



The Ark Child Okeford Newsletter September 2011

Welcome back to The Ark at the start of a new academic year. A very warm welcome to all the new children who have just started and their parents/guardians.

It was lovely to see so many families at our Family BBQ on 16th July, despite the indifferent weather and we would like to thank everyone who donated raffle prizes and/or gave their time and hard work to make the day a success. We are very pleased to report that we made a total profit of just under £500.

Childcare Places incl. After-School & Holiday Club - If you wish to add or alter any sessions please see Pauline or Maggie as we do have some sessions available.

Photographer - The photographer will be visiting The Ark on **Tuesday 11th October 9.00 – 11.00am**. If your child does not normally attend on a Tuesday morning, but you would like a photograph taken, please bring him/her to The Ark at 9.00am.

Open Morning - We would like to welcome all parents to our Open Morning. Come and meet the staff, see the children playing, learning, having fun, have a coffee and meet up with other parents on **Wednesday 19 October, between 9.30 and 11.30 am**.

Jumble Sale - We will be holding a Jumble Sale on **Saturday 5th November 2011 at** Child Okeford Village Hall at 12 noon, for which we would be grateful of donations of unwanted books, toys and other bric-a-brac; please leave all donations outside the hall from 10.00am onwards. We would be most grateful if any of you are able to help on the day, either before or during the Jumble Sale – if so, please let Pauline, Maggie or one of the committee know.

Bag2School Collection Also, following a successful collection by recycling company Bag2School in March 2011, which raised £210, we have arranged for another collection on **Thursday 17th November 2011**. As before, we will be issuing parents with bags to fill and return to us for the Bag2School collection with unwanted clothes, shoes, bedding, hats, belts and handbags. These will be collected for recycling by Bag2school who will pay for them by weight.

Staff Change - We are very sorry to say goodbye to Emma, our joint Baby Room leader, who is leaving at the end of October to devote more time to her family. She has been with The Ark since the Baby room opened, and we would like to thank her for her valuable contribution to The Ark.

Keyworkers - Whilst at The Ark your child will be allocated a member of staff to be their keyworker for the year. Keyworkers build up close relationships with their group of children, carrying out continual assessments, and planning activities to suit the children's individual needs. You are always welcome to discuss your child's development with your child's key worker and see his/her records at any time.

Information is displayed as follows:

Keyworker list on each room door

Weekly plans 3+ room - above signing in book;
Babies and Toddler – on their room doors

Menus above signing in book

Signing children in and out – please ensure your child(ren) are signed **in** when they arrive at The Ark and **out** when they leave. If the building has to be evacuated e.g. in the event of fire, it is vital we have an accurate record of everyone present.

Contact Details etc – please make sure you keep us up to date with all your contact details such as home and work addresses and telephone numbers. It is also extremely important to keep us aware of any medical conditions or other relevant information.

Clothing & Footwear - Please ensure you name all your child's belongings, especially coats and footwear. We have drawstring boot bags for sale at £4.00 each which are very useful for keeping spare clothes and footwear on your child's peg. As Autumn is now here please ensure your child has a coat and wellies at The Ark. Also please provide a change of clothes for your child in case they get very wet or dirty during the day. If you have any spare old clothes that you could donate to us we would be most grateful.

Shirts - we also sell children's T-shirts, polo shirts and sweatshirts with The Ark logo in a variety of colours. Please ask Maggie or Pauline if you would like to buy any of the above items.

Fruit Donations and Healthy Lunchboxes - at The Ark we promote healthy eating and would like to thank you for your continued support in providing a piece of fruit for snack time for children aged 2+. The children do enjoy sharing their fruit. Popular fruits are apples, bananas, grapes and pears. PLEASE NO KIWI FRUIT. Please put any items you bring in the fruit bowl by the signing in book. If your child stays for a lunchtime session and brings a lunchbox, please support our healthy eating ethos by providing your child with a healthy lunch.

School Admissions 2012 – If your child was born between 1st September 2007 and 31st August 2008 you MUST complete an application **on-line** between now and 15th January 2012 at www.dorsetforyou.com/schooladmissions

Parking – The school's head teacher has stated there is to be **no parking** in the car park between the hours of 8.15am to 4.00pm, apart from the three spaces for the disabled, which may only ever be used by those with a disability. If you do park outside these hours please do not use the four spaces next to the grassed area as they are reserved for The Ark staff. The Parish Council have also requested that the recreation ground parking area is only used for short periods while dropping off and picking up children.

Toddler Group

The Toddler Group comes under the umbrella of The Ark, although it is run separately by parent volunteers. It is held every Monday morning from 9.30am in the Community Centre. It gives parents the opportunity for both themselves and their children to meet and socialise with other parents, and a small fee is charged as and when they attend. If any parent has any questions regarding Toddler Group please ask Maggie.

