



Newsletter – April 2023

Welcome

Welcome to a new exciting quarter at Jack In The Box! We would like to start by saying "hello" to all new families that have started with us since our last newsletter. We look forward to getting to know you and your child and aid them in their learning journey. Should you have any questions regarding our policies, procedures, or general nursery day, please do not hesitate to speak to a member of staff in your child's playroom or a member of the management team in the office.

We hope you like our new style newsletter which will now be sent to you on a quarterly basis in January, April, July and October. Apologies for this being sent a little late as we worked on streamlining the newsletters for all three of the BHFT nurseries.

You may have noticed that the nursery rooms have recently undergone some changes. The playrooms have all had a fresh coat of paint, please see the photographs on the next page.

Baby Room News

The baby room have recently been exploring the new tables and activities that have been available to them. Each area of learning now has a table-top activity, as well as having access to play on our new rugs. The children also have new sand and water trays to play in, which give access at a lower level to the children throughout the day to discover new textures and activities. We are currently in the process of revamping the baby room garden in sections to create a more attractive and engaging environment for the children now that they will be spending an increased amount of time out there.

Piglet Room News

The piglet room have been looking at the way they use their free flow area together with the room to ensure the children have access to all activities. They have also been improving their sensory room, which has now been painted a lovely dark blue, and are looking for any materials you may have at home that they can use in this area. Please speak to a member of staff in the piglet room for more information.

Pre-School Room News

The Pre-School room has had new lino flooring laid throughout the room. The pre-school room has also had the storage cupboard knocked through, meaning that the children can directly access the bathroom from the room, rather than leaving the room and walking down the corridor. This promotes the children's independence, as well as their health and safety. We are currently waiting for new furniture to be delivered in the coming weeks, meaning the room will have a fresh look and further organised accessible provision for the children.

If your child is starting school in September 2023, can we please ask that you let us know which school your child has been placed into, and whether you have accepted the place or will be appealing. We will be sending out 'school readiness packs' which detail how the pre-school room will be supporting your child's transition to school, as well as some important information regarding the learning and development that your child will be working on.



Current Staffing Information

As you are aware, Richard is not currently based at the nursery and has been temporarily redeployed to another service in Berkshire Healthcare NHS Foundation Trust, where he is able to work from home. I would like to thank you for your continued support of the nursery. Lee will provide another update when she is aware when Richard will be returning to the nursery. In the meantime, please see information regarding the staffing of the nursery below, as well as the hierarchy of management at the nursery.

Lee – Nursery Area Manager
Carly – Acting Nursery Manager (Mon – Thurs)
Shaahidah –Nursery Deputy Manager
Memuna – Baby Room Team Leader
Claire – Piglet Room Team Leader
Suad – Pre-School Room Team Leader

Baby room – Memuna (Team Leader)

Maddy
Rani
Sepideh
Paige

Pre-School Room – Suad (Team Leader)

Ella
Heather
Samina

Piglet Room – Claire (Team Leader)

Macey
Emma
Nourina
Anna

Rukshi will continue to float throughout all rooms as required, as well as our bank staff, including Chaz and Alison. Louise is our nursery chef.

We are currently looking for a new apprentice to join the team while they work towards their childcare qualification. An update will be given once we have successfully recruited.

We have a nursery recruitment evening on Tuesday 6th June from 6.00-7.30pm across our three nurseries. This is a drop in event so if you know anyone who may be interested in a career with us, please pass the details onto them. The flyer with full details is attached and is also available on [our website](#).

General Reminders

We have recently moved to our summer routine. This mean that our teatime will now be at 3pm, rather than 3.30pm, to allow for the children to use their gardens afterwards in the warmer weather, up until home time. We are currently trialling ways of joining the rooms together in the evening to allow children from different rooms to interact and enjoy different physical activities, as well as to ensure the health and safety of the children. Once we have decided which works best for the children and for parents coming to the nursery at collection time, an email will be sent to you to confirm where to collect your child from. We thank you for your cooperation at this time.

As the weather is changing, please can we ask all parents to ensure that children are wearing appropriate clothing for their day at nursery. This may include clothing for both warmer and colder weather. Please can we also ask that there are appropriate spare clothes in your child's bag, ensuring items of clothing, coats and bags are labelled inside with your child's name.

