



# Monkey Puzzle Ware

## Weekly Newsletter

Edition: 23

Date: 22 July 2018

### **Important Dates**

#### **Baby Massage**

Saturday, 21 July 2018  
10:00 to 11:00 am

#### **Baby Parents Evening**

Monday, 23 July 2018  
6:00 pm to 8:00 Pm

#### **Toddler / Preschool Parents Evening**

Tuesday, 24 July 2018  
6:00 pm to 8:00 Pm

#### **School Holidays**

Monday, 30 April to  
Friday, 31 August 2018

Dear Parents

What a beautiful summer! Hopefully it will continue through the school holidays and everyone will get that much needed summer break.




Whilst schools close, your nursery is still open so if you need any additional bookings during summer term for term time only or funded only children, then please feel free to call the nursery office on 01920487200.

We also would like to let you know, that as part of our curriculum evenings we will be introducing seminars to support children with communication and language and other important aspects each month. So please keep yourselves up to date with what's in store for the nursery.

### **PARENT CHALLENGE WINNER**

Winner  
Jacqui Clark

# Dr On Board....

|   |   |   |
|---|---|---|
|  |  |  |
| Dr Rachakonda<br>Consultant Paediatrician   | Dr Gali<br>Dentist  | Dr Burugapalli<br>Gynaecologist   |

## FOOD POISONING

No one wants to even think about contaminated food at a backyard picnic. Unfortunately, food poisoning often hits children hardest because they tend to be susceptible to dehydration a little quicker than adults. A variety of bacteria can cause food poisoning, from Staph species to E.coli, to Salmonella and Shigella. Symptoms are similar to a typical “stomach virus” — fever, vomiting, diarrhea and abdominal pain.

<https://www.nhs.uk/conditions/Food-poisoning/>

## 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 ...

**This week...** The babies have been looking at our Senses. They have been filling and emptying contains using rice, exploring paint using their hands and feet and trying different fruit.



**Our theme next week will be...**

**Dinosaurs**

**Next week**

The babies will be looking at dinosaurs. They will be exploring different textures such as mud and leaves. They will also be pressing dinosaurs into different smelling play-dough.

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

**Dinosaur, Dinosaur**

**Our baby sign of the week will be... Kindness**



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

- Look at touch and feel books and talk about textures by using single words such as fluffy.

# What's On ...

## This week...

The children have been looking at the jungle. They have been making different animal prints such as, zebra and giraffes. As well as this the children have been exploring a homemade jungle area which has been made from leaves, mud and other outdoor object.

Not forgetting they have been using different coloured play-dough to make snakes.



## Our theme next week will be...

The Jungle

Next week the children will be continuing to look at the jungle. They will be making animals by using their hands and feet, making animal foot prints in the play dough by using the model toy animals and threading using jungle coloured shoe laces.



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

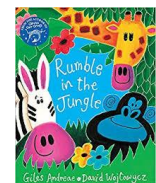
Animal fair

## Our book of the week...

Neon Leon

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

- Look at colours of the jungle animals
- Continue to read and look at books that involve jungle animals such as rumble in the jungle



# What's On ...

## This week...

Pre-school have been looking at the solar system. The children have been looking at the order of the planets, making ice cream commits and making their own planets using paper plates.

## Our theme next week will be...

Space

Next week in Preschool the children will be looking at space. They will be making their own rockets out of tubes and mixing coke and Mentos together to make rocket fuel. As well as this the children will also make their own binoculars to be able to pretend to star gaze.

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

Five little men in a flying saucer



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

Whatever next

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

- To collect kitchen/ toilet roll tubes and bring them into nursery for the children to make rockets, Look/ read books about space such as aliens love underpants

