



Marshfield Monkeys Playgroup

September 2017 Newsletter

Welcome back everyone and a special welcome to the new families joining playgroup this term.

Monkeys Playgroup Team

Helen Payne	Playgroup Leader
Victoria Oakenfull	Deputy Playgroup Leader
Victoria Pottow	Breakfast Club & Playgroup Assistant (maternity leave)
Nicola Ford	Playgroup Assistant
Soraya Sellers	Playgroup Assistant
Natasha Sullivan-Dungey	Owner & Emergency Cover

Playgroup Hours Mon-Fri 07.45 – 17.00

Breakfast Club	07.45 – 09.00
Morning Session	09.00 – 11.50
Lunch Club	11.50 – 12.50
Afternoon Session	13.00 – 15.30
All Day Sessions from	07.45 – 17.00
Afterschool/playgroup club	15.00 – 17.00

Wrap around is available for Marshfield school and nursery from 7.45am to 5.00pm!

Includes breakfast and afterschool snack.

This is for children aged 2 years to 7years 11mths.

Term Dates 2017 – 2018 Including closures and Holiday Club:

<u>Autumn Term:</u>	04/09/17 to 27/10/17	
Holiday club	30/10/17 – 03/11/17	
	06/11/17 to 22/12/17	(Closed Christmas 19/12/16 – 02/1/17)
<u>Spring Term:</u>	08/01/18 to 16/02/18	
Holiday club	19/02/18 – 23/02/17	
	26/02/18 to 29/03/18	(Closed Easter 30/03/18 – 13/04/18)
<u>Summer Term:</u>	16/04/18 to 25/05/18	(Closed 07/05/18, 28/05/17 BH)
Holiday Club	29/5/18– 01/6/18	
	04/06/18 to 20/07/18	
Summer Club	23/7/18 – 10/8/18	(Closed 13/8/18 – 31/8/18)

This Term theme is 'Food'

Our planning this term involves lots of activities and learning inside and outside. Each of the 7 areas of learning are covered throughout each week through planned and child led activities.

Our planning for the term is displayed near the self- registration board.

Children will need to be suitably dressed for the weather, including a coat and wellington boots if the weather is wet as we go outside to play in all weathers. Please ensure your child's belongings are labelled, this includes their coat, wellies, bags and lunch box if staying for lunch. (Please label the outside of your lunch box).

The children will taste different foods this term, please let us know if your child has developed any food allergies that were not included on their original paperwork



Marshfield Monkeys Playgroup

Parents are reminded not to send their child to playgroup in new clothes as we do a lot of 'messy' play, the children are required to wear aprons but may still get their clothes dirty.

Jimmy & Jenny Monkey

Our cheeky Monkeys would love to spend time with your child for a few days. Children are welcome to record their adventures in the books using own drawings, photographs with parents help. These adventures will be shared with playgroup at circle time.

Staff News

We would like to send our thanks and appreciation to Cheryl, Lauren and Zoe who left at the end of the summer. They will be sadly missed and we wish them all the luck for their future.

Huge congratulations to Helen for completing her level 5 in Children's, Care Learning and Development in record time.

Vicky P will be returning from maternity leave later during the autumn term.

Emergency Childcare

Please feel free to contact playgroup if you have an emergency childcare need, these are additional one off sessions outside your contracted sessions subject to availability. Normal fees apply plus a £2.50 admin fee per request.

Arrival and Departures

Upon arrival, the staff will be ready to welcome and assume responsibility for your child at the beginning of the session once the parents have left. Parents are to bring their children in and encourage them to find their coat peg, hang up their coat and put their piece of fruit into the fruit bowl for snack time. A member of staff will stay on the door until all the parents have departed.

If you arrive late or need to collect your child early, please ring the Front door bell on the garden gate or phone Playgroup on **07874 232680**.

Car Parking

The car park is only open to parents/carers dropping off or collecting their child from Marshfield Monkeys Playgroup that day.

Parents are responsible for the supervision of their children walking to and from the car. Please park safely and do not obstruct the building or exit of the car park. Three disabled parking spaces are available at the front of the building, please respect these and only park in them if you carry a disability car sticker.



Holiday Club

Holiday club will be open during all the half terms and part of the 2018 summer holidays. Parents will be offered a term time or term time with holiday club contract when their child starts playgroup. See term dates above.



Marshfield Monkeys Playgroup

Dates for your Diary

W/c 18th September Harvest

Children are welcome to bring in a food product which will be donated to a local Charity via the Church. The children will be singing their harvest songs to the WI group who use hall Tuesday 3rd October.

Thursday 26th October Halloweenies Party

AM and PM sessions normal times, if your child does not normally attend this day but would like to attend the AM or PM session, please let us know by 20th October.

