



# Monkey Puzzle Ware

## Weekly Newsletter

Edition: 9

Date: 06 April 2018

### Dates for your diary

#### **Easter Term Holidays for Funded and Teacher Discount**

Friday, 30 March 2018 to Friday, 13 April 2018

#### **Curriculum Evening and Parent Matters**

Thursday, 12 April 2018 starts at 8 pm. If there are any points for the meeting that you wish to discuss please email [harsha@monkeypuzzleware.co.uk](mailto:harsha@monkeypuzzleware.co.uk)

#### **2/3-4 Year Funding Forms Deadline**

Wednesday, 18 April 2018.

Access further information here:

<http://www.swatigopisetty.co.uk/funding/>

Please alternatively call Swati on 07859919519

### Nursery News

#### **Mystery Reader**

If you would like to be a mystery reader please add your name on to our sign up sheet in the Preschool lobby with the name of the book you would like to read.

#### **Nursery Survey**

This time round as part of our parents evening we have handed survey sheets and request all parents if they can complete and return this to further enhance our service.

#### **Nursery Guide for Early Years**

Nursery has brought out a new guidelines on early years which you might find useful. A copy of this has been attached to this newsletter. *Attachment 2*

Dear Parents

Welcome back and hope you all had a lovely time off at Easter with family and friends. This is our beginning of Summer term and as per our the last newsletter we mentioned about the various new things soon to be launched at the nursery.

We look forward to your involvement in the nursery more and more this summer term. If you have some ideas that you can throw our way, please do so.

Warm regards

Monkey Puzzle Management Team



CONGRATULATIONS

JACQUI CLARK

MARCH




'PARENTS CHALLENGE'  
MONTHLY LUCKY DRAW  
WINNER

#### **PARENTS CHALLENGE RESULTS FOR LAST WEEK**

Winner  
Jacqui Clark

1<sup>st</sup> runner up – Claire Starbuck

# Dr On Board....

		
Dr Rachakonda Consultant Paediatrician	Dr Gali Dentist	Dr Burugapalli Gynaecologist

Dear Parents,

Early years are crucial in terms of childhood development and it is therefore an area that we would like to ensure that you are getting the best information from the right professionals. We have therefore introduced Dr Talk section giving you tips and ideas on how to address some common problems like fussy eaters, toddler sleep regressions, night wake ups, so on and so forth.

Every week we will touch on a topic, but please feel free to let us know if you specifically like to hear something. We will have a signing sheet in the preschool lobby and Baby room area where you can add your topics.

**Next week's topic....**

## **TODDLER SLEEP REGRESSION**

If you wish to ask any questions related to this topic, then please email your questions and we will have the answers at the end of this section.

Email: [harsha@monkeypuzzleware.co.uk](mailto:harsha@monkeypuzzleware.co.uk)

Monkey Puzzle Ware Management Team

### **NHS**

#### **IMMUNISATION SCHEDULE FOR UNDER 2's**

##### **8 weeks**

6-in-1 vaccine, given as a single jab containing vaccines to protect against six separate diseases: diphtheria; tetanus; whooping cough (pertussis); polio; Haemophilus influenzae type b, known as Hib, a bacterial infection that can cause severe pneumonia or meningitis in young children; and hepatitis B

Pneumococcal (PCV) vaccine  
Rotavirus vaccine  
MenB vaccine

##### **12 weeks**

6-in-1 vaccine, second dose  
Rotavirus vaccine, second dose

##### **16 weeks**

6-in-1 vaccine, third dose  
Pneumococcal (PCV) vaccine, second dose  
MenB vaccine second dose

##### **1 year**

Hib/MenC vaccine, given as a single jab containing vaccines against meningitis C (first dose) and Hib (fourth dose)  
Measles, mumps and rubella (MMR) vaccine, given as a single jab

