

5<sup>th</sup> May 2019

Dear Parents / Carers

## **Happy Birthday to Candystripe inc Ltd!**

On 4<sup>th</sup> May 2019 we celebrate the business has reached 15 years old. I am very proud of the business and am still working hard to make improvements. The staff make the business and I've already sent them a big congratulations and thanked them for working so hard.

### **Contacting the office and phone system update**

How do you contact us? Just a reminder for what to do if you need to contact us:

Call us on **0113 268 9443** and follow the menu to get in touch with the person you require:

**Bookings** – can be emailed to [info@candystripeinc.co.uk](mailto:info@candystripeinc.co.uk) this way they can be confirmed.

**Press 1** to speak to reception and staff at the Cottage site or email [reception@candystripeinc.co.uk](mailto:reception@candystripeinc.co.uk) This site covers Chapel Allerton, Immaculate Heart, St Urbans and St Matthews.

**Press 2** for accounts, admin and party bookings or email [accounts@candystripeinc.co.uk](mailto:accounts@candystripeinc.co.uk)

**Press 3** to speak to staff at our Lidgett Park Church setting or email [church@candystripeinc.co.uk](mailto:church@candystripeinc.co.uk). This site covers Moortown, Immaculate Heart and Gledhow children.

**Press 4** to speak to staff at our Talbot setting or email [talbot@candystripeinc.co.uk](mailto:talbot@candystripeinc.co.uk)

**Press 5** to speak to staff at our St Pauls setting or email [stpauls@candystripeinc.co.uk](mailto:stpauls@candystripeinc.co.uk)

OR

**Press 6** to speak to me directly, the Director about any safeguarding concerns or complaints or email me on [anna@candystripeinc.co.uk](mailto:anna@candystripeinc.co.uk)

If you are still struggling to get in touch, please call me on my personal mobile 07720 053917 at any time.

### **Noticeboard notices**

There are some mandatory notices on 2 main notice boards in reception at the cottage and within the other clubs also. Our safeguarding officers are listed and please take note of any other notices that may affect you. However, we will continue to use our text and email service provided by Teachers 2 Parents. If your email or phone number change, please inform us straight away so you will continue to receive any information about your child/children's club. We have a snack menu in place so please look out for this too.

### **Update about Talbot Out of School Provision**

Just a quick update about Talbot Out of School Provision. I have now heard from the school last week in an email offering us the chance to continue the care for the school. There has been a 26% increase in rental for 1 room (reduced from 2 this year) and rental for the use of the playground and field has been added. Sadly this means a further increase for Talbot parents in fees but this will be minimised as much as possible.

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The only issue we need to contend with is the allocation of places as the space offered on site has decreased from 2 rooms to 1; as the school need the space as a classroom.

This means we can offer up to 43 spaces on site and therefore need to offer any overflow spaces needed to our setting around the corner called Lidgett Park Church. Please call us to discuss further on 0113 268 9443 option 1 or 2 or email any issues to [jnette@candystripeinc.co.uk](mailto:jnette@candystripeinc.co.uk) or [anna@candystripeinc.co.uk](mailto:anna@candystripeinc.co.uk).

### **Staffing**

The staff wall is about to go live at the cottage. This area will showcase all the staff that work across the setting at the cottage and then other sites notice boards will be updated. All staff are fully first aid qualified.

### **Update about First Steps Management Software**

This is now fully launched and working very well. All staffed are using it well and it allows me to analyse data and safeguard the children to the best of our ability. Our next project is to monitor accidents via the system to allow me to thoroughly check safety within each site. FirstSteps developers have now built an online management tool so we can check data at the touch of a button.

Just by way of another update if you are new to the company this new system is called First Steps. It is an integrated management system for childcare environments. At no point is any data collected on any machine it is all held on separate servers which are covered by the GDPR data protection laws.

This system allows us to run live data ensuring that those collecting children have an immediate link to changes made and this then links to all aspects of caring for your child / children. It links to devices that enable the collection process and also checks back on site.

Emails are a good way of getting your message across to us about any further information you have about this system. Please email [info@candystripeinc.co.uk](mailto:info@candystripeinc.co.uk) and we will get back to you asap.

**Very important** – your help with any changes to your child's childcare attendance are vital. If you need to make a change, please email the change asap so we can update the system and forward to the team. Without your full co-operation with updates the system will not work as efficiently as I would like. Thanks to all those parents who do this already it works very well and we can ensure ALL children are safe. A quick email to [info@candystripeinc.co.uk](mailto:info@candystripeinc.co.uk) or to your setting email shown on the first page and that is all you need to do.