We hope that your child has an enjoyable and fun-packed term at The Ark. If you have any questions or concerns please do not hesitate to speak to a member of staff.

Health Policy & Procedure

Please find below an extract from our Health & Safety Policies and Procedures for your information, which follows Department of Health guidance.

Health Policy

The Ark aims to provide a healthy and safe environment for the children and for the staff to work in. The Ark will do all in its power to prevent the spread of infection and to promote good health.

Health Procedure

Infection in a Childcare setting can spread rapidly, not only amongst children, but also staff. Parents are required to keep their children at home if they have any infection and to inform the Childcare Manager as to the nature of the infection to enable other Parents to be alerted.

Any child who is obviously unwell on arrival at the Childcare setting will not be accepted. If a child becomes unwell during the course of the day the parent/carer will be contacted and, if necessary, asked to collect. If The Ark is unable to contact the parent/carer personally the other numbers that have been given as alternatives will be telephoned and the child will be made as comfortable as possible until somebody is able to collect them. **It is therefore essential that our emergency contact numbers are kept up to date by parents/carers.**

The following procedures and exclusion periods, where specified, which follow Department of Health guidance, must be adhered to:

- **Gastric Upsets – Excluded until 48 hours after the last attack of diarrhoea or sickness.**
- **Fever / Throat Infections – Excluded until 24 Hours after the temperature has gone down.**
- **Head Lice – All parents are requested to check their child's head weekly and to treat accordingly.**
- **Impetigo – Excluded until all lesions crusted or healed**
- **Chicken Pox – Minimum period of exclusion is 5 days after the onset of the rash.**
- **Verrucae – Children do not need to be excluded, but the verruca must be covered with a rubber sock, waterproof plaster or clear nail varnish when the foot is going to become wet or damp.**
- **Measles – Minimum period of exclusion is 5 days from the onset of rash.**
- **Meningitis – Children can return to the Childcare Centre as soon as they feel well enough.**
- **Mumps - Minimum period of exclusion is 5 days following onset of swelling to glands.**
- **Whooping Cough - Children can return to the Childcare Centre 5 days after starting antibiotics or 21 days from onset of illness if there is no antibiotic treatment required.**
- **German Measles – Minimum period of exclusion is 5 days from the onset of rash.**

It is essential to report German Measles as this can be extremely harmful to expectant mothers.

All infectious illnesses must be reported to the ~~Childcare~~ Manager who will advise on the exclusion period necessary, and inform other parents. (This also applies to all staff)

If you would like more information on symptoms and incubation periods of any infectious illness please speak to staff.

In case of an emergency the Childcare ~~Centre~~ setting reserves the right to remove a child to Hospital. Please refer to Parent Contract.

Medicines Procedure

We will administer medicine to control the effects of a non-serious illness or where a doctor has prescribed medication but only after receiving prior written instructions and consent from the parent.

Each time medication is given to a child a written record will be kept of this together with a witness' signature. Parents/carers will be asked to sign this record on collection of a child.

Dates for your diary

- **Photographer** Tuesday 11th October 9.00am
- **Open Morning** Wednesday 19 October, 9.30 - 11.30 am
- **Jumble Sale** Saturday 5th November 12 noon,
Child Okeford Village Hall
- **Bag2School** Thursday 17th November

Further information about the events below will be given nearer the time:

- **Christmas Nativity** Friday 9th December at 11.00am
- **Christmas Party** Wednesday 14th December at 9.00am
- **Parent/Keyworker Appointments** Wednesday 8th February 2012

Term Dates

- The Ark is open all year round **except all Bank Holidays**. At **Christmas** we will be closed from 26th December 2011 until the 2nd January 2012

- **Autumn Term** Tuesday 6th September 2011 to Friday 16th December 2011
- **Half Term Holiday Club** Monday 24th October 2011 to Friday 28th October 2011
- **Christmas Holiday Club** Monday 19th December 2011 to Friday 23rd December 2011,
Tuesday 3rd 2012 & Wednesday 4th January 2012
- **Spring Term** Thursday 5th January 2012 to Friday 30th March 2012
- **Half Term Holiday Club** Monday 13th February 2012 to Friday 17th February 2012
- **Easter Holiday Club** Monday 2nd April 2012 to Monday 16th April 2012
(Closed Friday 6th April 2012 & Monday 9th April 2012)
- **Summer Term** Tuesday 17th April 2012 to Friday 20th July 2012
- **Half Term Holiday Club** Monday 4th June 2012 to Friday 8th June 2012
(Closed Monday 4th June 2012 & Tuesday 5th June 2012)