



# Bright Beginnings Nursery

December 2013



## CONTACT DETAILS

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## Nursery Dates:

16 <sup>th</sup> December 2013	<b>Christmas concert for the pre school</b>
18 <sup>th</sup> December 2013 19 <sup>th</sup> December 2013	
24 <sup>th</sup> December 2013 25 <sup>th</sup> December 2013 26 <sup>th</sup> December 2013	
31 <sup>st</sup> December 2013 1 <sup>st</sup> January 2014 2 <sup>nd</sup> January 2014	Baby and Tweenie party Toddler and 3-5 room party  Nursery closed at 1pm Nursery closed Nursery closed  Nursery closed at 1pm Nursery closed Nursery closed

**We would like to take the opportunity to wish you and your family a very Merry Christmas and a Happy New Year.**

**A big thank you to the parents that attended our focus group meeting.**

**As per our discussion we have chosen to support Larbert Children's ward as a charity for Christmas.**

Help us support our local CHILDREN'S WARD - FORTH VALLEY ROYAL HOSPITAL - LARBERT at this time of year with a gift of a Christmas Hamper  
 We would welcome gifts for our local hospital's children ward who are for those aged from new born babies – 16 years  
 Items requested include:  
 THE MAIN REQUEST IS FOR ARTS & CRAFT MATERIALS - PAPER, GLUE, PAINTS, PENS, CRAYONS, PENCILS  
 Books & Board Games would also be appreciated  
 Along with provisions for children & families when visiting the Children's Ward  
 - tea, coffee, sugar, hot chocolate, biscuits, diluting juice

A collection area will be set aside from Monday 2nd – Friday 13th December to ensure a pre-Christmas delivery

After discussion at our focus group we have our own facebook page.

Please follow us on facebook , we will be posting updates, nursery menus etc.

<https://www.facebook.com/brightbeginningsnurseries>

## **Reminders:**

- Please can we remind all parents: to provide suitable clothing and footwear for outdoor play.
- Provide calpol if your child needs it.
- We can not accept home baking.
- Please could you discourage your child from bringing toys into the nursery.
- If you are still to advise us of your home email address, please can you email us at [bbfalkirk@bertramuk.com](mailto:bbfalkirk@bertramuk.com) so we can update our records accordingly.
- Policy for sickness and Diarrhea is 48 hour disclusion
- May we remind you our session times are 8-1 for the morning session and 1-6 for the afternoon session.
- **All nursery fees payments are due on the 1<sup>st</sup> of every month for that month's sessions. Any information needed or questions please speak to Alison in person, via telephone or email**

## For all rooms

If your child does not attend on the day of the party, it is ok for you to bring him/her in for the party. If parents would like to help out in their child's party you are more than welcome. Please speak to staff in the rooms.

All rooms will be participating this month in a variety of Christmas activities. (arts and crafts, singing, etc)

### OUR BABY ROOM NEWS

The Christmas party for the Baby Room will be on Wednesday the 18<sup>th</sup> December 9.45-11.00. Santa arrives at 11.00am where parents are welcome to take photos of their child with Santa.

### OUR TWEENIE ROOM NEWS

The Christmas party for the Tweenie Room will be on Wednesday the 18<sup>th</sup> December 2.15-3.45. Santa arrives at 3.45pm where parents are welcome to take photos of their child with Santa. Children have been exploring the local community and bringing objects back to the nursery to explore. (See planning in the room, floor books)

### OUR TODDLER ROOM NEWS

Zoo lab will be at the nursery on Wednesday 4<sup>th</sup> Dec and children are given the opportunity to touch the animals.

The Christmas party for the Toddler Room will be on Thursday the 19<sup>th</sup> December 9.45-11.15. Santa arrives at 11.15am where parents are welcome to take photos of their child with Santa. If your child does not attend on that day it is ok for you to bring him/her in for the party.

### OUR 3-5 ROOM NEWS

Zoo lab will be at the nursery on Wednesday 4<sup>th</sup> Dec and children are given the opportunity to touch the animals.

The Christmas party for the 3-5 Room will be on Thursday the 19<sup>th</sup> December 2.00-4.00. Santa arrives at 4pm where parents are welcome to take photos of their child with Santa.

Christmas concert will be on Monday night the 16<sup>th</sup> December 2013 first show will start at 6.45 and 2<sup>nd</sup> show will start at 7.15. All children will take part in the two shows. Due to space we are giving two tickets per child. Staff in the room will organize this with you.

