



Monkey Puzzle Ware

Weekly Newsletter

Edition: 18

Date: 08 June 2018

Nursery Office Number: 01920 - 487200

Dates For your Diary

Deadline for participation in Ware Carnival

Monday, 11 June 2018

Preschool Room Coffee Morning

Monday, 25 June 2018 – 3 pm to 4 pm

Happy Birthday Monkey Puzzle Ware! – 2nd Birthday party

Wednesday, 20 June 2018

Zoo Lab

Wednesday, 27 June 2018

Rebecca Ellen Photography

Wednesday, 27 June 2018

Fund raising Cake sales for Parade Costumes

Wednesday, 27 June 2018

Hertford Theatre for Preschool

Wednesday, 27 June 2018

Minibus leaves at 9:30 am from Monkey Puzzle Ware. If you are interested, please contact nursery office.

BBQ & Preschool Farewell

Saturday, 30 June 2018 12 noon onwards

News

Becky's maternity 😊

Becky's last day before she leaves for maternity is Friday, 29 June 2018

Sam's finding pastures green

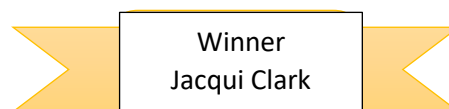
After a devoted 2 years' service at Monkey Puzzle, Sam is finding pastures green and wants to become a nanny. We wish her all the very luck, but she will still be touching base with us regularly. Her last day too is Friday, 29 June 2018

Dear Parents

Just a reminder to all our parents that Monday, 11 June is the last day for your entries for our Ware Carnival Parade. If you wish to register your interest to participate in the parade, please can you contact Amy Smith in the office and she will be able to book you in for the same.




We are also raising funds for the costumes through Cake sales at the nursery on, Wednesday, 27 June 2018, so if you can support this by doing the big bake off's at home and putting them on our counter sales, your participation will be welcomed 😊

PARENTS CHALLENGE RESULTS FOR LAST WEEK



First Runner Up – Lindsey Davis

Dr On Board....

		
Dr Rachakonda Consultant Paediatrician	Dr Gali Dentist	Dr Burugapalli Gynaecologist

Meningitis

Symptoms of meningitis develop suddenly and can include:

- a high temperature (fever) of 38C (100.4F) or above
- being sick
- a [headache](#)
- a blotchy rash that doesn't fade when a glass is rolled over it (this won't always develop)
- a [stiff neck](#)
- a dislike of bright lights
- drowsiness or unresponsiveness
- seizures (fits)

These symptoms can appear in any order and some may not appear.

Read more about the [symptoms of meningitis](https://www.nhs.uk/conditions/meningitis/#how-meningitis-is-spread).
<https://www.nhs.uk/conditions/meningitis/#how-meningitis-is-spread>

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 babies we have enjoyed lots of different baking and creative activities to follow children's next steps and interests. We have enjoyed baking cakes and decorating them to promote our fine motor skills. We have also enjoyed lots of bubble play which helped with their social skills and their communication and language development.



Our theme next week will be...

Our Families

Next week we will be learning about our families and involving our activities around this and the children's next steps and interests. Our activities include making Father's Day to promote our fine motor skills and imagination. We will also be looking at our family books together to encourage speech. We will also be going on a walk and talking about different things that we can see.

Our song of the week will be...

Head, shoulders, knees, and toes

Our baby sign of the week will be... Hot



Things you can do with me at home...

- Look at family photos with me at home, asking them who are in the pictures to encourage speech.

What's On Toddlers...

This week...

This week in Toddlers we have been learning about People who help us, we have enjoyed a lovely trip from the fire brigade where we spoke about what jobs a fire fighter does. The children also enjoyed some role play activities such as dressing up as doctors and nurses.



Our theme next week will be...

Families

Next week in Toddlers we will be talking about our families. Our activities will be based around our topic and the children's next steps and interests. Our activities include bathing babies as we have some children with younger or new siblings. We will be drawing our own self-portraits and pictures of relatives. We are also going to be making our own family tress using our hand prints.

Our song of the week will be...

Old McDonald

Our book of the week....

Peppa pig

Things you can do with me at home...

- Continue to look at pictures of your families and encourage the children to talk about who they can see in the picture.

What's On Preschool...

This week...

This week in Preschool we have been learning about 'My Garden', the children have really enjoyed planting flowers for our plant pots in the garden, this kept the pre-schoolers very engaged and asking lots of questions about why we need to plant flowers.



Our theme next week will be...

My Garden

Next week in Preschool we are going to be continuing with our garden theme as this is something all the children have really enjoyed learning about.

We are going to be writing using carrots, leaf printing and tasting sugar snap peas. All our activities are based around the children's next steps and interests.

Our song of the week will be...

Worm at the bottom of the garden

Our book of the week...

Orange, Pear, Apple Bear

Things to do with me at home...

- Talk about the different flowers that we have in the garden
- Grow our own flowers at home and watch them grow.

