

**February-March 2017.**  
**Spring Term 2.**  
**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 wish you a good half term break.

We look forward to welcoming you back on Monday 20<sup>th</sup> February 2017 and to continue working in partnership with you and your child throughout their sessions with us.

**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.

**Spring Term Dates – This Term is 6 weeks long**

We will be closed from Monday 13<sup>th</sup> February 2017 to Friday 17<sup>th</sup> February and returning on Monday 20<sup>th</sup> February 2017 and finishing on Friday 31<sup>st</sup> March 2017

**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 is 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 outside.

**Health and Safety**

Please be aware that pushchairs/scooters/bikes cannot be left unattended in the corridor at anytime. This is on the advice of the centre. To limit the stress of the children who attend all day, parents must wait for their child at the first set of doors when collecting. Staff will call the children out one by one and bring them to you at the door. Trolleys and drawers will be put at the doors for ease and to lessen the congestion. They will be removed to suit the settings rota at the start and end of each session.

**Notice-**

For funded children a **Parental declaration** will have to be completed by the end of March 2017 term in-line with new code of practice for early years funding for 2, 3 & 4 year old children.

**These forms will be ready for you to complete after half term. Please see Keely or Amanda.**

**Achievements-** We have introduced a **WoW** Caterpillar 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,

**In and around the Centre -** Please ensure your child is supervised at all times in and around the centre. It is also important for parents to bring their children into the setting, posting their names and settling them to a chosen activity before you leave them.

**Parent Meetings -** Appointments for parent meetings will be available week beginning 27<sup>th</sup> February, 6<sup>th</sup> March and 13<sup>th</sup> March. Please see your child's key person.

**Dressing Up -** 02.03.2017 – Favourite Book Character (World Book Day)

17.03.2017 – Wear Something Green (St Patrick's Day)

24.03.2017 – Wear Something Red – Red Nose Day

£1.00 Donation for Fundraising – All are optional

**Wellington Boots –** Parents are reminded to bring in their boots for outdoor play in the winter term. Please ensure they are named in a bag. Wellington bags can be purchased from the setting.

**Water –** It is advisable to bring in a Water Bottle with your child's lunch to support our Healthy Eating Policy and to encourage Healthy Teeth and Gums for your children.

**Clothing –** Please provide your child with a full change of named clothes every session attended in case of any little accidents or spillages.

**Speech and Language -** If you have any concerns about your child's Speech and Language or any other worries about your child's development then please ask to speak to our SENco Louise who would be happy to help you.

**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 PEANUTS AND NUTELLA**

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.

**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 over flowing box. Thank you.

**Time-Keeping and Lateness**



It is important that you both arrive in good time for a 9.30am start. 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



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



Ofsted : Early Years Day Care Settings, Breakfast Clubs, After-School Clubs, Summer Clubs.

**Parent representative -**

*If you are interested in becoming a*

**'Parent Representative'**  
*then please contact*

*Beverley Nicholls on 07752546910*

*This is a wonderful time for you to become involved with your child's preschool*

*Parklanes Wykeham*



**Childcare Limited**

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**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 **'Black Post'** box located in our reception area.



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**SHOW AND TELL' 20<sup>th</sup> February- 31<sup>st</sup> March 2017**

- Week 1 – 20/02/2017 to 24/02/2017 Bring in photograph of you brushing your teeth
- Week 2 – 27/02/2017 to 03/03/2017 Bring in your favourite Fruit or Vegetable
- Week 3 – 06/03/2017 to 10/03/2017 Design your own Healthy plate of food
- Week 4 – 13/03/2017 to 17/03/2017 Bring in a photo or an item that is related to Ireland
- Week 5 – 20/03/2017 to 24/03/2017 Photo of Mum or Someone Special
- Week 6 – 27/03/2017 to 31/03/2017 Make an Easter Bonnet for our Easter Parade



**Important Parent Notice**

A number of children have been bringing their toys in from home and they are either becoming broken or mislaid causing upset to the child.

We prefer them not to bring in their own toys but if they do could you please ensure that they put straight into the box provided in the reception area.

**Parking in allocated 'Disabled Parking Bays'**

Please could all parents/carers refrain from parking in the Disabled Bays unless you have a Blue Badge.

**Payment of Fees**

Due to our banking requirements, as from January 2017 we will not be accepting Cheques at our settings. Payment can be made via Bacs, Childcare vouchers or Cash. Thank You.

**Asthma – Important Notice**

If you have a child that has medical diagnoses of 'Asthma' it is important that you have filled in a 'Medical Administration' form with us giving us permission to administer any medication as and when needed and also in case of an emergency. You will need to provide an Inhaler/spacer and pump with your child's name on each item in a clear box with their name also on that.

Please speak to Keely or Amanda for more details.

**Mother's Day – We will be running a Mother's Day Stall for all children to purchase a small gift for their Mum or Someone Special. Please send in £2 to £4 in a sealed envelope with their name on it. This stall will be all week (Monday 20<sup>th</sup> March 2017 to Friday 24<sup>th</sup> March 2017)**

Why not come and spend some time this week with us in the setting.

**Pamper Night – We will be hosting a Pamper Night at our Hornchurch Setting on Friday 24<sup>th</sup> March 2017. Please see our facebook page nearer the time for more details. (Parents and Friends of PWC)**

**Festivals and Celebrations**

- 28.02.2017- Shrove Tuesday
- 01.03.2017- St David's Day
- 02.03.2017- World Book Day
- 17.03.2017- St Patricks Day
- 24.03.2017- Red Nose Day
- 26.03.2017- Mother's Day
- 14.04.2017- Good Friday
- 17.04.2017- Easter Monday



**Parent Notice-**

**Resources (NEW or OLD)**

Please note in the Reception area will be displayed a 'Wish List' This list is a selection of 'Natural 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 for our Expressive Arts and Design Area

- Wood, Bricks
- Large Pebbles' Metal padlocks
- Pine Cones, Nuts, Bolts, Washers
- Conkers, Boxes, Old material
- Keyboards, Elastic bands
- Pegs' Old sheets, Pots & pans.



**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

**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.

Welcome to our new member of staff **Laura Douglas** who is training and working in partnership to become a Qualified Early Years Educator.

**Staff Training February / March 2017**

- Clare Davy – Raising Achievements Outdoors
- Paula Lamport and Dawn Farthing – Princesses, Dragons and Helicopter Stories – Child led activity (Part two)
- Dawn Farthing – First Aid

**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.**



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