



Newsletter March 2019 – Baby Room

Upcoming Events:

World Book Day: Thursday 7th March

To support this event we are inviting all children to dress up as a book character for the day. We would also like all children to bring in their favourite story during the week commencing 4th March when we will be holding regular story sessions where children can 'show and tell' their favourite story.

Red Nose Day: 15th March

For this event, everyone is invited to wear something red to nursery. We will also be conducting a bake sale, where children will be making biscuits and cakes for all of the parents/carers at the end of the day. Donation buckets will be available throughout the nursery. For more information please see: www.rednoseday.com

Mothers Tea Party: 29th March

Sunday 31st March is Mothers Day and we would like to invite all mothers and grandmothers to tea party the following Friday at 4pm on Friday 29th March. Tea, coffee, sandwiches and cakes will be provided and guests are welcome to stay and play after tea. Please let us know if you are able to join us. Also, if any one has any allergies or intolerances please let a member of staff know so we can ensure these are catered for on the day.

Tempest Photo's: Thursday 2nd May 2019 - We would like to inform parents that we have booked Tempest Photography to come to nursery to take children's portraits. If your child is not due in on that day you are welcome to bring them along at 10.30am

Happy Birthday to:

Ursula



**We hope you have a lovely
birthday!**

Please don't forget to:

- Check tapestry regularly
- Post observations on tapestry from home

Staff Information

We would like to welcome Chloe Wand and Nicole Stacey to the nursery. Nicole has a Level 3 qualified in Childcare and Education, and Chloe is due to complete her Level 3 in Childcare and Education soon. They both join us from local nurseries. Chloe will be working full time and based within the Pre-school room covering Hifza's maternity leave. Nicole will also be working full time and will be based in the toddler room working alongside Cristie and Tanya.

Training:

Last month Cristie attended a course on healthy eating and toilet training for toddlers and Sam attended a training course on Early Help Assessments.

Any other information:

Please can we remind parents that we are closed for the following bank holidays:

- Good Friday – 19th April 2019
- Easter Monday – 22nd April 2019
- Bank Holiday – 6th May 2019
- Bank Holiday – 27th May 2019

We have also completed our new Spring Menu, which is due to commence on Monday 4th March. We have been sending the menus out this week, if you have not received one please see Sam or Cristie.

Fees:

In light of our annual fee review all parents will be receiving a copy of the revised fees, which will become effective from the 1st April 2019. We will also send a copy of your new invoice out a little earlier than usual (week commencing 4th March).

Policy Document Reminder

Each month we re-issue copies of policies from our policy and procedure document for parent's reference. This enables parents to review any changes or updates which may have been made. Please find attached a copy of our Tapestry policy for your information.

Useful Information

Nursery Email: daisynursery@aol.com

Sam's Email:

samdaisynursery@hotmail.co.uk

Facebook Page:

<https://www.facebook.com/groups/daisychaindaynursery/>

Website Page: <http://daisychain-daynursery.co.uk/>

Tapestry Online Learning Journal Policy

Daisy Chain Day Nursery ensures that all children attending the Nursery have a personal 'Learning Journal' which records photo's, observations and comments in line with the Early Years Foundation Stage (EYFS), to build up a record of each child's interests and achievements during their time at our setting. Each child will have a key person allocated to them who will be responsible for the compilation of their key children's learning journals.

Daisy Chain uses a secure online Learning Journal system (Tapestry), allowing staff and parents to access the information via a personal password protected login.

Procedures:

- Daisy Chain Nursery has purchased three tablets for the use of Tapestry Online Journal's only. All other internet sites will be blocked by management. Each room will have their own tablet, which will be shared with the key persons within the room. The tablets are for the use of adults only.
- All tablets are to stay within the setting at all times, and all observations and photos will be uploaded in nursery hours.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.
- Observations added to the Tapestry system are moderated by either the Manager or the Deputy Manager before being added to the child's Learning Journal.
- Parents logging into the system are only able to see their child's Learning Journal.
- In all written observations other children are not referred to by name.
- Before each child's journal is set up, parents are asked to sign and complete the 'Tapestry Online Learning Journal Agreement Form'. This agreement ensures that parents will not share or publish any images or observations from their child's Learning Journal on any social networking site to protect images of other children that may appear in any photo's contained in their child's Learning Journal.
- Parent guide leaflets are available for computers, iOS and Android devices if requested.
- Tapestry is not used as a general communication between Daisy Chain Day Nursery and home. A child's Learning Journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home. Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property etc.
- If a parent does not abide by the terms and conditions of the agreement then their account will be made 'inactive.' The parent will still have access to their child's learning journal but it will be in paper form rather than the online version on Tapestry.

Security:

- The Tapestry on-line Learning Journals system is hosted on a secure dedicated server based in the UK.
- Access to information stored on Tapestry can only be gained by personal email address and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

- Photos from the tablet are to be downloaded to the central computer each month to ensure the images can be stored correctly and securely in each child's individual files.

Other Relevant Policies:

- Data Protection Policy
- Nursery Curriculum Policy
- Safeguarding Policy
- Camera, Mobile Phones, Devices and Social Networking Policy

Related Forms and Guidance:

- Image consent Form
- Permission Form
- Tapestry agreement form
- Tapestry introductory letter
- Parent's guide to Tapestry (Computer, iOS and Android)

