

Colinton Private Nursery

Welcome to our November edition!

This month we would like to welcome Hamish to the 0-2 room. We hope Hamish settles well into Colinton Private Nursery.

Nursery Improvements

Over recent weeks, we have been continued our improvements within the nursery by renovating the nursery office and kitchen.



Some before and after photos of the nursery office and kitchen. The next stage of our improvements is to extend the astro turf in the 0-2 garden.

Individual Photos

Just a reminder that orders need to be made by Wednesday 8th November either direct to the nursery or online via www.pics4schools.com to take advantage of free delivery to the nursery and to guarantee return before Christmas.



Dates for Diaries

8th November

Last day for ordering Individual Photos for free delivery before Christmas (guaranteed)

Week beginning 13th November

Children in Need activities

20th November

Last day for ordering Lego Keyrings

12th December

Christmas Party

19th December

Dress rehearsal for Preschool Nativity

20th December

Preschool Nativity

November Birthday's

We would like to wish Reuben, James, Henry Y, Oliver G, Finn, Willow Mc, Annabella, Lewis B and Lawrie a very happy birthday this month. We hope you all enjoy your special day.



Children In Need

This year for children in need we have planned:

0-2 room – pyjama day any day week beginning 13th November and donate £1.

Toddler room – decorate welly boots for a sponsored welly walk. Individual letters have been issued to each child.

Pre-school room – sponsored decorate a Pudsey. Again individual information have been issued to each child and we will ask parents to vote for their favourite.

The staff will keep you posted on any other fun activities they are planning within each playroom. We hope to raise as much as we can for this great cause.

Thank you

Julie has asked that we pass on her thanks for all the kind messages she has received over recent weeks. Again we wish Julie luck in her new venture.

thank you!

Emergency Contact Information

**EMERGENCY
CONTACT**

We have had several issues recently trying to make contact with some parents in emergency situations. Please ensure we have accurate and up to date information for your child incase we are looking to make contact throughout your child's day. Staff in each playroom keep the details so if you are unsure if they are correct please ask to check the details we currently hold.

Shoe Box Appeal

Holli has asked if any of the families are able to assist Slateford Longstone Parish Church to collect the last few items required for their shoe box appeal. They are looking for donations of:

- Toys
- Notepads
- colouring pens/ coloured pencils
- crayons
- toothpaste
- soap

Last day for donations is Friday 10th November. Many thanks in advance.



Christmas Ideas

This year we have decided to offer parents the opportunity to purchase "Fab-bricks". This is basically a personalised Lego brick keyring. Attached is an order form or alternatively please pick a form up from your child's playroom. Last date for orders will be **Friday 20th November** to ensure delivery for Christmas. The cost of ordering through the nursery is £3.25 per keyring and this is payable at point of order. This can either be cash or a cheque payable to Colinton Private Nursery (unfortunately not via BACS).



We hope you support us with this new venture.

Preschool Nativity

The Nativity this year will take place on Wednesday 20th December at 10am. The dress rehearsal will be on Tuesday 19th December. More details to follow.



Christmas Party

This year our Christmas Party will take place on Tuesday 12th December 2pm to 4pm. More details to follow.

Christmas Opening Hours

Just a reminder of the opening and closures over the festive period:

Friday 22nd December open 8am to 3pm

Monday 25th December—CLOSED

Tuesday 26th December—CLOSED

Wednesday 27th December—8am to 6pm

Thursday 28th December—8am to 3pm

Friday 29th December— CLOSED

Monday 1st January—CLOSED

Tuesday 2nd January—CLOSED

Nursery open as normal—Wednesday 3rd January

If you are planning to have some family time over Christmas and New Year please do let Joanne know so we can also plan for staff time off over the festive period. Many thanks in advance.

October Star of the month

This month our employee of the month goes to Holli Flynn. Holli has been nominated for her efforts over recent weeks when asked to cover in our pre-school room. She is able to use her own initiative to look at the planning within the room and is keen to set up activities for the children to carry out. Well done Holli, keep up the good work.



If you would like to nominate a staff member who has gone above and beyond please let us know.

Staff Training

In October, Debbie and Megan have both attended a playboxes training session.

Also Nicola is booked onto Child Protection Level 2 training in November.



Policy Section

This month we have reviewed our:

VISITORS AND FAMILY MEMBERS POLICY



Security is paramount at all times in the nursery. The following rules must be followed at all times to ensure the safety and security of all service users.

- Parents are requested to press the appropriate buzzer for their child's room and to speak clearly informing the staff who you are dropping off/ collecting.
 - Staff will only release the door if the parent/carer is known to them.
 - If the person at the door is unknown, staff will not let you in using the buzzer. They will inform you that a member of management will come to greet them personally at the door.
 - Management must be alerted IMMEDIATELY, as it is their responsibility to greet any unknown visitors. The nursery holds the right to ask proof for identification if necessary.
 - Students and agency staff must not answer the buzzer. They must never open the front door to anyone. In these cases the student/agency staff must alert a member of the nursery team immediately, to assist.
 - Be aware of anyone who is collecting children on behalf of parents/carers as they may need some assistance and direction in finding their child and his/her belongings as well as passwords and collection form confirmation if necessary.
 - All visitors to the nursery will be welcomed and acknowledged in a friendly manner. Children, parents, carers, outside agencies and all other service users will be treated with respect and dignity with support where necessary to assist in handovers. We ask that parents/ carers ensure they know where their child is during parent handovers with the staff ensuring also that siblings remain within the same playroom/ garden with them. The nursery has a duty of care to all our children and ask that siblings are not permitted to freely move between playrooms without adult supervision. Children are not permitted within the kitchen area of the nursery. Under certain circumstances, staff will assist parents by taking a child to the car for example and if required a communication diary can be set up.
 - All outside agencies, visitors, contractors and new service users to the nursery must sign in and out of the building using the visitor's book located on the information table in the main hallway. However parents/carers dropping off and picking up children do not have to do this.
 - Staff are be approachable to assist visitors. A member of the management team is always available.
 - Parents/carers and other service users must not let anyone in behind them at the front door. All service users must press the buzzer for their specific room or requirement.
 - Management must be alerted of any faults with the door entry system.
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