

Staff Newsletter

Welcome back to the new term. We hope you all had a lovely Christmas. We are very pleased to all be back for this new school year. For this newsletter we will be focusing on our club at Shillington which opened in late 2016.



Shillington

The club at Shillington is managed by Sarah who is helped by the Deputy Vicki. They work as a team to make Shillington a friendly club.

Shillington are very lucky to have two playgrounds at their setting and the children love to ride the bikes and trikes as well as playing football. They have Friday treats for their children which helps with behaviour during the week.

Below is a photo of the Scarecrow that won our Scarecrow competition this year. We loved that the children thought up a wedding ceremony and enjoyed a party reception with their scarecrows.



The majority of the children at Shillington are boys. The boys enjoy racing remote control cars and the girls love drawing the road and village with chalk on the playground. On busier days Shillington find a rolling tea works well. The older children get real cutlery (not plastic) and they get to spend time socialising over older topics at the table, they really enjoy this. The club at Shillington had a Forest School course this half term and it was extremely popular with a lot of ADHOC bookings being created.



Payslips

Most staff should now be receiving payslips via email. If you have any problems with this please contact us at the office. If you have not yet completed your Payslip Via Email form please do so and we can get this all set up for you.

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Online Training Course

Please can you all be sure to complete the FGM and Prevent courses online. The links have been sent to you a few times but if you would like them again please email info@kidsdawnntildusk.co.uk and we can resend them for you. Free courses can also be found on the Preschool Learning Alliance website and on Central Beds CPD. If you see any that you would like to sign up for please contact Laura at the office. Please consider these additional courses, they are great for your continued professional development and to keep your training up to date.

Personal Wellbeing

The physical demands of some tasks like manual handling, lifting, and bending can trigger an episode or make an existing back pain worse.

Below are some tips to reduce the risk of back pain in the workplace.

- Be sure you are lifting correctly
- Plan your lift
- Lift from the legs
- Avoid carrying heavy objects
- Ensure your posture is correct if sitting at a desk
- Try to have a regular walk and stretch throughout your shift

For more information and tips visit

<https://www.nhs.uk/Livewell/workplacehealth/Pages/Backpainatwork.aspx>

<http://www.backcare.org.uk/i-have-back-or-neck-pain/>

Important Information

Going forward, if we are asked to make a regular booking for a family whereby the weekly bill will exceed £100, we will be requesting that a deposit of 4 weeks is paid to us before this booking is made. This will be held separate to your account and returned at the end of the bookings or taken off the final invoice.

Additionally, we are introducing the following procedure with respect to account arrears. Our payment deadline is the 15th of the month, if the full balance has not been cleared by the 15th of the next month, the child/children's places will be suspended with immediate effect. We will always try and work with our families who are experiencing financial difficulties, however for those families who do not make contact with us to arrange a payment plan, we will have to take this action. Those families who currently have a payment plan in place will only face suspension if the plan is not adhered to without prior agreement.

Office Days

Mondays – Tracy, Alison, Pauline, Katie D, Ella, Katie, Laura, Emily and Lois

Tuesdays – Tracy, Pauline, Katie D, Ella, Laura, Emily and Lois

Wednesdays – Tracy, Alison, Pauline, Katie D, Ella, Emily and Lois

Thursdays – Alison, Pauline, Katie D, Ella, Laura, Emily and Lois

Fridays – Tracy, Alison, Katie D, Ella, Katie, Emily and Lois

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