



Newsletter

SPRING Term 2018

HAPPY NEW YEAR

We hope that you all had a lovely Christmas and New Year, it seems so long ago already.

It's been a fantastic start to the new year and all children have settled straight back into the routine and are enjoying the activities.

All settings will re-open on Monday 19th February after the half term break.

HOLIDAY CLUB

Don't forget to book your holiday club sessions asap as availability is limited. Our venue will be Hamble Primary School.

Any child can attend regardless of which school they attend.

There are some fantastic activities planned around the theme "A taste of the orient" We will be food tasting, playing parachute games, blasting rockets, making a Chinese dragon and much more! Prices start at £2.40 per hour for a full day 8am to 6pm. Snacks and drinks are included in the cost, so you just need to supply a lunch box. You can find further details [here](#).

	Monday 12/02/18	Tuesday 13/02/2018	Wednesday 14/02/2018	Thursday 15/02/2018	Friday 16/02/2018
8:00-09:30			Meet & greet Child initiated play/free choice		
09:30-10:30			Group Play / Ice breakers		
10:30-11:00			Snack time		
11:00-11:45	Creative play Make Chinese dragon	Nature play Bamboo structures	Craft play Dog bookmark orgami	Environmental play Stomp rockets	Scientific play Chopstick playdough
11:45-12:30	Role play Puppet theatre	Sensory play Oriental tuff tray	Heuristic play Loose parts	Creative play Chopstick painting and ribbon wands	Fantasy play Dragon dance
12:30-13:15			Lunchtime		
13:15-14:00			Film & Chill out time		
14:00-15:00	Food play Noodles	Energy play Parachute games	Cultural play Chinese lanterns- year you were born	Cooking play Fortune cookie decorating	Trivia play Chinese checkers
15:00-16:00	Dynamic play Jump rope	Food play Chinese food tasting	Sporty play Yoga	Music play Ribbon dance	Party play Party games
16:00-16:30			Snack time		
16:30-17:30			Group Play		
17:30-18:00			Farewell & Free choice Games/Puzzles ICT Mask Making Construction Reading		

COMMUNICATION

We understand that parents are often in a hurry and may not always have the time to stop and have a conversation at the end of the days however we want you to know that we are always available for you.

We have several methods you can use to share information.

- Speak to your child's key person if they are in the EYFS
- Catch up with a member of staff upon collection of your child.
- Give us a telephone call however please bear in mind that we may be busy with the children and they are always our priority.
- You can always send an email to your club supervisor or manager
- You can send an email to one of the partners- Brian or Kelly.
- Drop a note in a feedback box at your child's club
- Contact us via our [website](#)

Contact details

Bursledon- 07456844484

bursledon@creativekidz.org.uk

Hamble- 07709066299

hamble@creativekidz.org.uk

Netley Abbey Infants – 07882296425

Netley Abbey Juniors- 07584252919

netley@creativekidz.org.uk

St Johns- 07980697700

stjohns@creativekidz.org.uk

Swanmore- 07826214608

swanmore@creativekidz.org.uk

(These can also be found on our [website](#))

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SNOW/ADVERSE WEATHER



It is nearing the time of year when the weather turns colder with the possibility of heavy falls of snow.

We thought it might be useful to provide a reminder of the arrangements for informing parents whether the settings will be closing in such circumstances. You will find the plan on the [frequently asked questions](#) section on our website.

FORMS FOR PARENT'S

If you require us to complete a form for a funding or grant application, we are happy to do so however we would be grateful if you would send this in to us with a stamped addressed envelope. Thank you for your co-operation

BABYSDAYS CANCELLATION

We have decided not to renew our subscription with babysdays this year due to a change in the legislation in the Statutory framework for the Early Years Foundation Stage.

One of the main reasons we utilised the system was for the ease in completion of early years observations, however there is no longer a requirement for out of school clubs to meet the learning and development requirements.

"Providers offering care exclusively before and after school or during the school holidays for children who normally attend Reception (or older) class during the school day (see paragraph 3.40) do not need to meet the learning and development requirements. However, providers offering care exclusively before and after school or during the school holidays for children younger than those in the Reception class age range, should continue to be guided by, but do not have to meet, the learning and development requirements. All such providers should discuss with parents and/or carers (and other practitioners/providers as appropriate, including school staff/teachers) the support they intend to offer"-EYFS 2017

Back in July 2017, when we decided to discontinue EYFS observations we introduced a scrapbook style "profile diary" for children in reception year. This has proven very successful with many parents reporting that these are much easier to understand and say it's nice to see photographs and actual physical evidence of learning rather than development charts etc.

If your child is in the Early Years Foundation Stage, please ask your child's key person to view your child's profile diary.

AMENDMENTS TO CONTRACT BOOKINGS

If you need to add days/sessions to your contract just drop us a line by email and we can make the necessary changes.

Please note, one months' notice applies to changes and cancellations or one month's fees paid in lieu of notice for the number of sessions/days reduced by.

Notice must be supplied by email to:

admin@creativekidz.org.uk

See [terms and conditions](#) for details.

AD HOC SESSIONS

We offer flexible childcare by enabling you to book ad hoc/occasional sessions online according to your needs. Once you are registered with us you book ad hoc sessions at your leisure.

