

Polka Day Care Newsletter September 2011

Dates for your diary:

Parents Open Evening and Annual General Meeting Monday 26th Sept 2011 6pm at the Children's Centre

We are planning a Parents Open Evening on this day.

Further details will be advertised soon.

Children/Family photos by Tempest Thursday 29th Sept 10.00am-2.00pm at the Children's Centre

We will be having a booking system for the photos again this year on a first come first served basis. Please support this event as it is a good fund raiser for us. The photos are always beautiful.

Autumn Walk

We will soon be planning our Autumn Walk, watch out for details as this will be an opportunity for you to come and join in this social occasion and join in the fun with your child.



Congratulations!

**Charlotte gave birth to Alfie
on 1st June.**

**Donna gave birth to Brooke
on 23rd July.**

**Jenny starts her Maternity leave
on 30th September.**

Congratulations and good luck to you all.

Polka Dots (Baby Room – under 2's).

Over the summer several of our babies celebrated their 2nd Birthday and have been enjoying their transitions to the Polka Tots Room. This now means we have some very rare places available in Polka Dots. If you know anyone who is planning to return to work and will need childcare it is an excellent time to put their names down. We are offering a 2 hour free taster session for babies whose parents may like to try before they buy!!

Polka Tots (2 – 5's).

Over the summer we have said goodbye to lots of friends going to school for the first time, we wish them well in their new surroundings. We will still be seeing many of them before and after school as well as in the school holidays. As most of you will know some of our staff have been doing their bit to keep Polka Day Care numbers up!! With Jenny going on Maternity leave at the end of the month, it is with great pleasure we welcome Sarah McNab as the new Room Leader. You will know Sarah well as she is a well established member of our team, I am sure you will all make her feel welcome as she settles in her new role. We also say a BIG HELLO to all our new children starting this term, we hope you and your family have an enjoyable time with us.

Cool Cats (school age 4-11's)

Our Holiday Club remains popular, and has been extremely busy over the summer. We have been lucky to see some old friends again: Some of the children that visit us each summer come from away and it's lovely to catch up with them, hear their stories and see how much they have grown! Sarah and Charlotte has made the children's holidays exciting and fun and I am sure you will all give Sarah your best wishes as she takes on her new role. We hope all the children enjoy going back to school and thank them for giving us a fantastic summer.

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Staff at Polka Day Care

We have some new staff faces and new roles for our staff at Polka Day Care.

Sharon Cousins
Early Years Practitioner
Manager

Sarah McNab
Early Years Practitioner
Room Leader Polka Tots

Ella Bessent
Early Years Practitioner
Room Leader Polka Dots

Jenny Savoury
Early Years Practitioner
Polka Tots

Becca Waajen
Early Years Practitioner
Polka Tots

Anna Barker
Early Years Practitioner
Polka Tots

Lucy Belton
Early Years Practitioner
Administration Officer

Annika Williamson
Early Years Practitioner
Polka Dots

Reanna Farrow
Early Years Practitioner
Polka Dots

Charlotte Fagg
Early Years Practitioner
Advanced Apprentice

Kelly White
Early Years Practitioner
Apprentice

Ben Farrow
Lunch Time Chief

Donna and Charlotte Smith remain part of the Polka Day Care Team and will be returning after their maternity leave.

- **Signing in and out**, this is an Ofsted requirement, please sign at each session.
- Please remember to bring spare clothes & return any borrowed clothes.
- Please insure all gates and doors are closed behind you.
- **Please name** all bags, lunch boxes, drink bottles, coats, hats etc.
- We go outside as much as possible; please ensure your child is dressed appropriately for the weather.
- Payment of fees must be in advance, please refer to our Payment and Fees Policy, which also covers late collection.
- It is helpful to inform us when a child is ill or will be absent for any reason.
- Please keep us up to date with addresses and contact numbers.

Invoices are issued before the beginning of each month and all invoices must be paid in advance i.e.

Within 7 days of the start of the month.

As a charity we rely on invoices being paid on time, this helps us to keep fees to a minimum.

Preferred method of payment is by standing order. Any payments paid by cheque (cash in exceptional circumstances) must be placed in the red post box on the wall of each room.

Any change and receipt will be issued separately.

October Half-Term dates

24th – 28th October 2011
Daycare as usual.

No Playgroup during school holidays & Wells Primary School inset days

Christmas dates

We will close on 23rd Dec and open on 3rd Jan

Playgroup will finish on 16th Dec and start 4th Jan

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