



The Ark Newsletter

November 2009

With Christmas fast approaching it's time for another newsletter to update you all on coming events and activities at The Ark.

Christmas Closure

Please remember we are closed from **THURSDAY 24TH DECEMBER 2009 – FRIDAY 1ST JANUARY 2010**.

School breaks up on Friday 18th December 2008 and returns on Tuesday 6th January 2010, so Holiday Club will be running on Monday 21st, Tuesday 22nd and Wednesday 23rd December 2009 and Monday 4th January 2010.

Forthcoming Events

Friday 20th November 2009 is **Children in Need Day** and, along with the Primary School, the children are invited to wear spotty clothes like Pudsey. We will be grateful for any donations towards this good cause – there will be a collecting box in the lobby on the day.

On **Friday 11th December 2009** the children in the 3-5 years room will take part in a **Christmas Nativity at 11.00am** in the school hall. We will let parents of this age group know nearer the time what character their child will be portraying. We will provide all costumes, and you will receive invitations in due course.

On **Monday 14th December 2009** children in the 3 – 5 room are invited to join the Reception Class children for an entertainment with **Andy the Magic Man** between 10.30 and 11.30am. If your child does not normally attend on a Monday morning, you are welcome to bring him/her just for this period.

All children are invited to our **Christmas Party on Friday 18th December 2009** from **9.00am** until **12.15pm**, during which time Father Christmas will visit. If your child normally attends on a Friday afternoon rather than morning, their session will be swapped to the morning. Parents are welcome to join us from 11.30am when the food will be served. The Ark will be providing all food but any monetary donations will be gratefully received.

We are again holding a **Grand Christmas Draw** this year, and you should have received a sheet of Christmas hats to sell: £1 per hat. The first prize is a £50 John Lewis voucher (a new John Lewis store has recently opened in Poole), closely followed by a Christmas hamper and many other prizes. Please help us raise funds for The Ark to improve the garden area further by buying plenty of hats for children and family, last year we raised over £400!

Jumble Sale

We are pleased to report that our Jumble Sale in September raised over £200, and we are planning another in the spring. So please keep all your old clothes and bric-a-brac to donate if you are planning a New Year clear-out.

Staffing Matters

We are pleased to report (somewhat belatedly) that Emma Anker had a baby girl called Tizzy on September 7th. Mother and baby are both doing well.

Fiona Farman, Toddler Room leader, has increased her working hours so that she is now working from 8.00am to 6.00pm all year round. This will be of great benefit to the children in terms of continuity of care and their sense of security. Fiona is also now Deputy Manager from 1.00pm each day; Anne Gunning remains Deputy Manager from 8.00am to 1.00pm each day.

We welcome a new member of staff, Vicki Winter, who has started work on 9th November 2009 in the 3 – 5 Room. Vicki will be working from 8.30am – 6.00pm every day, all year round

A Few Reminders

Arrival/Collection Times

Please ensure you leave and collect your child at the times booked, as several children have been arriving before their session begins and/or have been collected after their session ends. This is particularly prevalent before the 9.00am session and at the end of the 12.45 – 3.15pm session. If you do occasionally arrive early please wait with your child in the lobby until the start of the booked session. If you are also collecting older siblings from school at 3.15pm, please ensure you collect your child from The Ark first. This is very important as we may breach our OFSTED registration conditions if we do not adhere to correct staff/children ratios. Also please note The Ark closes at 6.00pm and if you collect later than this, not only are staff inconvenienced, but The Ark will have to pay additional wages for the additional time.

Signing In and Out

Please remember to sign your child in and out when you drop off and collect. Unfortunately we have found that parents seem to forget to do this quite regularly. This is very important in case we ever have to evacuate the building and need to check all children are present and safe. Also please remember to let us know whenever your details change – eg.telephone number or address, members of the household etc.

Bolting the Gate

Please always ensure you bolt the gate when you come through it, to ensure no children get out into the car park.

Clothes Labelling

Please also ensure your child's clothes have his/her name in them, as we constantly have a pile of unlabelled, unclaimed clothing. Please be warned that periodically we have a clear out and clothes are likely to be sent to the jumble if they are not claimed.

Any parents wishing to talk to staff about their child's progress or other issues are invited to make an appointment at any convenient time. Every Wednesday staff are here between 6.00pm and 7.00pm, so if you cannot come at any other time due to work commitments, you may make an appointment during this time. Please feel free to do so as we always welcome such discussions.

Dates for your diary

Events

Friday 20th November 2009 Children in Need Day

Friday 11th December 2009 Christmas Nativity at 11.00am

Monday 14th December 2009 Andy the Magic Man between 10.30 and 11.30am.

Christmas Party on Friday 18th December 2009 from 9.00am until 12.15pm

Opening Times

The Ark is open all year round **except:**

All Bank Holidays

Christmas - closed on Thursday 24th December 2009, and opening again Monday 4th January 2010

Summer - Closed Monday 30th August 2010– Friday 3rd September 2010

Term Time Dates

Autumn Term 2009

Monday 7th September 2009 – Friday 18th December 2009

Spring Term 2010

Tuesday 5th January 2010* – Thursday 1st April 2010

Summer Term 2010

Monday 19th April 2010 – Thursday 22nd July 2010*

Half Terms: Monday 26th October 2009 – Friday 30th October 2009 - Holiday Club at The Ark

Monday 21st, Tuesday 22nd & Wednesday 23rd December 2009; Monday 4th January 2010 – Holiday Club at The Ark

Monday 15th February 2010 – Friday 19th February 2010 - Holiday Club at The Ark

Friday 28th May;* Tuesday 1st June 2010 – Friday 4th June 2010 - Holiday Club at The Ark

*This is a change to previously notified dates