



Monkey Puzzle Ware

Weekly Newsletter

Edition: 6

Date: 16 March 2018

Dates for your diary

Easter Celebrations

Friday, 23 March 2018 – Eater Bonnet Day

Parents Evening – End of Winter Term

Wednesday, 28th March 2018 – Babies & Tweenies (6:30 pm onwards)

Thursday, 29 March 2018 – Toddlers & Preschool (6:30 pm onwards)

Easter Break

Friday, 30 March 2018 to Friday, 13 April 2018

Nursery News

New parent handover zones.....

On consultation with number of parents it has been decided any pick ups after 5 pm all handovers will happen in the preschool room. Preschool children to move into toddler room during this time.

Parent Projects....

Starting from April we will be having 'Parents Projects' for our Preschool and Toddler room parents. You can choose any project of your choice in your free time. These projects are not compulsory but just gives you more opportunity to interact with nursery and especially involving around your children. For further details please contact Amy or Swati.

Mystery Reader....

Yet again a parent involvement opportunity, from April onwards you can sign up to be a mystery reader. Each week a parent come along with their little one and read to their friends.

Bug Alert

This week we were notified about Roseola
<https://www.nhs.uk/conditions/roseola/>

Dear Parents,

Thank you to all our parents who have shown such keen interest to become parent volunteers for our various events. We would love to see you all getting more involved in the nursery and its activities.

From April we are also starting **Parent Projects** and **Mystery Readers** which will give you opportunities to come and see the nursery in action.

April also means the beginning of **Easter Break** so why not get involved in nursery celebrations? We would like to request parents if you can help make Easter Bonnets for your little one for our nursery Easter Celebrations. Our most creative Bonnet picture will appear in the end of the month Newsletter.

On a separate note can we request parents when you bring in spare clothes bags, they are not too bulky or overfilled please. They should be just enough to hold two sets of spare clothes and some additional pants. We are Also revamping our preschool lobby and this request of small bags will help in keeping the lobby area tidy.

Thank you

Monkey Puzzle Ware Management Team

PARENTS CHALLENGE RESULTS FOR LAST WEEK'S CHALLENGE



Runner up – Robert Shipp

What's on in Babies and Tweenies...

This week...

This week in Toddlers we have been learning about 'My feelings' we have included such adult led activities such as playdough faces, feeling flash cards and looking at mirrors and in cooperating mark making to create effects.

Our theme next week will be...

All about me- Differences and Similarities

Next week we will be learning about our feelings, we will be looking at flashcards, reading a story about feelings alongside exploring playdough to make faces. We will also be practising drinking without a lid on our beakers and asking simple questions such as "more water please".

Our song of the week will be...

If You're Happy and You Know It

Our baby sign of the week will be...

More



Things to do with me at home...

- Pointing out at hair colour

What's on in Toddlers...

This week...

This week in Toddlers we have been learning about 'My feelings' we have included such adult led activities such as playdough faces, feeling flash cards and looking at mirrors and in cooperating mark making to create effects.



Our theme next week will be...

All about me- Differences and Similarities

Next week in Toddlers we will be learning about Differences and Similarities we will be having some fun activities for the children to enjoy such as pairs matching faces and body parts together, sorting shapes, colours and sizes and exploring different materials.

Our song of the week will be...

Old McDonald had a farm.

Our book of the week....

Eyes, nose and mouth

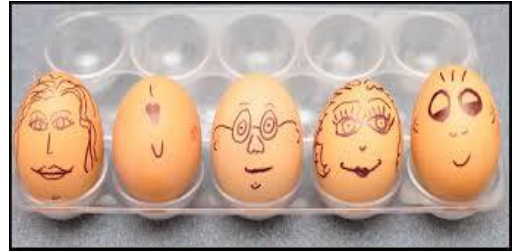
Things you can do with me at home...

- Continue to look at each other's facial features and talk about how we are all different
- Talk about differences with colours when doing a painting activity

What's on in Pre-School...

This week...

This week in Preschool we have been learning about 'My feelings' we have had some exciting adult led activities such as emotions pasta, boiled egg faces which was their favourite. There final activity was playdough sad faces /happy faces



Our theme next week will be...

All about me – Differences and Similarities

Next week in Preschool we will be learning about Similarities and differences our activities which we are going to be looking at height charts, taking turns with role play activities and throwing and catching a ball. We have got these activities from the preschools next steps and what they need to be achieving.

Our song of the week will be...

Old McDonalds

Our story of the week will be...

This is the bear

Things to do with me at home...

- Continue to carry on the activities we will be doing at nursery, i.e. catching a large ball, comparing our heights with different members of the family.

Mel's Kitchen ...





