

# Bexleyheath Newsletter



**January 2023**

Welcome to the monthly edition of the monkey news

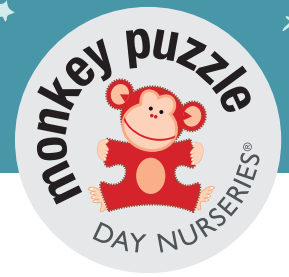


## Theme of the Month

### Occupations

- **Song of the Month:**  
The wheels on the bus
- **Theme book:**  
People that help us
- **Sound of the Month:**  
P for People
- **Theme sign:**  
Work





## Celebrations in January

### **1st January**

New Years Day

### **2nd January**

National Science Fiction Day

### **16th January**

Martin Luther King Day

### **18th January**

Winnie the Pooh Day

### **22nd January**

Chinese New Year

### **25th January**

St Dwynwens Day

### **26th January**

Australia day

### **28th January**

International lego day

### **28th January to 5th February**

National Story Telling Week

## Message from the manager:

### Happy New Year!

Welcome back everyone. I hope everyone has had a lovely break and is ready for the new year. I hope this year gives hope and good fortune to all. Here is to an amazing 2023.



## 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 from 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@monkeypuzzlebexleyheath.co.uk](mailto:manager@monkeypuzzlebexleyheath.co.uk)

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