# 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 recipes you would like to add do let me know 😊

| Week 3    | Monday   | Tuesday   | Wednesday  | Thursday   | Friday  |
|-----------|--|---|--|--|---|
| Breakfast | Cereal + Toast<br>Fruit selection<br><i>Gluten, Dairy</i>              | Cereal + Toast<br>Fruit selection<br><i>Gluten, Dairy</i> | Cereal + Toast<br>Fruit selection<br><i>Gluten, Dairy</i>      | Cereal + Toast<br>Fruit selection<br><i>Gluten, Dairy</i>                        | Cereal + Toast<br>Fruit selection<br><i>Gluten, Dairy</i> |
| AM Snack  | Scotch Pancakes<br><i>Gluten, Dairy</i>                                | Bread Muffins +<br>Better<br><i>Gluten, Dairy</i>         | Cheese Straws +<br>Salad<br><i>Gluten, Dairy</i>               | Rice Cakes +<br>Cheese Spread<br><i>Gluten, Dairy</i>                            | Vegetable Sticks +<br>Dip<br><i>Gluten, Dairy</i>         |
| Lunch     | Lamb Tagine +<br>Cous Cous   | Spaghetti<br>Bolognese                                    | Sweet Potato +<br>Vegetable Curry<br>with Rice                 | Grilled Salmon +<br>Noodles  | Cheese + Tomato<br>Pizza with Salad                       |
|           | Yoghurt<br><i>Gluten, Dairy</i>  | Chocolate +<br>Beetroot Cake<br><i>Gluten, Dairy</i>      | Yoghurt<br><i>Dairy</i>  | Melon Fingers<br><i>Gluten, Fish</i>   | Shortbread +<br>Strawberries<br><i>Gluten, Dairy</i>      |
| PM Snack  | Fruit selection  | Fruit selection   | Fruit selection  | Fruit selection  | Fruit selection   |
| Tea       | Mixed Sandwiches<br>+ Salad<br><br>Oat Cookies<br><i>Gluten, Dairy</i> | Beans on Toast<br><br>Fruit Salad<br><i>Gluten, Dairy</i> | Ham + Mayo<br>Wraps<br><br>Carrot Cake<br><i>Gluten, Dairy</i> | Bagels with Cream<br>Cheese + Salad<br><br>Orange Sponge<br><i>Gluten, Dairy</i> | Tuna Parcels<br><br>Yoghurt<br><i>Gluten, 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><br/>Nursery Manager / Director<br/>Safeguarding Officer<br/>SENCO<br/>Data Protection Officer</p> |
|    | <p><b>Amy Smith</b><br/>Assistant Manager / Baby Room Leader (Temporary)<br/>Deputy Safeguarding Officer</p>            |
|   | <p><b>Lucy Eaton</b><br/>Deputy Manager – Early Years<br/>First Aid Officer</p>   |
|  | <p><b>Heather Endsor</b><br/>Third In charge / Preschool &amp; Toddler Room Leader<br/>Nursery Fire Marshall</p>        |

**Baby Room Staff**



**Amy Smith**  
Room Leader (Temporary)



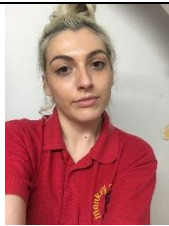
**Ashley Rivet-Vitry**  
Assistant Room Leader (Trainee)



**Charlotte Leonard**  
Room Practitioner



**Mary Hardy**  
Room Practitioner



**Kristina D'adamo**  
Room Practitioner



**Elaine Lee**  
Room Practitioner



**Tina Pullen**  
Lunch Cover



**Toddler Room Staff**



**Heather**  
Room Leader



**Helen Marwick**  
Assistant Room Leader



**Eloise Ambler**  
Room Practitioner



**Matthew Lee**  
Room Practitioner



**Stacey Cockman**  
Toddler Room Support



**James Upton**  
Toddler / Preschool  
Room support







**Chloe Cockman**  
Toddler Room Support



**Emma Maslanka**  
Toddler Room Support



**Amanda**  
Lunch Cover

| Preschool Room  |   |  |   |
|---|---|--|---|
|  |  |  |  |
| <b>Heather Endsor</b><br>Room Leader  | <b>Claire Waters</b><br>Assistant Room Leader                                     | <b>Lewis Hill</b><br>Room Practitioner   | <b>Marisa</b><br>Lunch Cover  |

## Nursery Support Staff

|  |  |   |  |
|--|--|---|--|
|  |  |  |  |
| <b>Stacey Cockman</b><br>Toddler Room Support                                      | <b>James Upton</b><br>Toddler / Preschool<br>Room support                          | <b>Chloe Cockman</b><br>Toddler Room Support  | <b>Emma Maslanka</b><br>Toddler Room Support   |

Please note sometimes to meet our ratio requirements, you might find that some of our support staff are deployed in rooms other than they are generally been appointed for. This happens under circumstances such as covering sickness or holidays.

