olds:**

The Channel 4 series are currently looking for more children and parents to take part in their next series. If you are interested there is a flyer on our bulletin board with all the information you will need to apply.

**Sun Hats and Sun Cream:**

As we are finally having some sunny weather could you please make sure your child has a sun hat and has sun cream applied before being dropped at Pre-school, if your child is attending all day could you please leave a bottle of sun cream with them so it can be reapplied during the afternoon session. Many Thanks

**Junk Modelling:**

Thank you to all of the junk modelling recycling that's been donated, a gentle reminder that we are unable to accept used toilet roll holders or egg boxes. Many Thanks

**Wow moments:**

Thank you to all of you who have been using our 'wow' moments board in the foyer, we have been taking the slips in at circle time and sharing them with the children. It gives them a wonderful sense of achievement.

**Reminder:**

Could we remind all parents that older siblings are not permitted in the playroom at drop off or pick up unless they are accompanied by their parent/carer. Many Thanks

**Nappy Changing:**

If your child currently wears nappies at Ladybirds, could we please request that there is a packet of baby wipes in your child's bag please for when we change them. Many thanks

**Job Vacancy:**

We are currently advertising for a new Pre-school Assistant. 23hrs per week on a rota basis, all applicants must be level 3 qualified. If you know of anybody who would be interested, then please either pass our phone number or e-mail over. Alternatively, you or they can come and pick an application form up from Avril in the office.

**Named Items:**

Could you please ensure that all your child's belongings are clearly named when coming into Pre-school, including any bags and backpacks. This will ensure that no confusion is made at home time. Also could all children have a spare pair of named wellies in Pre-school. Many Thanks

**Snack time:**

We are running extremely low on snack donations, if any parents/carers are able to make any small donations of some healthy snacks in the new term we would be extremely grateful.

**Policy Of The Week:**

Please could you spare 5 minutes to review our policy of the week. We encourage any feedback which you may have. Many thanks

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

## **8.3 Supervision of children on outings and visits**

### **Policy statement**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

### **Procedures**

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is well supervised, that no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of outing.
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

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

- Daily Register and Outings Record (2012)
- Managing Risk (2009)

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)	_____	