### **Safeguarding**

We take safeguarding very seriously at Candystripe, all staff receive regular training and updates to their knowledge. The knowledge and understanding of our safeguarding policies are checked by completion of safeguarding materials and discussion which are handed out to all staff across the settings. These help in identifying areas of development via questions designed to check different areas of safeguarding and policies linked to this. This helps us arrange further training and ensures all staff have up to date information. If you have any concerns with regards to safeguarding please contact us to discuss them, we are happy to work with you in this matter.

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For any questions about safeguarding please contact me by emailing [anna@candystripeinc.co.uk](mailto:anna@candystripeinc.co.uk) or Andrea Naylor, my safeguarding co-ordinator [church@candystripeinc.co.uk](mailto:church@candystripeinc.co.uk)

### **Recycling**

We have started using a recycling bin at the Cottage site and set up projects to educate the children about recycling within the clubs and nursery. We try to use the cardboard for junk modelling but any excess, which seems to be an awful lot these days is recycled.

If you have any spare boxes, we are starting to build a stock ready for the summer so please bring them to us to store.

### **Catering update for Nursery and Out of School Clubs**

I carried out a full review of catering across the company and found that there were further improvements needed. It was noticed more children were choosing packed lunches and that the catering company we use did not always have the quality and choices that worked for our children.

Very soon we have a new member of staff with 20 years' experience joining our team at the cottage to work as our Catering Supervisor – Sharon Thompson. We welcome her to the company, and she starts her induction on 10<sup>th</sup> May and will work from the Cottage site. She will start developing better menus and supporting us to run the kitchen and snack area there. As part of her remit she has been asked to further develop the snack menu available for out of school sites across the company.

Out of School snacks are offered to the children every evening straight after they arrive after school. These have developed across all the sites to ensure we offer as large a range as possible and the rotation is in place to ensure variation is offered. Menus are available and have been put on the website to show this rotation.

Under Ofsted regulations we cannot offer a full tea or dinner to the children in out of school clubs. They ask that we encourage parents to eat with their children when they get home, sat together. However, we understand how hungry children get so we offer as much as we can without offering a full meal. Any questions about the food please email me on [anna@candystripeinc.co.uk](mailto:anna@candystripeinc.co.uk).

All sites are food hygiene checked and hold 5 stars.

### **Whacky updates at the Cottage**

We restructured the new steps in the whacky and they are working extremely well and have ensured children's safety.

We are also reviewing new items within the wacky for the children in the future.

The use of this area at the cottage is monitored closely and children are split into age bands with children over 7 in one group and under 7s in another. This is to ensure the children's safety at all times. All sessions are monitored by staff.

### **Update on activities across all sites**

Our sports coaching is going extremely well and a big thank you to John for working across 3 sites.

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He will continue to attend Talbot on Tuesdays, Church on Wednesdays and the Cottage on Thursdays (these days may change but are correct when printed). John has worked with us during the summer and built a very good fan base; he is a great asset to the team.

We are now developing links with tutoring services and music, dance, drama etc from the local area. We try not to charge extra but in some cases, there may be further cost which will be open for consultation and choice in the future.

We have been researching and will continue our research to implement new activities for staff and children. One new idea which was researched last year was yoga and Pilates. So, watch this space.

Tuesday evenings at Candystripe Cottage between 6-7pm we hold a Pilates class held by a physiotherapist called Lindsay. This is only charged at £1 each person if anyone would like to attend please email me on [anna@candystripeinc.co.uk](mailto:anna@candystripeinc.co.uk) and we can get you enrolled onto the lesson if numbers allow.

This is the same teacher who I am in negotiations with about running children's courses so watch this space from June onward.

No activity will be rolled out until thorough checks are completed and those staff members have proven their abilities.

Activities are wide ranging across all sites and staff are working hard on their planning to ensure they provide the best quality of care possible.

### **Who is who at each site?**

All staff are about to head into appraisals which happens every May / June here at Candystripe. They are also taking part in a full training needs analysis and training plan. Just in case you don't know who all the staff are I have listed them below for your info:

#### Nursery staff at the Cottage

Lesley Credland – Nursery and Playscheme Manager

Laura Roberts – Laura left in March and is doing well and will continue as our consultant SENCO.