Pneumococcal (PCV) vaccine, third dose  
MenB vaccine, third dose

##### **2 to 8 years (including children in reception class and school years 1 to 4)**

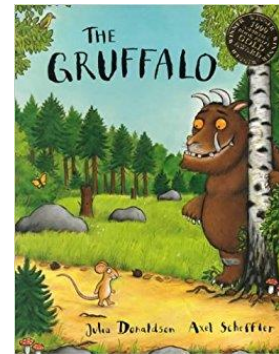
##### **3 years and 4 months**

Measles, mumps and rubella (MMR) vaccine, second dose  
4-in-1 pre-school booster, given as a single jab containing vaccines against: diphtheria, tetanus, whooping cough (pertussis) and polio

# What's On Babies...

## This week...

This week in the baby room we have been enjoying some lovely activities based around our interests, the children have enjoyed playing with the trains and what colours they are. We also enjoyed lots of role play activities involving dressing babies and washing them, this helped with our topic of senses.



## Our theme next week will be...

Senses - Taste

Next week in the Under 2s room we will have some activities based around Taste, we can taste some different fruits, and different foods. We are also going to continue providing activities based around their interests such as role play dollies, reading the Gruffalo and acting out being the Gruffalo.

## Our song of the week will be...

Animal fair

## Our baby sign of the week will be... Drink



**to drink**

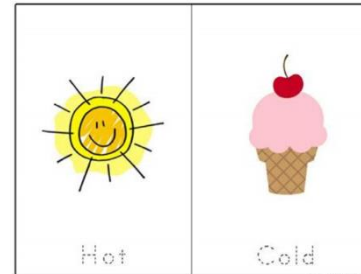
## Things you can do with me at home...

- Tasting new and different foods with me at home -
- Continue role play games , playing with my favourite toys, dollies, trains etc.

# What's On Toddlers...

## This week...

This week in Toddlers we have been learning about sense, we have enjoyed activities such as boats in water play and feeling whether the water is hot or cold. We also have noodle play where we felt what the noodles felt like (soft or hard). Coconut water play which they enjoyed smelling.



## Our theme next week will be...

Senses- Taste

Next week in toddlers we will be learning about different tastes we will be talking about the different taste we like when eating our meals and snacks. We will continue with activities with encourage their interests.

Our song of the week will be...  
Old Mcdonald

Our book of the week....  
The Gruffalo

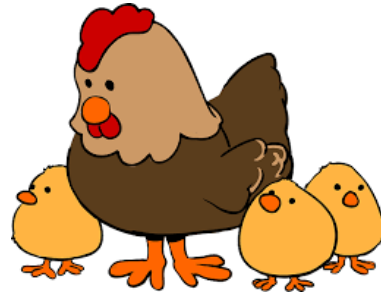
## Things you can do with me at home...

- Talk about the different foods that we are eating – links to understanding World and Communication and Language
- Reading the Gruffalo with me at bed time, talking about what is happening – Bonding is taking place (PSED) and Communication and Language

# What's On ...

## This week...

This week in preschool we took a trip to Van Hage to look at all the different animals for our Easter theme. We also took a trip to the park and spoke about the different things that we could see whilst walking.



## Our theme next week will be...

Senses- Taste

Next week we are going to be doing activities such as junk modelling, cotton wool sheep, taste testing different types of crisps to in cooperate the theme of taste.

## Our song of the week will be...

I dig my garden

## Our story of the week will

be...

