

**February–March 2016**  
**Spring Term**  
**Caterpillar Setting.**  
**Newsletter**



**Tel-07754064665**

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.



**Forest Row Centre, Lodge Lane, Collier Row, Romford, RM5 2LD.**  
**Website – [www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk)**

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to welcome you back after the February Half Term break. We look forward to working in partnership with you and your child throughout their sessions with us. This term is 5 weeks long, returning back on **Monday 22<sup>nd</sup> February 2016**, and finishing on **Thursday 24<sup>th</sup> March 2016** (Closed Friday 25<sup>th</sup> March 2016-**(Good Friday)**) All 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.

Please visit our website:- [www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk) for more information about us.

**Safe Guarding.**



**Passwords!**

All parent/Carers upon registering should be aware that they have a password to release their child/ren from our care at the end of a session. If you have forgotten or require changing your password, please let us know.

**Contact Numbers!**

We all change our mobile phones, some keep the existing number, and some have a new number. Please can you inform us of any changes and updates?

**Medication!**

Please note if a child requires medication administered they would need to complete a PWC Medication form (20) for our records.

**Special requirements-**

Please inform us of any allergies or dietary requirements that your child/ren may have to keep our records up to date.

**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 located in our reception area.

**Parent representative -**

If you are interested in becoming a 'Parent Representative' then please contact Beverley Nicholls on 07752546910 Please visit **Parents and Friends of PWC** on Facebook

**Is your child due to Start School in September 2016?**

If your child was born between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012 Please ensure that you have now applied for a school as the deadline has passed.

Apply online at: [www.havering.gov.uk/eAdmissions](http://www.havering.gov.uk/eAdmissions)

**Parental Declaration and**

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.

**Please note that this terms fees are due by Friday 4<sup>th</sup> March 2016 any fees outstanding after this date will incur a 10% late payment charge.**

**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 have introduced a **WoW** tree with-in our setting. 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,

**Please be aware that children should not be wearing any jewellery at pre-school. If earrings cannot be removed, can they please be covered with plasters?**

**If pushchairs are needed to be left, these should be folded down and NOT left in front of any fire exits.**

**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!

**Time-Keeping and Lateness**



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. **Please be aware we finish at 12.30pm or 2.30pm. Thank you.**



**Weather**

As the weather is now taking a turn for the worse please send in appropriate clothing for outside play Wellies, Gloves, Hat, Scarf and Coat.

**Ladies Pamper & Shopping Night**

Friday 4<sup>th</sup> March '16  
6.30 – 9 Contact us on FB page 'parent & friends of pwc' or see Bev, Teresa, Angela, Mellissa or Jo

**Notice for the Hall**

Soft shoes or plimsoles to be worn in the pre-school hall for your child's safety.



**Pupil Premium-** Is available at this setting and it will require additional Information from parents to find out if they are eligible for this funding.

Early years Pupil Premium is extra funded support for children's development, learning and care. Please speak to a member of management to find out more details.

For all enquiries, please speak to Bev - (07752546910). Website:[www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk)



Ofsted Registered Breakfast Club, Pre-School Settings, After-school Clubs, Summer Clubs.



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### Just a reminder- Labelling all children's clothing and belongings -

Could all coats, bags, Wellingtons, lunch boxes and anything that your child may bring into the setting is clearly labelled with their name, as items left at the end of each term will be donated to charity shops in the local area.

If you feel you have left any items behind we keep the lost property in a box, but only until the end of term as we do not have a large enough store room to cater for items left. Please speak to a member of staff to look through our overflowing box. Also would parents send in some spare clothing, clearly labelled for their child.

Thank you.

### PWC Spare Uniform

Can you please return any uniform back that has been used by us when your child needed to be changed



### Key-person Groups

Teresa Patrick - Senior Manager

Keely Stack – Manager

Amanda Went – Deputy Manager

All children have been allocated a key person and these are displayed on the notice board outside of the hall.

**Clare Davy**  
**Paula Lamport**  
**Louise Ridington**  
**Dawn Farthing**  
**Amanda Went**

**Green Group**  
**Purple Group**  
**Yellow Group**  
**Orange Group**  
**Red Group**

### 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. No whole oranges, apples, pears, tomatoes these should be peeled and sliced. Only water no fizzy drinks or any other juices and put in a suitable container to be able to gain access



Please be aware of the danger of young children eating 'whole' grapes if you are going to put them in their lunch boxes could you ensure that you have cut them in half.

### Topic-

<b>Week One:</b>	Three Little Pigs (Story Book)
<b>Week Two:</b>	Three Little Pigs
<b>Week Three:</b>	Three Little Pigs
<b>Week Four:</b>	Three Little Pigs
<b>Week Five:</b>	Easter

### Important dates for your diary

#### St. David's Day

1<sup>st</sup> March 2016.

#### Mother's Day

6<sup>th</sup> March 2016.

#### Palm Sunday

20<sup>th</sup> March 2016.

#### Good Friday

25<sup>th</sup> March 2016.

### Important Notice!

Please be aware that children cannot be admitted to the setting before 9-30am unless in an emergency and agreed by a manager.

### Parent Notice-

#### Resources

Please note in the Reception area will be displayed a 'Wish List'

This list is a selection of resources the pre-school would like. These resources will help the children with their learning and development.

We would be grateful for any donations of these resources

Unwanted – Saucepans, Large/small Spoons, Frying Pans  
Natural Resources – Bricks, Wood, Pebbles (large), Shells  
Signage i.e. Men at Work, Construction Signs  
Wallpaper  
Comics  
Tyres  
Crates  
Skipping Ropes  
Football Balls  
Dressing Up  
Hard Back Books not paper back  
Stickers for messy Play  
Sequins, Glitter etc.  
Spare Children's clothes  
Underwear, Socks.



### "SHOW AND TELL" 22/02/2016 to 24/03/2016

Each Week we have 'Show and Tell' and on the notice board there will be a list of topics and a note of what we would like the children to bring in to talk about. Show and Tell encourages your child to talk about what they have brought in and this helps them to develop their confidence, learn new words and develop their speech.

<b>Week One</b>	22/02/2016 to 26/02/2016	Make a little pigs house using straws, pebbles or wood on paper or 3D.
<b>Week Two</b>	29/02/2016 to 04/03/2016	Bring in something to do with St. David's Day for our display.
<b>Week Three</b>	07/03/2016 to 11/03/2016	From the story 3 little pigs please help your child make a mask of their favourite character's
<b>Week Four</b>	14/03/2016 to 18/03/2016	Create a flower to add to our flower arrangement for Palm Sunday.
<b>Week Five</b>	21/03/2016 to 24/03/2016	Easter Competition 50p donation – Collage and Easter Egg.