The nursery always is legally required to be in ratio and we would prefer staff known to children covering the ratio, rather than having to always depend on external agencies. Our support staff and our lunch covers play a vital role in achieving this degree of continuity of care for our children.

Room Ratio's:

Under 2's – For every 3 babies, there is one member of staff team (1:3)

2's to Under 3's – For every 4 toddlers, there is one member of staff team (1:4)

Over 3's – For every 8 Pre-schoolers, there is one member of staff team (1:8)

If ever you have any doubt or any aspect relating to our staffing matters, please feel free to contact Swati on 07859919519.

# 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:</u></b></p> <ol style="list-style-type: none"><li>1. Who is nursery fire marshal?</li><li>2. What is the frequency of fire drill at the nursery?</li><li>3. How has this policy helped you?</li></ol>  | <p><u><a href="#">How are parents benefitted from last week's challenge?</a></u></p> <p><i>It is reassuring that importance is placed on staffing ratios and that there shouldn't be periods of time when staff are on their own with a child/children. It is also good that the nursery has CCTV that is monitored, and senior members of staff help in the rooms to ensure that the ratios are maintained, and staff aren't put in difficult situations by being left on their own</i></p> <p><i>This policy underlines how seriously staff at Monkey Puzzle take Lone Working and the protection of their staff and children. It ensures that there is ALWAYS the correct number of staff looking after the children, that they are always aware of when another staff member is leaving a room or on their own, and takes measures to ensure accountability for staff if they have to be left alone with a child for whatever reason.</i></p> |
| <p><u><a href="#">Answers to last week questions:</a></u></p> <ol style="list-style-type: none"><li>1. Who does the lone working policy protect?<br/>Staff and the children.</li><li>2. What is the one important thing every staff member must do if they are in a situation when they need to be by themselves in the room?<br/>They must stay in full view of the CCTV camera at all times.</li></ol> |   |

## **Attachment 1**

### **FIRE SAFETY POLICY**

**Heather Endsor** is Fire Marshal and has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children at least every 4 weeks and a maximum of 8 weeks or as and when a large change occurs, e.g. a large intake of children, a new member of staff joins the nursery, or any changes made to the premises. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and that all children and staff participated.

#### **Fire checklist**

|                                      | Who checks                            | How often          | Location    |
|--------------------------------------|---------------------------------------|--------------------|-------------|
| Escape route/fire exits              | Opening and Closing<br>Deputy Manager | Everyday           | Fire Folder |
| Fire extinguishers and blankets      | Heather Endsor                        | Monthly            | Fire Folder |
| Smoke/heat alarms                    | Heather Endsor                        | Weekly             | Fire Folder |
| Fire alarms                          | Heather Endsor                        | Weekly             | Fire Folder |
| Fire doors closed and in good repair | Heather Endsor /<br>Eloise Ambler     | Daily visual check | Fire Folder |

#### **Registration**

**An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.**

#### **No smoking policy**

**The nursery operates a strict no smoking policy – please see this separate policy for details.**

#### **Fire drill procedure**

On discovering a fire:

- Calmly raise the alarm by blowing the whistle
- Immediately evacuate the building under guidance from the Fire Marshal
- Using the nearest accessible exit lead the children out, and assemble at *rear end of the playground.*

- Close all doors behind you wherever possible
- *Babies upstairs will be evacuated in a chain form. Management and office members to step in to assist babies are evacuated to safety.*
- *For those facing mobility needs will be evacuated with assistance of an additional member of staff*
- **Do not** stop to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire
- **Do not** attempt to go back in if any children or adults are not accounted for

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you

The Fire Marshal is to:

- Pick up the children's register, staff register, mobile phone, keys, visitors' book and emergency bag (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – *Rear of the playground* check the children against the register
- Account for all adults - staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have

**Remember**

- **Do not** stop to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire
- **Do not** attempt to go back in if any children or adults are not accounted for