Hoppy

## Things to do with me at home...

- Taste different foods with me at home (sweet and sour) – understanding the world through various tastes and flavours that are available. Development of taste buds for other foods is a physical development

# Mel's Kitchen ...





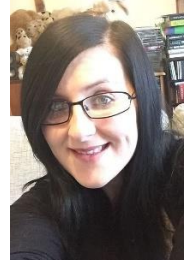


Hello lovely parents,

I am Mel, and I enjoy making yummy scrumptious meals for your little cherubs... I hope you like my menu for next week, but if you do have some suggestions or receipes you would like to add do let me know 😊

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast (7:30 am to 8:30 am)	Cereal & Toast with fruit selection <i>Allergy: Gluten</i>	Cereal & Toast with fruit selection <i>Allergy: Gluten</i>	Cereal & Toast with fruit selection <i>Allergy: Gluten</i>	Cereal & Toast with fruit selection <i>Allergy: Gluten</i>	Cereal & Toast with fruit selection <i>Allergy: Gluten</i>
Snack AM (10:00 am)	Rice cakes and cheese spread <i>Allergy: dairy</i>	Fruit selection <i>Allergy: fruit allergy</i>	Cheese cubes & Salad <i>Allergy: Dairy</i>	Fruit <i>Allergy: Fruit allergy</i>	Fruit loaf <i>Allergy: Gluten and dairy</i>
Lunch (11:30 am to 12:30 pm)	Sausage mash with beans <i>Allergy: Dairy</i>	Cottage pie and peas <i>Allergy: wheat and gluten / dairy</i>	Tuna pasta bake <i>Allergy: Wheat and Gluten / dairy</i>	Moroccan vegetable stew <i>Allergy: Butter</i>	Chicken and Vegetable rice <i>Allergy: Dairy</i>
Lunch pudding	Honey oat cake <i>Allergy: Gluten / wheat &amp; Dairy</i>	Yogurt <i>Allergy: dairy</i>	Fruit salad <i>Allergy: fruit allergy</i>	Orange sponge <i>Allergy: Wheat &amp; Gluten/ dairy</i>	Gingerbread man <i>Allergy: dairy / wheat and gluten</i>
Snack PM (2:00 pm)	Fruit <i>Allergy: fruits</i>	Breadstick with dips <i>Allergy: gluten and dairy</i>	Fruit <i>Allergy: fruits</i>	Bread muffins with butter <i>Allergy: Gluten and dairy</i>	Fruit <i>Allergy: fruits</i>
Tea (3:45 pm to 4:40 pm)	Assorted sandwiches <i>Allergy: Gluten, dairy</i>	Cheese muffins <i>Allergy: Wheat / Gluten, dairy</i>	Chicken mayo wraps <i>Allergy: gluten and dairy</i>	Cheese on toast <i>Allergy: Gluten and dairy / Fish</i>	Sausage rolls and salad <i>Allergy: Gluten / Wheat and dairy</i>
Tea pudding	Yogurt <i>Allergy: dairy</i>	Fruit Salad – Melon and grapes <i>Allergy: fruits</i>	Shortbread <i>Allergy: dairy / Wheat / Gluten</i>	Fruit Salad <i>Allergy: fruits</i>	Yogurt <i>Allergy: dairy</i>

**NOTE:** Children with special dietary needs are catered completely and all allergens are swapped. Dairy and gluten are swapped for non-dairy and non-gluten alternatives, including fruits such as bananas and strawberries. Room staff and Chef have full allergy list and is shared daily between the room and kitchen

# Nursery Team Board...

MANAGEMENT TEAM	
	<p><b>Swati Naidu</b> <b>Manager</b> Overall Nursery Incharge / Owner Designated Safeguarding Officer for any Safeguarding issues relating to children and Parent liasion</p>
	<p><b>Lucy Eaton</b> <b>Assistant Manager</b> Early Years Incharge to ensure Nursery Curriculum is followed to meet OFSTED requirements Fire Marshall</p>
	<p><b>Sam Dye</b> <b>Deputy Manager Safeguarding</b> In charge of Nursery Safeguarding along with Nursery Manager Deputy Fire Marshall Deputy Safeguarding Officer (In Swati Naidu's absence) First Aider</p>
	<p><b>Amy Smith</b> In charge of Nursery curriculum and supporting Nursery Manager and Assistant Manager in smooth deliverance of curriculum - EYFS Deputy Safeguarding officer (In Sam Dye's absence) First Aider</p>
	<p><b>Becky Lee</b> <b>Third Incharge</b> Assiting Deputy Managers First Aider</p>

