



September 2018 Newsletter

Hello and welcome to all our new families that have joined us over the last month or so. This is our monthly newsletter that we send out to all our parents and families. We use this letter to share information and to tell you what we hope your children will be getting up to over the next month. We would like to remind you as always we have an open door policy, if you would like to speak to us regarding any aspect of your child's care or learning, please do not hesitate to ask.

This month we celebrate the 16th year anniversary of Tick Tocks first opening. We are very proud of what we have achieved over this time, to finally be in our new purpose built building is a dream come true. We could not have got to where we are without the dedication of our wonderful team of staff, who constantly strive to create an amazing nursery for the children to feel safe, have fun and develop to their own full potential. A huge thank you must also go to Sarah, who has been with us since we opened 16 years ago, alongside Ali and Lynn, Sarah manages the nursery and our wonderful team of girls. Of course we cannot forget the support we get from you, our families who we care for, your continued support gives us the chance to carry out a job we all love to do, so thank you to you all too.

Please can we ask you all to pack a spare set of clothes for your children and a labelled coat for the cooler weather. If your child should go home in our clothes please can we ask that they are returned to us.

This month the Pre-School children will be looking at All about Me and My Body, The Baby and Toddlers will be looking at Colours and Patterns with lots of activities planned for the children. The children in pre-school will be looking at various sound activities and will start to look at the specific sounds next month. As always there will be a focus on fine motor skills in pre-school, this is to prepare the children for early writing.

You may have noticed we have some work going on to the rear of the nursery, this is being carried out on behalf of Axminster Tools and Machinery, and it will be a car park for their employees. As there will be an increased volume of traffic driving past the nursery please can we ask you all to take care and reduce your speed to a minimum, thank you.

We are moving over to a new book keeping system which will allow us to email out your invoices. Please lookout for these they will be sent out via quick books and will show in your inbox as **Tick Tocks Axminster Ltd. The invoice will appear as an attachment. Please do not use the review and pay option that you may see in the email.** We accept payments via BACS, employers vouchers, tax free childcare, (please put your child's name as reference) cheque and card payments.

Please can we remind you of our payment terms. Invoices are produced around the 15th of the month to be paid by the 1st of the following month and are paid in advance. Thank you to those of you that are paying your invoices on time. However we seem to have an increasing amount of late payments, which is resulting in us having to chase outstanding invoices. If you know you will not be able to pay your invoice on time please speak to us and let us know when we can expect payment. If we do not hear from you there will be a late payment charge added to your outstanding balance, this charge currently stands at £25.00 per outstanding invoice.

If you are entitled to the 30hours free childcare, for January, for the 3 & 4 year old's, you will receive some paperwork from us shortly, if you could fill it in and return to us as soon as possible, we shall also need proof of your child's date of birth, then we can get it all put into place for January.

If you bring in hot food for your child's lunch please can you let a member of staff know so it can be stored correctly. Can we remind you we cannot heat up rice dishes. Any rice will be served cold.