Jaha Spence – Nursery Nurse Practitioner

Sophie Wicks – Early Years Educator and EYFS Co-ordinator OOS now also our SENCO

Simran Gill – Learning support worker and co-ordinator of HR

Michaela Mitchell – Learning Support worker and Nursery Nurse Practitioner

Lacy Howarth – Apprentice Nursery Assistant Practitioner

Chloe Spicer – welcome Chloe to the team she will support in nursery until a new Deputy is recruited.

Mark Parkin – Kitchen Support and lunchtime supervisor

Sharon Thompson – Catering Supervisor starts mid May

#### Out of School staff Cottage setting dealing with Immaculate Heart, Chapel Allerton, St Urbans and St Matthews

Jander Buchanan – Out of School Manager also works as a Nursery Assistant Practitioner

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Sharon Jackson – Joint Out of School Manager

Michelle Elliott – Playwork Assistant

Lakeysa Mohammed – Apprentice Nursery practitioner and Playwork Assistant

Sophie Wicks – Early Years Educator and EYFS Co-ordinator Out of School

Chloe Spicer – Playwork Assistant NEW welcome

Helen McWilliams – SEN Assistant holidays only

John Walton – Football Coach (Fridays only)

Janette Weaver works alongside me (Anna) in the office which will be on site.

Lacy Howarth – Nursery Assistant in Out of School division

We also employ party staff who support us for parties every weekend except during August when we stop parties for maintenance purposes.

### Out of School staff at Lidgett Park Church setting

Jean Weston – Out of School Manager (Moortown, IMH)

Mark Parkin – Out of School Manager (Gledhow)

Andrea Naylor – Deputy Manager (Moortown, IMH) and safeguarding officer

Janet Wager – Playwork Assistant and kitchen supervisor

Janet Perrin – Playwork Assistant and kitchen supervisor at the church

Dora Gromocki – Playwork Assistant

Stuart Airey – Playwork Assistant

Christine Smith – Playwork Assistant

Jo Rhoud – Playwork Assistant, currently on maternity

### Out of School staff at Talbot setting

Sarah Newton – Out of School Manager

Val Haswell – Playwork Assistant

Janet Wager – Playwork Assistant

Shannon Palmer – Playwork Assistant, currently on maternity

Suzy Niman – Playwork Assistant

Harrison Bradley – Playwork Assistant

Faye Wilson – Playwork Assistant

### Out of School at St Pauls setting

Cheryl McManus – Out of School Manager

Luke Cockerill – Playworker and Deputy Manager

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### **An update on terms and conditions:**

We are currently in the process of downloading our policies and procedures onto our website. If you would like to discuss any specific policy or procedure please contact me direct on 07720 053917 or [anna@candystripeinc.co.uk](mailto:anna@candystripeinc.co.uk).

Notice period will remain at 8 weeks in writing for the coming year. Changes in fees will change every July and you will be informed of the change.

### **Accounts update:**

Please can you check with the accounts team as a new policy is in place that any overpayments made to Candystripe will be allocated only for future childcare and cannot be refunded; unless part of a normal cancellation process and the child is leaving our care. All monies can be used towards childcare or any service offered by the company.

Any account queries please let us know on [accounts@candystripeinc.co.uk](mailto:accounts@candystripeinc.co.uk) or call 9am to 3pm on 0113 268 9443 option 2.

### **Parties**

Don't forget we offer party packages for all age ranges and private hire of the Candystripe Cottage premises. For more information and discounts if you are already a customer please contact Janette on [janette@candystripeinc.co.uk](mailto:janette@candystripeinc.co.uk) or call her on 0113 268 9443 option 2.

### **Playscheme**

This summer we are proud to be able to offer 3 playschemes across Leeds offering places for over 100 children. We will run the scheme at the Cottage as normal which gets better year on year but also, we are rolling out our first Teen Camp programme which will be based at Lidgett Park Church. More details about this will be sent out soon. It is aimed at 10-14 year olds and is being developed by specialists in this age range; it should be a lot of fun and will support in the development of children's independence and social skills. The other playscheme is based at St Paul's out provision in Whinmoor.

Fees for playscheme increase from 1<sup>st</sup> July so don't forget to book your places for the summer before this date. You can make real savings booking early as the price goes from £27 to £30 per day from this date. Also, for every 10 days block booked you will get half a day free. Call Janette on 0113 268 9443 option 2 for more information.

### **Finally**

Your thoughts and concerns are important to me about any of the updates. If you are unhappy with any part of the service, please let me know so I can make the improvements and / or investigate further.

Kind regards

*Anna*

Anna Robinson

**Director and Chief Safeguarding Officer**

07720 053917 / 0113 266 9443 option 6