**Baby Room Staff**



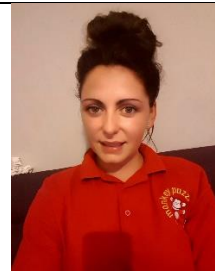
**Sam Dye  
Room Leader  
Level 3**



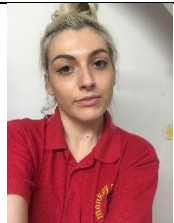
**Charli Leonard  
Assistant Room Leader (Trainee)  
Level 2**



**Ashley Rivet-Vitry  
Room Practitioner  
Level 3**



**Becky Lee  
Room Practitioner  
Level 3**



**Kristina D'adamo  
Room Practitioner  
Level 2 (Trainee Level 3)**



**Elaine Lee  
Room Practitioner  
Trainee**



**Chloe Cockman  
Room Practitioner  
Trainee**



**Stacey Cockman  
Room Practitioner  
Trainee**



**Toddler Room Staff**



**Heather**  
Room Leader  
Level 3



**Helen Marwick**  
Assistant Room Leader  
Level 6



**Eloise Ambler**  
Room Practitioner  
Level 2



**James Upton**  
Room Practitioner  
Level 2

**Preschool Room Staff**



**Claire Water**  
Room Leader  
Level 3



**Mary Hardy**  
Assistant Room Leader  
Level 3

**Support Staff**



**Matthew Lee**  
Nursery Assistant



**Emma Maslanka**  
Nursery Assistant  
Level 6

**Tina Pullen**  
Nursery Assistant  
Level 3

**Dora Lazarova**  
Nursery Assistant  
Qualified Teacher

**Marissa**  
Lunch Assistant  
Unqualified

**Clare Button**  
Lunch Assistant  
Apprentice

# Parents Challenge....

We will be challenging our parents each week and there will be a 'winner', 'first runner up' and 'second runner up'. The winner will then qualify for our end of the month lucky dip and whoever gets picked in the lucky dip will get 10% off on their next invoice 😊

Please note for the challenge to be complete you MUST answer all questions and in case of a tie, the last question will be deciding factor. Best answer will also be published in next week's bulletin 😊

You can reply back to these questions by emailing to [harsha@monkeypuzzleware.co.uk](mailto:harsha@monkeypuzzleware.co.uk)

<p><b><u>This Weeks Quiz: Anti-bullying Policy</u></b></p> <p>What are the 3 stages of complaints?</p> <p>What is the total investigation time frame for a complaint?</p> <p>Who can the parents call if they feel their complaints have been unheard or not appropriately settled?</p> <p>How has this policy helped?</p>	<p><u>How are parents benefitted from last week's challenge?</u></p> <p><i>As a parent of an older child that has been bullied (not in this nursery) it is reassuring that a policy is in place. It must be remembered that at this age the 'bully' is as much of a victim as the child being bullied, as they are often acting out for a reason and this needs to be addressed.</i></p> <p><i>To understand the nursery policy around bullying and be assured that there are guidelines in place to protect children that are bullied whilst also ensuring that bullying is not accepted and treated in appropriate manner to ensure it does not occur.</i></p>
<p><u>Answers to last week questions:</u></p> <p>What steps does the nursery take towards a child who bullies?</p> <ul style="list-style-type: none"> <li>- Intervene to them from harming the other child or children</li> <li>- Explain that their behaviour is not acceptable</li> <li>- Help the child recognise the impact of his/her actions</li> <li>- Provide positive feedback for considerate behaviour and given opportunities to practise and reflect on considerate behaviour</li> <li>- Do not label them as 'bullies'</li> <li>- Discuss with parents and work out with them a plan for handling the child's behaviour.</li> </ul> <p>What steps does the nursery take towards the child who gets bullied?</p> <ul style="list-style-type: none"> <li>- Show them that staff are able to listen, tale their concerns seriously and act upon them</li> <li>- Give reassurance</li> </ul> <p>What information is not provided to the parent of the child bullied and why?</p> <ul style="list-style-type: none"> <li>- The confidential details of the child who bullied – such as their name. So they are not labelled as a 'bully', this is covered under Article 16 (Right to privacy) of the UN convention for the rights of children.</li> </ul>	