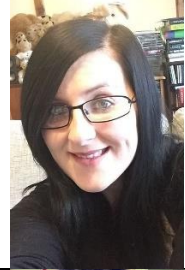


Hello lovely parents,

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 😊

Week 4 Menu	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast (7:30 am to 8:30 am)	Cereal & Toast with fruit selection Allergy: Gluten	Cereal & Toast with fruit selection Allergy: Gluten	Cereal & Toast with fruit selection Allergy: Gluten	Cereal & Toast with fruit selection Allergy: Gluten	Cereal & Toast with fruit selection Allergy: Gluten
Snack AM (10:00 am)	Rice cakes and cheese spread Allergy: Dairy	Fruit selection Allergy: fruit allergy	Cheese cubes and salad Allergy: Dairy	Fruit Allergy: Fruit allergy	Fruit loaf Allergy: Gluten
Lunch (11:30 am to 12:30 pm)	Chilli con carne Allergy: Celery	Ham and leek cheesy crumble Allergy: Dairy	Chicken pie and mixed vegetables Allergy: May contain celery	Sweet potato curry and rice	Macaroni cheese Allergy: Dairy
Lunch pudding	Melon and grapes	Yogurt Allergy: dairy	Carrot cake Allergy: Dairy, gluten	Fruit Salad Allergy: fruit allergy	Yogurt Allergy: dairy
Snack PM (2:00 pm)	Fruit Allergy: fruits	Breadsticks and dip Allergy: gluten and dairy	Fruit Allergy: fruits	Muffins and butter Allergy: Gluten and dairy	Fruit Allergy: fruits
Tea (3:45 pm to 4:40 pm)	Chicken and Mayo wraps Allergy: dairy	Sausage rolls and salad Allergy: Gluten and dairy	Cheese muffins Allergy: gluten and dairy	Beans on toast Allergy: Gluten and dairy	Assorted sandwiches Allergy: Gluten, dairy
Tea pudding	Yogurt Allergy: dairy	Fruit Scones Allergy: Gluten and dairy	Yogurt Allergy: dairy	Chocolate Shortbread Allergy: Gluten and dairy	Flapjacks Allergy: Gluten and dairy

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

Baby Room Staff



**Sam Dye
Room Leader
Level 3**



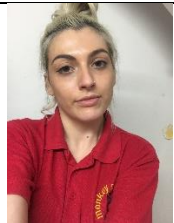
**Charli Leonard
Assistant Room Leader (Trainee)
Level 2**



**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



Emma Maslanka
Room Leader
Level 6



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

Tina Pullen
Nursery Assistant
Level 3

Dora Lazarova
Nursery Assistant
Qualified Teacher

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

<p><u>This Weeks Quiz</u></p> <p>Who gives medication to children in the nursery?</p> <p>State the instance when a prescribed medication can be refused to be administered by the nursery?</p> <p>Can you tell in short how has this quiz helped you?</p> <p>Under what circumstances must a parent collect their child during a sickness?</p> <p><i>(Refer to Attachment 1: Nursery Medication Policy)</i></p>	<p><u>How are parents benefitted from last week's challenge?</u></p> <p><i>"Victims of abuse both young and old will very often suffer in silence (especially children), and will only be able to get help if the people around them speak out on their behalf. We all need to take responsibility and if we see something - say something, as it is the only way the authorities can help before it's too late." – Jacqui Clark</i></p> <p><i>'It is a good way to get parents to read the safeguarding policy which is a very important document and has helped and reassured me that there are correct procedures in place' – Oliver Shipp</i></p>
<p><u>Answers to last week questions:</u></p> <p><u>What are the signs of abuse?</u> Child suddenly coming across unkept Bruising in places where very unlikely to get a bruise Etc</p> <p><u>What is the number you dial if you are concerned about the welfare of a child?</u> 0300 1234043 (this is the general number for Hertfordshire Children's Services and first point of call for all safeguarding referrals/concerns - both from public and professionals). 999 in case of immediate threat to the child</p> <p><u>Name the Designated Safeguarding Officer of the Nursery?</u> Swati Naidu – Safeguarding Officer Sam Dye – Deputy Safeguarding Officer</p>	

Attachment 1

Monkey Puzzle Ware – Medication Policy

MEDICATION POLICY

Monkey Puzzle Day Nursery promotes the good health of children attending nursery and takes necessary steps to prevent the spread of infection (see Sickness & Illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

PRESCRIPTION MEDICATION

Staff members are permitted to give medication to the children providing the following are adhered to:

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Children must be absent for the first 24 hours of any course of prescribed medication to ensure they do not develop any reactions to the medication
- Managers discretion must be used if it is a repeat course of the same medication
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the 'Monkey Puzzle Medicine Form' and another member of staff should check these details
- Medical authorisation forms are to be completed on a daily basis for each medication. A new form should be used for every child to ensure confidentiality is kept
- Those with parental responsibility must give prior written permission for the administration of each and every medication by completing the 'Monkey Puzzle Medicine Form'
- Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medicine form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- Only qualified members of staff may give medicine to children. This person is responsible for ensuring the medication form has been completed correctly
- The administration of medication must be witnessed by a member of staff
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response
- Wherever possible we will ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily

NON- PRESCRIPTION MEDICATION

- The nursery will administer non-prescription medication for temperature control or pain relief for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs Infant Suspension medication during their time at nursery, such medication will be treated as prescription medication which the nursery provides *Calpol* should parents wish to use this
- On registration, parents will be asked to fill out the 'Parent Consent Form', for a specific type of Infant Suspension medication, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of Infant Suspension and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent
- If a child does require emergency Calpol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving emergency Calpol medication will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing, fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child
- If a child does require emergency Calpol during the day due to an increase in temperature of 38 degrees then parents will be required to collect their child
- For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent on the 'Parent Consent Form' and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. Infant Suspension for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given

CARE PLANS

- Any child who is deemed to have a medical condition and requires regular or emergency medication will require a care plan and risk assessment
- Care plans should be completed in partnership with parents prior to a child starting the nursery
- A copy of the completed care plan should then be stored in a clear sealed container with the child's name and photograph on, in the child's play room along with their required medication
- A copy of the child's care plan should also be stored in the Care Plans Folder and must be reviewed on a monthly basis.
- If staff require specific training to administer the child's medication, this will need to be in place prior to the child being left in the care of the nursery

Monkey Puzzle Day Nursery may reserve the right to request a letter from the child's GP before allowing them to return to the nursery.