

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

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 9-30am and finishing on Friday 13<sup>th</sup> February 2015 at 2-30pm 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

### 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.

### Key-person Groups

Teresa Patrick **Senior Manager**  
Lesley Fassenfelt **Manager-**  
Amanda Went. **Deputy Manager**  
**Red Group-**  
Zoe Fox **Blue Group- Senco**  
Pauline Ower. **Purple Group-**  
Louise Ridington **Yellow Group-**  
Clare Davy **Green Group-**  
Chole Bridge **Support-  
/Orange Group**

Danielle Will be on Maternity leave as from January 2015. we wish her well and we will keep you informed.

**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.

### 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-

**Beverly Nicholls**  
Tel- 07752546910.

### Time-Keeping!-

Please be aware that we start at 9-30am. As you will appreciate late children can disrupt our morning routine and can be very unsettling for your child when arriving late. Please could you ensure you arrive at 9-30am prompt. A **late Charge** of £5.00 every half an hour is also in-line with our late policy. Please be aware we finish at 12.30pm or 2-30pm depending on your child's hours. Thank-you.

## Children in Need raised £ 20.00

Thank-you to all that took part.

Winners of the Christmas parent & Staff Hampers will be announced in our February Newsletter. (Good Luck!)

**Notice!**-Thank-you for your co-operation in the mornings in regards to children running up and down the corridors when waiting to come into pre-school. If they could wait with their parents it would much appreciated.

We would also like to ask parents to watch your children when signing out. The centre has asked us to be aware to stop any child playing or going behind the curtains as they do become unhooked and loose.

We need to ensure the safety of our children when entering/exiting the hall out into the grounds of the centre, so please make sure your children do not run across the car park and they stay close to you at all times.

### Festival dates/Special events.

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

### 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 Lesley or Amanda 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.