

# Welling Newsletter



## December 2022

Welcome to the monthly edition of the monkey news

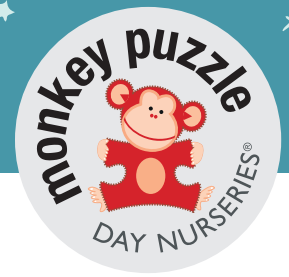


## Theme of the Month

### Celebrations

- **Song of the Month:**  
Jingle Bells
- **Theme book:**  
It was the night before Christmas
- **Sound of the Month:**  
S for Santa
- **Theme sign:**  
Party





## Celebrations in December

### **1st December**

Advent begins

### **4th December**

International Cheetah day

### **8th December**

Christmas jumper day

### **10th December**

Human Rights day

### **13th December**

St. Lucia day

### **16th December**

Jane Austin day

### **18th - 26th December**

Hanukkah

### **21st December**

Winter begins

### **24th December**

Christmas eve

### **25th December**

Christmas day

### **26th December**

Boxing day

### **26th December to 1st January**

kwanzaa

### **31st December**

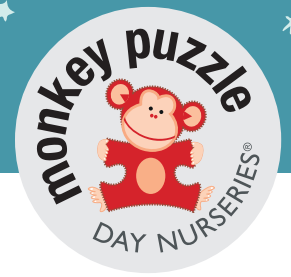
New Years Eve

## Special days for the diary:

**8th December** - Christmas jumper day all children and staff are welcome to wear their favourite Christmas jumper.

## Christmas Closure

We will close on 22nd December at 18:30 and will reopen on Tuesday 3rd January, 2023 at 7:30.



## End of Year Message

I would like to take this time to personally thank everyone for an amazing year. It has been lovely to return to normal and have our families return to the setting. We have had a fantastic year as a nursery receiving the Top 20 Day Nursery Award for the 9th year running and receiving a fantastic Ofsted report. This would not have been possible without the children, families and staff who all make Monkey Puzzle the magical place it is. We couldn't do it without you, I wish everyone a fantastic break over the holidays and look forward to welcoming you all back in 2023.

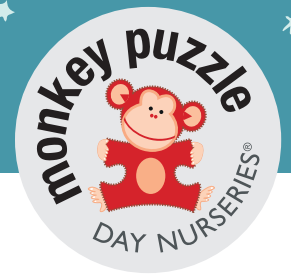
## Marvin Award

### Congratulations Charleigh

We would like to say well done to charleigh for winning staff member of the month. We are so proud of you!

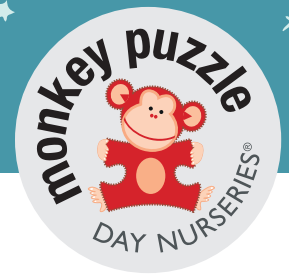
### Parents, don't forget...

You can award Marvin Points too. Simply fill out a certificate, which you will find in the main reception write the staff member's name and why you wish to award the points. Your positive feedback is important to us.



## Exclusion Periods

<b>Hand, Foot and Mouth</b>	All blisters must have dried out before returning to nursery, usually after 5 days.
<b>Tonsillitis</b>	If prescribed antibiotics your child will be excluded for the first 48 hours of taking them.
<b>Sickness and Diarrhoea</b>	All children are excluded from nursery for at least 48 hours from their last bout of sickness or diarrhoea.
<b>Scarlet fever</b>	Excluded from nursery for the first 48 hours of antibiotics.
<b>Eczema</b>	Creams must be new and unsealed- Parents consent is required on medication form
<b>Measles</b>	Excluded for 4 days from the onset of the rash.
<b>Ringworm</b>	Excluded for 48 hours after applying first course of cream.
<b>Chicken pox</b>	All spots must be fully scabbed over before returning to nursery. This is usually around 5-7 days from when the last spot appears.
<b>Head lice</b>	Excluded from nursery until cleared form head lice.
<b>Infant Suspension Calpol/Nurofen</b>	<p>If a child is presenting a fever, we will try to bring it down naturally however if medication is required this can only be administered once during the child's session at nursery. In this case, if a child has longer than 4 hours left of their session we will ask for the parents to arrange collection for the child. This is due to only being able to administer the medication once; if the child has a fever after the medication has worn off we would be unable to give them anymore.</p> <p>If a child has arrived at nursery after having Infant suspension the same day, they will be unable to attend that day's session. This is for the same principles as the previous policy. We apologise for any inconvenience caused.</p>
<b>Conjunctivitis</b>	Children will be excluded till they are fully clear of infection and free of any discharge. Any eye prescriptions may only be administered after 48 hours.
<b>Prescribed Medication</b>	Children must be on medication for a minimum of 48 hours before returning to nursery. Medication can only be administered after the 48-hour exclusion even if your child has previously had the medication.



## Reminders

### **Absence reporting procedure:**

Please ensure that you email to confirm all absences including planned days outs, holidays and sickness.

Please explain the nature of the illness in your email so that we can ensure we take necessary steps to safeguard the health of all our children.

When visiting abroad please tell us where you are going including any stopovers on flights as well as your travel dates.

We are legally obliged to record all children's absence as part of our safeguarding procedure.

Please email: [manager@monkeypuzzlewelling.co.uk](mailto:manager@monkeypuzzlewelling.co.uk)

### **Invoices and voucher payments please contact - [Jenny@monkeypuzzlewelling.co.uk](mailto:Jenny@monkeypuzzlewelling.co.uk)**

Invoices will be emailed out to all parents from our management software. Password for invoice will be set as your child's first name in lower case.

Where parents have more than one child it will be set as the eldest child's first name in lower case.

If you would like to change your voucher amount we will need to be notified by the 10th of the month. For example, if you would like to pay in vouchers for May you will need to notify us by the 10th April.

With voucher payments please ensure you set them to automatic release on or around the 27th of the previous month so that the funds clear in time for the 1st of the month.

### **Two Year Checks**

A gentle reminder about Two-year checks. Please could parents inform the nursery when you are given a date for your child's two-year check. This will allow us to complete the two-year progress check so that you can take it along to your progress meeting.

### **Terms and conditions:**

2 full calendar months written notice is required if you no longer require your nursery place.

The notice is also required if you wish to withdraw your child from the nursery or if you wish to reduce the number of days your child attends the nursery. Fees are payable during this notice period.

We reserve the right to charge interest on late fees at the statutory rate calculated daily, or rate of interest set by the court (which ever is higher), plus an administration charge of 25 pounds unless stated otherwise.



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