As the sun is now starting to shine, please can we ask that your child has a labelled sun hat that can stay at the nursery.

If you have not already done so, can you please send a family photo via email to either Carly or Shaahidah. This is to complete our family display in each room as a discussion point with the children, as well as to be used in each child's learning profile. This encourages the children's language and of themselves as an individual.

I would like to take this opportunity to thank all of the mothers and female role models that accompanied their children to our Mother's Day breakfast in March. It was lovely to see so many of you in the nursery joining in with play and crafts, as well as enjoying a lovely breakfast with us! We look forward to seeing fathers and male role models at our Father's Day breakfast in June.

The nursery closes promptly at 6pm. Please ensure that you arrive at 5.55pm to collect your child to allow staff to give sufficient feedback regarding your child's day. If you are going to be late, please telephone the nursery to make us aware. Please be reminded that children are not permitted to attend the nursery for more than 10 hours and if they stay over this time, a charge of £1 per minute may be incurred.

It has been reported that siblings of children attending the nursery have been left in cars in the car park while parents come to collect their child. If you have brought other children with you, please can we ask that they come out of the car with you. This is to ensure their safety and wellbeing.

Where appropriate, please send all emails to both Carly and Shaahidah which will enable the appropriate person to respond. Please note that Carly and Shaahidah spend time in the nursery rooms with the children and are extremely busy when they have office time and therefore, there may be a delay in their response. Please bear with us.

If you have any queries regarding fees, the 15 and 30 hours funding or Tax Free Childcare please contact Katie Baker who is the Nursery Business Administrator for our three nurseries and is always happy to help parents.

katie.baker@berkshire.nhs.uk 07789 374217.

Dates for your Diary

Monday 29th May – Bank Holiday nursery closed

Tuesday 6th June - nursery recruitment evening from 6.00-7.30pm across our three nurseries. This is a drop in event so if you know anyone who may be interested in a career with us, please pass the details onto them. The flyer with full details is attached and is also available on [our website](#).

Tuesday 13th June - Parent's evening (please book an appointment with the staff in your child's playroom)

Saturday 17th June - Father's Day breakfast and card making (8.45am-10.30am)

Saturday 8th July - Summer fete 10am-12pm

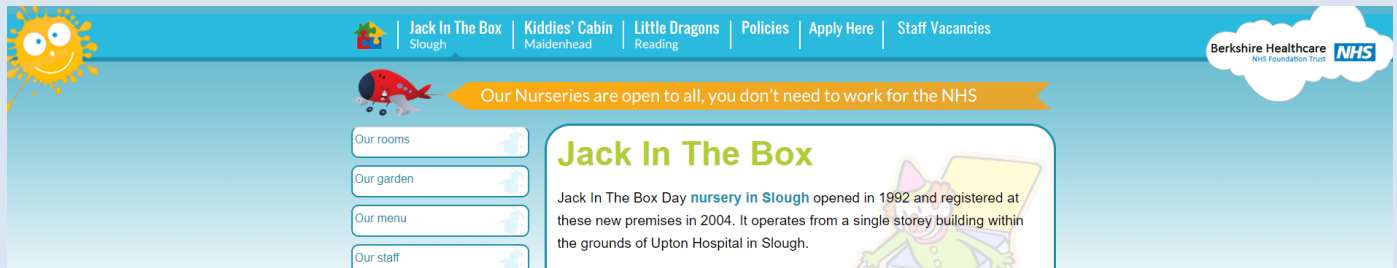
Saturday 12th August - Graduation for Pre-school children starting school (10.30am - 12.00pm)

Our Partners

We are engaging with multi agencies which will enable us to support our families. This includes Health Visitors, Early Years and the Local Authority and we will share information accordingly.

Website Information

Please be reminded that the nursery website provides information regarding policies, procedures, fees, diary dates and messages on the message board.



The website address is www.nurseries.berkshirehealthcare.nhs.uk.

NURSERY CONTACT INFORMATION

Carly Byrne Acting Nursery Manager
carly.byrne@berkshire.nhs.uk

Shaahidah Akhtar Deputy Manager
shaahidah.akhtar@berkshire.nhs.uk

Nursery telephone number 0118 9044636

Lee Owen-Macleod Nursery Area Manager 07557 207429
lee.owenmacleod@berkshire.nhs.uk

Thank you for your continued support for Jack In The Box
Carly Byrne