## **Attachment 1**

### **COMPLAINTS POLICY**

#### **COMPLAINTS PROCEDURE**

##### **STATEMENT OF INTENT**

At Monkey Puzzle Day Nursery, we aim to ensure that any complaint is managed sympathetically, efficiently, quickly and at the appropriate level and resolved as soon as possible. We will try to resolve every complaint in a positive way with the aim of putting right a matter which may have gone wrong and, where necessary, we will review our systems and procedures in light of the circumstances of the complaint.

We recognise that a difficulty which is not resolved quickly and fairly can soon become a cause of resentment and so we need to know as soon as possible if there is any cause for dissatisfaction. Parents should never feel that making a complaint will adversely affect any child or his/her opportunities whilst at the nursery.

The investigation of the complaint should be completed within 28 calendar days of the written complaint being received unless there are extenuating circumstances.

##### **PROCEDURE**

Monkey Puzzle Day Nursery will keep a record of any complaints along with a summary log of all complaints. The log will be made available to parents as well as to Ofsted inspectors upon request.

When a concern has been raised about any aspect of the child's care, Monkey Puzzle Day Nursery follows the following procedure:

##### **First stage:**

In the first instance, any concerns should initially be discussed with the child's key person or room leader. Wherever possible this should be done on the day the concern arises so that it can be dealt with promptly. The staff member dealing with the concerns will make every attempt to resolve the situation.

##### **Second stage:**

If you feel the matter is unresolved and parents are still concerned, they should discuss their concerns with the Nursery Manager.

The Nursery Manager will fully investigate the complaint and make every attempt to resolve the matter with the parents. The Nursery Manager will then carry out an investigation and respond in writing within 10 working days from receiving the complaint.

##### **Third stage:**

Where a parent believes that their complaint has not been resolved they have a right to appeal. The complaints should be made in writing to Dr Harsha Gopisetty (harsha@monkeypuzzleware.co.uk). The complainants will be notified of the outcome of the investigation within 28 days of the nursery having received the complaint.

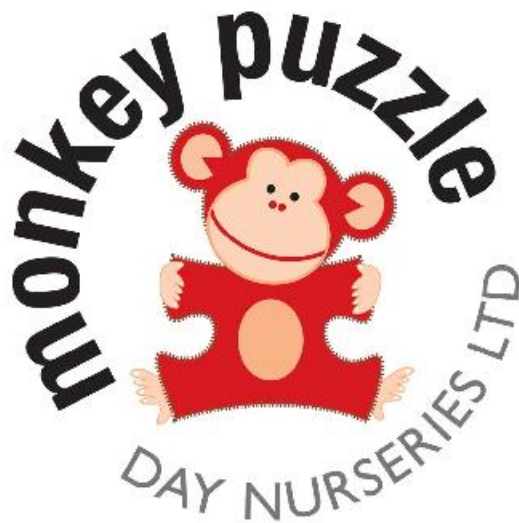
If the concerns are about the Owner, please contact Monkey Puzzle Day Nurseries Ltd Head Office on 01442 878887.

Any complaints relating to Safeguarding issues will be referred to Nursery Manager, Swati Naidu

Where parents do not believe the complaint has not been resolved they can raise this with Ofsted via email enquiries@ofsted.gov.uk or telephone 0300 123 1231. All paperwork with regard to complaints to Ofsted will be kept by the nursery for three years.

## **Attachment 2**

### **Early Years Parents Guide**



PARENTS GUIDE TO EARLY YEARS