**Reminder: Could you please discourage children from bringing toys into nursery as we would do not want these getting broken or damaged, we do however understand if children use these for comforts when settling into the room.**

Room	Welcome	Good Luck/ Farewell	Happy Birthday
Baby	Sophia Struan Shurii	Lucy Finlay	Shurii
Tweenie	Finlay Lucy	Joey Holly Luke	Zoe
Toddler	Joey Holly Luke	Rose Joshua Hannah	Olivia
3-5's	Rose Joshua Hannah	Rose	Harry Tegan



### Policy of the month:

Mobile Phone and Digital Images

## 17. Mobile Phone and Digital Images

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged.

Bertram Nursery Group will do all it can to ensure that images are used properly, and that risks are minimised, and our children kept safe and secure. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times

Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for public display or for setting publicity etc., unless consent is given by or on behalf of the individual concerned.

### Parental permission

All parents and carers will be asked to sign consent on the registration form allowing their child to be photographed or videoed whilst taking part in setting activities, and for the image to be used within the setting. This form will be given to the parents of all children joining the setting in each successive year.

This 'rolling' consent will allow the setting to take pictures of children engaged in activities and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The setting will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

### Mobile Phones

The use of mobile phones and similar devices exposes the children in our care to potential risks, distracts from full supervision and interaction thus reducing learning opportunities and standards. In line with keeping children safe and protected we insist on the following guidelines being adhered to at all times:

- The use of mobile phones and similar devices whilst on duty and/or in any area of the nursery occupied or accessible to children is strictly forbidden.
- Using a mobile phone to take pictures or video clips of children is not allowed under any circumstances.
- Personal mobile phones should not be used to communicate with service users on nursery business.

Failure to follow these rules will result in disciplinary action and could potentially constitute gross misconduct.

Parents and visitors must not use mobile phones in the setting and must not use them to take pictures of children.

We do not allow children to bring mobile phones into setting.

We are mindful that statutory bodies who visit/inspect our nurseries regularly may have their own Lone Worker policy to protect the individual – we will work with them to ensure that this policy is respected.

### Use of Computer Systems, Internet and Email

The internet is available in some areas of the nursery, this however is used as a tool for the staff and children and inappropriate use will result in disciplinary action. Examples of misuse include, but are not limited to the following:

- Sending, receiving, downloading or disseminating material that insults, causes offence or harasses others
- Accessing pornographic, racist or other inappropriate or unlawful materials
- Engaging in on-line chat rooms or gambling
- Forwarding electronic chain letters or similar material
- Downloading or disseminating copyright materials
- Transmitting confidential information about the Company or its clients
- Downloading or playing computer games

- Copying or downloading software
- The children who use the computer will be monitored closely at all times when the internet is available to them. On all computers there will be control measures put in place to restrict access to unsuitable sites.
- Only appropriate images will be used on Bertram Nursery Group websites, and children will not be identified by their name or address on this website.

### Social Networking Sites

Company computer systems must not be used to access social networking sites. We accept that our employees have a right to visit these sites in their own time and using their own personal computers however inappropriate use of these sites by employees can expose the company and its users to risk. Therefore when visiting social networking sites these rules must be followed:

- Do not have parents as friends on social networking sites.
- Do not mention the company or individual nursery by name.
- Make no derogatory comments regarding the company, your individual nursery or your colleagues.
- Under no circumstances should any of the children in your care be mentioned.
- No photographs taken in the nursery, of staff in uniform or of any children should be used on these sites.
- Please bear in mind that even should you not mention any of the above your page may be viewed by our service users who may question your suitability if they see that the person caring for their child has inappropriate materials on their networking site.

### Digital Images

Pictures are an essential tool to evidence the learning and activities that take place in our setting, however to allow these to be taken safely the following rules must be adhered to:

- Pictures can only be taken with signed permission from the child's parent/guardian.
- Pictures are to be used for authorised reasons only.
- Pictures should only be taken on the nursery camera, please do not bring your personal camera into nursery.
- Pictures should only be stored on the nursery computer.
- Parents sometimes request copies of pictures to be emailed to them; if the picture contains images of any other child, permission must be sought from that child's parent/guardian prior to sending the picture.
- Under no circumstances should staff be removing pictures from the nursery. Any staff member found to have images of children on personal cameras, mobile phones or computer will be subject to disciplinary action
- Children will be taught how to take pictures and they will be supervised by an adult when they have access to a digital camera.

### Media publications

Sometimes, local or national media visit the setting to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the setting. In this situation, where children's images might be made public, the setting will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish.

Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the setting will not allow the individual to be photographed or filmed by the media concerned.