



# PUDDLEDUCKS

## DAY NURSERY

### Dear Parents and Carers

#### \*\* December 2020/January 2021 Nursery Update \*\*

We hope you all have a fantastic Christmas and New Year! We know that this year has been very different, and somewhat challenging – so we thank you all for your support, encouragement and for working so well with us. You should all be very proud of your little ones who have adapted, settled and continue to explore, create and play with huge smiles on their faces every day! Each and every one of them are a credit to you all.

A welcome to our new families who will be starting in January, we can't wait to get to know you all 😊. We understand it may be an apprehensive time for you to start your little ones, especially as our settles are so different to what we all like and are used to – but to reassure you we have had children start throughout the last 4 months under the same restrictions and have all done amazingly. Your key person and all our ladies will be here to support you and your little one every step of the way!

#### **Christmas:**

**Error on Christmas attendance memo:** Please note on your xmas attendance list – the last date is correct, but the day is wrong. To confirm it states Friday 31<sup>st</sup> December – this should state Thursday 31<sup>st</sup> December – apologies for any confusion caused. If you have not yet returned your completed memo, please pop it back to us asap.

We have been advised this year to ask parents not to send cards in from their children to their friends. It is to minimise the risk of potentially passing the virus from one household to another. We are all rather sad about this as we know the children love to give and receive cards as it all part of the lead up to the big day. You can however send cards into nursery that we can display in the rooms, we are just unable to transfer cards from one home to another.

That being said, we wanted to send a little bit of reassurance that Christmas at Puddleducks is far from cancelled and we will still be helping to provide a magical time for all your little ones... and for us as well of course 😊

A reminder that we will be having a **Christmas celebration week for the whole week of 14<sup>th</sup> December**. This way no matter what session your little one is with us on they will be able to partake in something extra special on any given day – so no one misses out 😊

Lauren, Sam & Molly will be handing out the weeks plan in due course so you see what we are up to throughout the week!

**Christmas jumper day** will be on Friday 11<sup>th</sup> December 2020, again please feel free to come dressed in your best Christmas jumper/t-shirt, again if we could ask no removable accessories it would be appreciated.

**January Invoices:** As you are aware from our fee increase letters sent out at the beginning of November – your invoices will be going out on the 17<sup>th</sup> December which is of course early. The 15<sup>th</sup> January payment date will remain; we are not requesting early payment. If some of your December payments have not cleared with us by the time we send the invoices out please don't be alarmed when it says what is still owed for December on your invoice if you know you have paid (remembering some voucher payments can take up to 10 working days to clear). We will ask that anyone who has outstanding payments for December that you know have not been paid, to ensure that this is paid ASAP despite the Christmas festivities.

**Fee Increase & Meal Contribution for Fully Funded Term Time spaces** – A reminder that the fee increase will take effect on your January invoices.

Term Time Fully Funded children will also receive their first invoice for their meal contribution charge on 17<sup>th</sup> December, as per normal invoices, we will ask this is paid by the 15<sup>th</sup> January 2021. As you will not be used to making payments to us – payment info can be found on the bottom of your invoice.

**Difference on your January Invoice (All year round children only)** As you are aware the monthly invoices for sessions is based over the year so you have an even amount to pay monthly – this is divided so you pay 4.33 weeks monthly for 52 weeks, you will notice this has changed to 4.25 monthly (51 weeks). This is because as of From Christmas 2021, and each year thereafter we will be closing for a week over Christmas – To confirm and provide you with as much advanced warning as possible, Christmas 2021 closure will be w/c 21/12/2021. Please note there is no charge to you for this closure week, hence the adjustment on your invoices for 51 weeks per year. This will however make a huge difference to our ladies, who are all looking forward to their first Christmas closure to spend that time with family and friends.

**Progress reports:** These will be with you during the month of December, as you are all aware, we are unable to partake in parents evening at the moment, and there is just far too many of us and you to be able to do these virtually with any meaning or sufficient time for everything we would wish to discuss. We hope these snapshot reports will give you a nice little update and continue to build on our communication with you at this different time.

**Next steps:** You will receive your child's updated next steps in January 2021, please have a read through and let us know if you have any questions 😊 this is a great opportunity to share with you what we are working on with your child in each area of their learning. Don't forget somethings they may be able to do at home, but we haven't seen in the setting yet – as you can't access parent observation slips at the moment – please just drop an email if you have any observations, pictures etc to share 😊

**Restrictions on children transitioning rooms due to Covid19:** If your child is due to move to the next age group, we have had to revise how we do this due to government guidelines. Our old procedure included a variety of visits each week for a month to the next age group. This unfortunately cannot happen as it would mean mixing age group bubbles; we will be speaking to you individually if your child is affected, as transitions will be immediate at this time. We are very lucky that the children know all the staff which will

help make the transition easier and wherever possible we are moving children in small groups do they go up with friends. We have had children move rooms already and they have all settled quickly and are enjoying exploring their new surroundings. Staff are being extra supportive with these children and making sure they are quickly settled and feel comfortable in their new surroundings.

**Facebook Page:** If you haven't already, please don't forget to like our Facebook page! We put regular updates on there as well as pictures and videos of all the fantastic activities we get up too! Also, we would love any reviews from you all on the 'review' section of the page, if you have a spare couple of minutes! 😊

**Dates for your diary:**

**December Dates: Christmas closure days:** 25<sup>th</sup>, 28<sup>th</sup> December 2020 ( Thank you very much for returning your attendance sheets they have been really helpful in trying to give our lovely ladies some extra time off over the Christmas period 😊 )

**Nursery also closed:** Friday 1<sup>st</sup> January 2021.

**Term Time only families:** Return Tuesday 5th January 2021.

**February Half Term** is W/C 15<sup>TH</sup> February 2020 for the week. Returning Monday 22<sup>nd</sup> February :)

**Christmas 2021 closure week:** W/C 27<sup>th</sup> December 2021

Once again, wishing you all a very Merry Christmas from all of us, to all of you!

Kind Regards,  
Natalie, Lauren and the Nursery Team