All you need to do is log in using the details you used to create your account and select the sessions you require. All ad hoc sessions are automatically approved upon submitting of the booking because the availability is live.

If a session isn't available, then it will show as "Fully booked".

You can book up to 2 weeks in advance and up until 15 mins before the start of each session!

If you have a contract booking you are also free to book additional ad hoc sessions as and when you need them.

Holiday club bookings are classed as "Ad Hoc".

MEDICATION

What If my child is ill or requires medication?

Firstly, you should ensure that you give us all the information we may require about your child's condition to ensure your child's safety and wellbeing

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whilst they are in our care. You can enter this upon registration or email details to admin@creativekidz.org.uk and we can add this to our system for you.

If your child becomes unwell while in our care, we will contact you, explain the situation, and ask you to collect your child as soon as possible.

Medication will never be given without the prior written request of the parent/carer; we require written information so a signed and dated medication consent form must be in possession of CK before administering medication.

If your child requires administration of an Epipen, a written and signed instruction from the child's GP will need to be obtained before we can administer the medication for insurance purposes. All medication must be handed to a staff member and kept within our setting. Under no circumstances must any medication be left in your Child's bag. We don't have access to medication left at school therefore please supply us with whatever you have specified your child may need.

Medication consent forms can be downloaded from our [website](#) and e-mailed

to admin@creativekidz.org.uk. Please do not assume that we have received this unless you have received confirmation either verbally or by e-mail.

Click [here](#) to for guidance on infectious illness exclusion periods and guidance.

If your child has unique requirements including medical, allergy or otherwise, you may also be asked to complete a health care plan giving staff an insight into your child's condition and what to do in an emergency.

REPORTING ABSENCE

When your child is absent from club, please contact the club your child attends direct by phone or email. Please **do not call or email the office** to report absence as we may not be able to pass on the message in time.

The club phones are not manned outside our hours of operation so please leave a voicemail which will be collected by staff upon arrival. Contact details are shown above and are on our website.

PARKING

We have been asked to remind parents/guardians not to use the staff car parks at the following settings:

Hamble, Bursledon, Netley and Swanmore.

Each of these settings have alternative parking nearby.

We would be most grateful if you would respect these requests as they form part of our hire agreement with the schools.

DONATIONS



At the end of last year, we mentioned that we have upcoming activities including use newspaper and boxes, if you have any of these items we would gladly make use of them. Please speak to the manager of your child's setting for more details.

Thanks in advance.

REMINDER

OUR NEW HEAD OFFICE ADDRESS IS:

Office 4, First Floor, Unit 3, Mitchell Point, Ensign Way, Hamble, SO31 4NF.

TAX FREE CHILDCARE



Tax-Free Childcare can be used to save money on childcare costs, alongside 30 hours. All eligible parents with children under 12 will be able to apply for

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Tax-Free Childcare from 14th February, when the service opens to the final cohort.

Parents can receive up to £2,000 per child per year through Tax-Free Childcare and can use this to pay you for childcare. If you haven't signed up yet, find out more at: www.childcarechoices.gov.uk/providers

STAFF CHANGES

As you may have noticed, we have two new members of staff at our Swanmore setting!

Sian joined us in January and Leah just last week. Both ladies are looking forward to supporting your children in enjoy their time at breakfast and after school club

ACCESS TO SCHOOL OUT OF HOURS

In accordance with our arrival and departures policy, we respectfully remind parents and carers that you are not permitted to enter any area that isn't designated for use by Creative Kidz during our hours of operation for any reason.

If you wish to collect things that have been left behind at school or other clubs/activities or would like to speak to a teacher, please go via school reception. If there is nobody in reception to answer your query, please follow this up the next school day.

LATE COLLECTION



If you find yourself running late, please call or text your child's setting as soon as possible to give them as much notice as possible.

We do understand that sometimes this is unavoidable but please make sure that you have a contingency plan in place as late collection can be distressing for the child, they don't understand and want to get home after a long day. It is also very disruptive for both our staff and school site managers who themselves have commitments.

We have noticed that the emergency contacts for a few of our customers are people who live quite some distance from the settings. Can we therefore recommend that you offer us an alternative contact who could collect your child in an emergency? Maybe a neighbour or friend you trust who lives closer than a relative?

Late collection fees will apply

FEEDBACK

What can we do for you?

We are always interested to know what you think of our service, what improvements we could make and what our customers need. We welcome your suggestions for continual improvements to what we offer and the service we provide.

If you have suggestions or feedback that you feel may be valuable, you can contact us in several ways:

- If your child is in the Early Years Foundation stage (Yr. R), speak to your child's key person.
- Speak to us directly or write an email, either to the manager or to the supervisor of your child's individual setting. Email addresses can be found on the contact us page of our [website](#).
- Complete and return our yearly satisfaction survey.

We value our partnership with parents and really appreciate you spending valuable time helping us fulfil our aspirations as we strive for excellence.

Thank you for taking the time to read this newsletter. If you wish to give any feedback, suggestions or comments, please contact us.

Best wishes

Kelly, Brian and Team