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 1	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal + Toast Fruit selection Gluten, Dairy	Cereal + Toast Fruit selection Gluten, Dairy	Cereal + Toast Fruit selection Gluten, Dairy	Cereal + Toast Fruit selection Gluten, Dairy	Cereal + Toast Fruit selection Gluten, Dairy
AM Snack	Scotch Pancakes Gluten, Dairy	Bread muffins + butter Gluten, Dairy	Cheese straws + salad Gluten, Dairy	Rice cakes + cheese spread Dairy	Vegetable sticks + dip Gluten, Dairy
Lunch	Sausages, New potatoes and beans Yoghurt Gluten, Dairy	Chicken + vegetable curry with rice Gingerbread people Gluten, Dairy	Roast Turkey with roast potatoes, peas and gravy. Fruit Salad Gluten	Tuna Pasta Bake Lemon sponge Gluten, Dairy, Fish	Beef lasagne + salad Yoghurt Gluten, Dairy
PM Snack	Fruit selection	Fruit selection	Fruit selection	Fruit selection	Fruit selection
Tea	Chicken + mayonnaise wraps with salad. Fruit muffins Gluten, Dairy	Scrambled egg on toast Melon fingers + strawberries Gluten, Dairy	Pitta bread with cheese + ham Oat cookies Gluten, Dairy	Sausage rolls + salad Yoghurt Gluten, Dairy	Mixed Sandwiches Banana flapjack Gluten, 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



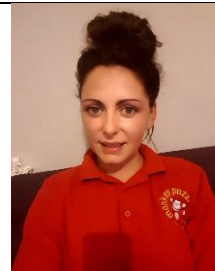
**Sam Dye
Room Leader
Level 3**



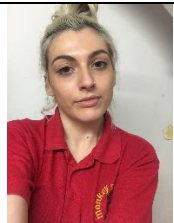
**Charli Leonard
Assistant Room Leader (Trainee)
Level 2**



**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**



**Stacey Cockman
Room Practitioner
Trainee**

Toddler Room Staff			
 <p>Heather Room Leader Level 3</p>		 <p>Helen Marwick Assistant Room Leader Level 6</p>	
 <p>Eloise Ambler Room Practitioner Level 2</p>	 <p>James Upton Room Practitioner Level 2</p>	 <p>Chloe Cockman Room Practitioner Trainee</p>	
Preschool Room Staff			
 <p>Claire Water Room Leader Level 3</p>	 <p>Mary Hardy Assistant Room Leader Level 3</p>	 <p>Lewis Hill Assistant Room Leader Level 2</p>	
Support Staff			
 <p>Matthew Lee Nursery Assistant</p>	 <p>Emma Maslanka Nursery Assistant Level 6</p>	<p>Tina Pullen Nursery Assistant Level 3</p>	<p>Dora Lazarova Nursery Assistant Qualified Teacher</p>
<p>Marissa Lunch Assistant Unqualified</p>			

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>What is the nursery procedure on Safer Recruitment?</p> <p>Name the training that a member of staff must undergo before they can be on the interview panel?</p> <p>Name one person who is in charge of the entire recruitment process</p> <p>How has this policy helped you?</p>	<p><u>How are parents benefitted from last week's challenge?</u></p> <p><i>This policy has assured me that should my child go missing, there is an immediate plan that will triggered in order to find her. Equally it is comforting to know that if it was another child that went missing, my child would continue to be fully looked after, supported and reassured with staff ensuring there is as little impact on her as possible.</i></p> <p><i>Hopefully this is something that never happens but it is reassuring that a policy is in place and that staff will carry out an area search immediately. It is also a gentle reminder to myself that I really should try and remember what I've dressed my child in that morning!</i></p>
<p><u>Answers to last week questions:</u></p> <p>What procedures are followed by the nursery in the event of a missing child? In the event of a child going missing, all staff will be made aware & follow the missing child policy supplying a recent photo and details of clothing. The nursery manager will be made aware immediately. Some staff will be deployed to search the nursery and surrounding area whilst others will supervise the other children to remain calm and supported.</p> <p>Name the authorities that the nursery will need to inform? The manager will call the child's parents, the police, Head Office & Ofsted</p>	

Attachment 1

SAFER RECRUITMENT

To ensure safer recruitment methods are practised when employing staff for the nursery we always use the following as vetting tools, and staff's performance is reviewed regularly.

Recruitment Officer: Lucy Eaton, Deputy Manager, and Swati Naidu, Director have overall responsibility for the recruitment of qualified and suitable employees. Staff conducting interviews will have undertaken Safer Recruitment Training:

www.highspeedtraining.co.uk/

Job description: There will be a job description for every position and the job description will provide detailed guidance to applicants on the role. The job description will include a statement on the responsibility of the member of staff to safeguard and promote the welfare of children.

Advertising: The posts will be advertised widely and job adverts will clearly state the position, required skills, knowledge, expected qualifications and experience. Adverts will also include the hours and salary for the position. Job adverts will inform applicants that an enhanced DBS check will be required for the post.