Breakfast club and Afterschool/playgroup club

Breakfast club is available from 7.45am before our morning session or start of school. Children have the choice of cereals and toast. Planned activities and free play are available up until 9.00am when the morning session starts. Children walking to school will leave at 8.40am with a member of staff.

A choice of healthy snacks will be provided during the afterschool/playgroup club which is open until 5.00pm. Fresh drinking water is made available during all snack and meal times.

Illness Policy

Just a reminder, our illness policy as required by CSSIW states children should not attend playgroup if they are unwell or have been unwell.

e.g. Sickness/diarrhoea 48hr exclusion after the last symptoms.

Invoices

Invoices have been issued until Fri 27/10/17, payment is required by 15/9/17 please. For parents wishing to pay online, bank details are on your child's invoice, please put your child's name in the reference so we can track payment and sign the payments book when using this method.

We can accept Childcare Vouchers as payment towards fees, if you would like to pay your fees via your Company Voucher Scheme we are registered with the following voucher schemes:

Computershare Voucher services ref: 0017534914

Sodexo ref: 824633.

Edenred ref: P20769318

Busy Bees Marshfield Monkeys Playgroup

You at Work Marshfield Monkeys Playgroup

Our CSSIW registration number is W150000064 our certificates are located above the cloak room.

Using a registered provider may entitle you to help with your childcare costs, call 0345 300 3900 or www.hmrc.gov.uk/taxcredits for further information.

Amser Snac – Snack Time

Please remember to bring in a piece of fruit each session for your child to share with their friends at snack time, to be put it into the fruit bowl upon arrival.





Marshfield Monkeys Playgroup

Marshfield Monkeys Playgroup Lunch Club

Lunch time club is available:

12.00 – 13.00 to add on to the AM/PM session

Lunch Club needs to be booked in advance to ensure we have the correct amount of staff on duty each day.



Top Tips for Storage

Use an insulated lunchbox.

Freeze a carton of juice the night before then use it as a freezer pack.

Avoid packing warm food into the lunchbox.

Refrigerate fruit before packing.

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Lunch boxes or bags will be stored in the kitchen area.

PLEASE LABEL YOUR CHILD'S LUNCH BOX

The emphasis of our Lunch Club is:

- to promote healthy eating
- to educate the children on the importance of washing their hands before eating
- to promote good table manners

All in a relaxed and happy atmosphere.

Once the children are settled they are given half an hour to eat their lunch, followed by free play.

All children eat at different paces and therefore to enable the children to finish their packed lunch, we ask parents/carers to provide a **realistic portion** of food to eat in their lunch boxes for the time provided.

The children will be encouraged to eat their food in a particular order, e.g. sandwiches, dairy, fruit and then their treats such as cereal bars. A note will be put in the lunch box to inform parents if any food had not eaten.

Healthy Lunch box check list

For a nutritionally balanced lunch have you included....

A portion of starchy food and a lean protein filling e.g. wholegrain bap, sliced wholemeal bread, chapatti, pitta pocket, pasta or rice with cheese, ham, chicken?

A portion of fruit and vegetables e.g. an apple, satsuma, grapes, cherry tomatoes, carrot or cucumber sticks?

Some dairy e.g. yoghurt, fromage frais, cubes of cheese?

And a drink. When choosing a drink for a lunch box we recommend water, fresh juice, sugar free squash or milk shakes. We would appreciate it if children are not provided with fizzy drinks

Fresh drinking water will be available at all snack and meal times.

To keep up to date with Playgroup News please subscribe to our website

<http://marshfieldmonkeys.co.uk/>

or like us on Facebook <https://www.facebook.com/MarshfieldMonkeysPlaygroup>



Marshfield Monkeys Playgroup

Collection walk over permission form

Dear Marshfield School,

I give Marshfield Monkeys Playgroup and Afterschool club permission to collect my child
from school/nursery. The staff will be wearing Marshfield Monkeys uniform.

Please circle days and times.....

Monday	Tuesday	Wednesday	Thursday	Friday
11.30am	11.30am	11.30am	11.30am	11.30am
3.00pm	3.00pm	3.00pm	3.00pm	3.00pm
3.15pm	3.15pm	3.15pm	3.15pm	3.15pm

I will inform you in writing or by telephone call to the office if there are any changes to the above sessions.

Child's name..... Class.....

Parent's name..... Parent's Signature.....

Collection walk over permission form

Dear Castleton Playgroup,

I give Marshfield Monkeys Playgroup and Afterschool club permission to collect my child
from playgroup. The staff will be wearing Marshfield Monkeys uniform.

Please circle days and times.....

Monday	Tuesday	Wednesday	Thursday	Friday
12.00pm	12.00pm	12.00pm	12.00pm	12.00pm

I will inform you in writing or by telephone if there are any changes to the above sessions.

Child's name.....

Parent's name..... Parent's Signature.....