

January-February 2015  
Spring Term  
Butterfly Newsletter.



Tel-07868590460

For all your childcare needs. Email [Parklaneswykehamchildcare.admin@hotmail.co.uk](mailto:Parklaneswykehamchildcare.admin@hotmail.co.uk)

-   
Pre-School.  
Ladybird setting.
-   
Pre-School.  
Butterfly setting.
-   
Breakfast Club  
Early Bird Setting.
-   
After-School Club  
Sea-Horse setting
-   
Pre-School.  
Caterpillar setting.
-   
After-School Club  
Starfish setting
-   
Summer Club  
Turtle Setting.

**21, Barton Road.Hornchurch,Essex.RM12 4AA.**

On behalf of all the staff at Parklanes Wykeham Childcare we wish you all a very Happy Christmas and a prosperous New Year. We look forward in working in partnership with you & your child through-out their sessions with us and look forward to your continued support. This term is 6 weeks long, Returning back week commencing **5<sup>th</sup> January 2015 from 8-00am** and finishing on **Friday 13<sup>th</sup> February 2015 at 3-00pm** All our details will be on our website.

**Notice-** Please note the **fees letter** will have to be brought in and Signed by a manager when fees are paid, the bottom part we keep as a receipt of your payment. If you have changed your Address or Telephone numbers, could you please inform a member of staff, so we have the correct relevant emergency information. We are looking at parents/carers either paying by **BACS** payments or Childcare vouchers instead of cash, if you require more details Please speak to a member of management.

**Safeguarding and Promoting Children's Welfare**

Parents, Carers or Visitors-  
To ensure the protection of the children in our care, usages of mobile phones in the setting or on the grounds of the school are prohibited. We respect that there are times when adults may need to use their mobile phone but they will be asked politely by a member of staff to take the call off the school grounds!

Each week we have **'SHOW AND TELL'**. On the notice board will be a list of topics and a note of what we would like the children to bring in to talk about.  
(W/E 1) 05/01/2015 – Christmas Photo.  
(W/E 2) 12/01/2015 - Under the Sea.  
(W/E 3) 19/01/2015 – Fish Collage.  
(W/E 4) 26/01/2015 – Australia Day.  
(W/E 5) 02/02/2015 – Making a Rocket.  
(W/E 6) 09/02/2015- Your name written in Chinese.

Topic-	
Week One:	Under the Sea
Week Two:	Under the Sea
Week Three:	Under the Sea
Week Four:	Space
Week Five:	Space
Week Six:	Space

**Christmas Service/Concert at Holy Cross Church**  
Thank you to all the children and their parents who attended, it was so lovely to see so many of you there. We were pleased with the event and felt the children had a very enjoyable experience, they all have worked very hard to learn new and old songs and we are very proud of them all. Can you please make sure you bring your child's 'Two-Way' every time they attend?

**Name the Bear** -Thank you to everyone who took part we raised £33.00 which will be going towards the Christmas entertainer.  
The winners are:-Leah Wakeham – Butterflies 'Monty'  
Evelina Zlibinaite – Ladybirds 'Boog'

**Children in Need raised £33.00**  
**Winners of the Christmas parent & Staff Hampers will be announced in our February Newsletter.**

**Parking- Please be aware this is very important issue!**  
- If you do need to park outside the school to drop off or collect your child from our setting, please be courteous to those who live nearby. Please do not block resident's driveways or Double Park in any of the neighbouring streets. This is a serious concern with all residents with-in the area and we all need to respect others who live nearby. Our policy is we would like to see as many of our parents encouraging their children to walk too and home from our setting. We understand we all have busy schedules, but please be aware and respect others in the area. Our children's **SAFETY** is of paramount importance to all of us. A member of staff will be at hand on the gates if you have any concerns.

**Notice-**

For funded children a Parental declaration will have to be completed at the start of every term in-line with new code of practice for early years funding for 2, 3 & 4 year old children.

**Note-**

If you feel unsure about anything please talk to our Manager. All children are allocated a **Key-Person** and a staff Member is always available to discuss any problems or concerns you may have in setting hours.

**Achievements-**

We operate a **WOW** tree with-in our settings. The purpose is for the children to display their achievements outside of the pre-school setting and share this with our setting. This could be what your child achieves at an outside club e.g.:-swimming.

**Health and Safety:- Please be aware of the extensive work that is going on around the preschool grounds over the next few weeks.**

**Key-person Groups**

- Teresa Patrick **Senior Manager**
- Jayne Swain** **Yellow Group**
- Melissa Sheenan **Blue Group**
- Kirstie Witton **Orange Group**
- Louise Scammell and
- Lorraine Fisher **Green Group**
- Karen Cross will be leaving us on 19<sup>th</sup> December 2014 to work as TA in a school. We wish her well!**

**Notice- Please** Post any suggestions in our comment box (**Good or bad**) All feed-back will be taken on board, to keep an excellent service for your children. The red post box is on the wall in our reception area.

**Time-Keeping and Lateness**

Access to the setting is via **Mansard Close and Barton Road** and it is important that you both arrive in good time. As you will appreciate late children can disrupt our routine and can be very unsettling for your child. Please make sure you arrive promptly for the start and finish of your child's session. .  
The gates will be closed after 15 minutes as the staff will need to be back in the rooms to work with the children.  
A late Charge of **£5.00 every half an hour is also in line with our late policy.**  
Please be aware we finish at 3pm. Thank you.

**Parent rep/s required-**

Would like to Support your Children's Setting in developing its services. Could you represent other parents and voice your opinions as to what you would like our setting to offer. **YES!** Then why not become a parent representative.

**Who to contact-**

If you are interested in becoming a Parent Representative or would like more information please contact-  
**Beverley Nicholls**  
Tel- 07752546910.

**Festival dates/Special events.**

- 26/01/2014- Australian Day,
- 18/02/2015 Ash Wednesday
- 16/02/2015 Independence Day Lithuania.

**Lunches**

We discourage children to share and swap their food with one another. This is to protect children with food allergies. For children who drink milk, we will provide fresh, milk and water throughout the session. We do not have the facilities to store or refrigerate food. We therefore ask that you provide an ice pack in your child's lunch bag or box. Please ensure your child's lunch bag or box is clearly labeled with his or her name. Please do not put treats like sweets, nuts, fizzy drinks, chocolate, peanut or fruit strings in your child's packed lunch. Our setting reserves the right to not allow any such items to be consumed at our snack break. Even if your child does not suffer from a food related allergy, we kindly ask you to avoid putting items in your child's lunch that may cause a problem for other children in the setting. Please speak to a member of staff if you have any concerns or allergy updates.

**Parent Meetings** – Thank you to all the parents for attending the parent meetings which we hope you found very rewarding and informative. If you have not yet had a meeting and would like one please Speak to Teresa to make an appointment.

**Parent Questionnaires** – Thank you for returning your parent questionnaires We will be reading through these and taking notice of all your positive and negative comments all of which are important to us for improving our service to you. If you feel you have any other concerns please speak to a member of staff to arrange an appointment.

This page was created using Nitro PDF SDK trial software.  
To purchase, go to <http://www.nitropdf.com/>