Applications: The applicants will be asked to complete a Monkey Puzzle Day Nursery application form explaining any gaps in their employment history.

Shortlisting: Applicants will be shortlisted according to the criteria set out in the job advert by the named recruitment officers.

References: All applicants will need to provide at least two references. One reference must be from the applicant's current or most recent employer. Written references must be followed up by a telephone call to verify authenticity. References must confirm the position held by the applicant and the dates within which they were employed. To be acceptable, references should also indicate whether the applicant was subject to any disciplinary action and whether there are any known reasons why the applicant should not work with children.

Interviews: Interviews will be undertaken by at least two people and one of the interviewers will have completed the Safer Recruitment Training Course. Prior to the interview, applicants should be informed of the documents they will need to provide as evidence of their identification and in support of their qualifications. Pre-agreed questions based on the post will be used to conduct the interview and responses will be recorded. Any discrepancies on the application form or gaps in employment should be explored at the interview, as well as any individual questions arising from references or the interview. The interviewers will check whether the applicant is suitable for work with children.

Checks: The applicant's identity will be verified with photographic proof e.g. a passport or driving licence. The applicant's qualification will be verified by the original documents. The applicant's right to work in the UK will be confirmed through scrutiny of appropriate documents. The applicant's health and physical capacity to undertake the role will be verified.

Monkey Puzzle Day Nursery has a duty under the Children's Act and other enactments to ensure that all staff are suitable for the job. To ensure that all members of staff, volunteers and students who come into contact with children are suitably vetted we carry out DBS checks.

The person in charge of the DBS process/who manages the process and database is Lucy Eaton / Swati Naidu

They are responsible for ensuring that:

1. The policy for enhanced DBS checks is adhered to in the application process for staff, volunteers and students.

2. Staff files, the Single Central Staff Record and DBS's are kept up to date for all staff and volunteers.
3. All checks are subject to a regular review (at least every 3 years) and are kept current. Staff who are subscribed to the DBS updates service will be reviewed via the DBS updates website on a termly basis. The proof of the update will be stored in the relevant staff file.
4. All new staff are requested to join and pay for the up-date service if they are not already subscribed. This is an approximate cost of £13 per year and is the responsibility of the employee. This must be completed within 19 days of their DBS application

New staff who already hold a DBS check by a previous employer are required to bring the original certificate into the nursery and present it to the Manager. The Manager will apply for a new DBS check bearing the Monkey Puzzle name (unless the applicant is on the update service). Staff documents will be returned as soon as possible.

Staff will not be classed as vetted until Monkey Puzzle receive the result of the check or confirmation from the DBS up-date service and therefore will not be left alone with children.

All new staff will be expected to sign the 'Annual Self Declaration of Criminal Offences' prior to starting employment at Monkey Puzzle Day Nurseries, this is in addition to daily declaration whilst they sign the register in the office which clearly states their duty to declare.

New staff who are on the DBS up-date service will not be issued with a new DBS certificate with the Monkey Puzzle branding, instead they will receive confirmation of their refreshed DBS with a new issue date.

All staff DBS Unique Reference Numbers, and the dates on which they were obtained, are stored on the 'Single Central Staff Record.'

Disqualification: The enhanced DBS checks form part of the disqualification register checks required under the Childcare Act 2006 to ensure individuals are suitable to work with children. Monkey Puzzle Day Nursery has a duty to inform Ofsted of any relevant information which may lead to the disqualification of an employee. Monkey Puzzle Day Nursery must take appropriate action to ensure the safety of children.

Monkey Puzzle Day Nursery must give Ofsted the following information when relevant:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)

Monkey Puzzle Day Nursery will inform Ofsted as soon as it is reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information.

Decision to appoint: Successful interviewees will be sent an employment offer letter clearly stating that the position is subject to a clear DBS check and satisfactory references.

Commencement of employment: Successful candidates will be required to undertake the Monkey Puzzle Day Nursery induction training, which guides them through the company's policies and procedures. Once the induction training has been fully completed the member of staff will be asked to sign to say that they have understood and agree to follow the policies and procedures (refer to new staff personnel sheet). The staff file checklist must be completed with copies of all relevant documents attached.

Probation period: All new staff will be subject to a 6 month probation period with regular reviews after 1 month, 3 months and at the end of the 6 month period, or more regularly if required. Probation periods may be extended if necessary.

All staff will be expected to sign the 'Annual Self Declaration of Criminal Offences' at each supervision meeting. It is the individual's responsibility to inform Monkey Puzzle Day Nursery if there are any changes to their circumstances in between reviews.

Monkey Puzzle Day Nurseries Ltd Head Office Staff: All Monkey Puzzle Day Nurseries Ltd Head Office inspection staff are subject to the DBS process and Safer Recruitment procedures prior to appointment. All staff will be appointed and suitably vetted by **Rebecca Crosby, Group Operations Director**. Head Office staff will wear identification badges and should not be left alone with children or included in ratios.