




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 Email – info@childcarepwc.co.uk

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to wish all an enjoyable half term Whitsun break and we look forward to welcoming you back and 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 (**NO Cheques!**) if you require more details please speak to a member of management.

Summer Term 2 -Dates – This Term is 6 weeks long
 Returning Monday 4th June 2018 and finishing on Friday 13th July 2018 for the summer break

Safeguarding Children

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.

Designated Safeguarding Lead
 Mrs Beverley Nicholls
Deputy Designated Safeguarding Leads are:
 Mr Andrew Nicholls
 Mrs Teresa Patrick
 Mrs Amanda Went
 Mrs Louise Ridington

Notice- For funded children returning September 2018 - A **Parental Declaration** and **New Child form** will need to be completed in-line with the code of practice for early years funding for 2, 3 & 4 year old children by the end of June 2018 for all children returning in September 2018. **These forms will be ready for you to complete during May and June, and will need to be filled in to secure your child's place with us.** Please see Amanda or Teresa


HEALTH AND SAFETY IN AND AROUND THE CENTRE
IMPORTANT NOTICE TO ALL PARENTS
 The Main doors to the Centre will only be opened at:-
 9.30am for the morning session
 12.30pm for the end of the morning session
 2.30pm for the end of the day's session
 PLEASE NOTE THAT CHILDREN MUST BE SUPERVISED AT ALL TIMES WHILST THEY ARE IN OR AROUND THE SETTING AND PREMISES. PLEASE DO NOT LET THEM CLIMB ON TABLES AND BENCH'S WHILE YOU ARE WAITING FOR THE SETTING TO OPEN.
 We would also like to take this opportunity to remind you that pushchairs/scooters cannot be left in the corridor.
 Please be aware that children should not be wearing any jewellery at pre-school. If earrings cannot be removed they must be covered with plasters.

SPORT'S DAY AND BBQ
Thursday 5th July 2018
For an 11am prompt start
 If your child attends on a Thursday then please bring them in for 9.30am. Children who do not attend on a Thursday will need to be brought in for 10.45am.
 Please ensure your child is wearing their shorts, T shirt and plimsolls.
 Please remember sunhat, sun cream and a drink.
Imagination photo's - will coming into take photo's on Wednesday 6th June 2018.
 These will be for end of year group photo's and individuals if required

Achievements- We have our **WoW** board in place. 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, dancing
Parent Representative - If you are interested in becoming a 'parent representative' then please contact Bev Nicholls on 07752546910

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. Please refrain from putting too many sweet items in their lunch as these will be returned to you. 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.



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

Hour for our setting-
 09-30am-12.30pm Three Hours
 09-30am- 2.30pm Five Hours
 Extra hours can be agreed with Management to suit the settings requirements.

30 HOURS FREE CHILDCARE

25 Hours Free Childcare
 PWC is offering 25 hours free childcare from September 2018 if you are a parent of three or four year and you are interested please apply on line to see if you qualify.

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



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Key-person Groups
Teresa Patrick – Senior Manager
Amanda Went – Deputy/Manager – Red Group

Clare Davy
Paula Lamport
Louise Ridington
Dawn Farthing
Lindsay Hedgecock
Laura Douglas

Green Group
Purple Group
Yellow Group
Orange Group
Blue Group
Pink 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.

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



Early Years Pupil Premium: Pre-school support funding
 Early Years Pupil Premium (EYPP) is additional funding for early years pre-school settings to improve the education they provide for disadvantaged 3- and 4 year-olds including, but not restricted to, those adopted from care. The funding goes directly to registered early years providers (including pre-schools, nurseries and child minders) that offer children the free early education entitlement. This extra funding will be spent to Close of gap in attainment with training and resources to suit the requirements of the setting.



11/06/2018 to 15/06/2018
Dad's Rota Week
 As it is Father's Day on Sunday 17th June we would like to invite you come and spend some time with your child and us.

Staff Training

Well done to Clare Davy for completing her Elklan training this was over (10 Weeks)

Laura Douglas – Treasure Baskets
 Teresa Patrick – Coaching and Appraisals
 Dawn Farthing – Come into the garden
 Amanda Went – MASH Process

Well done to Lindsay for completing her Level 3 in childcare and Laura Douglas for completing her Level 2

Projects 2018

We completed Quilt Module 5 and were awarded a 'Pass with Credit' we will be working towards QUILT Module 6 covering 'Physical Environment'.

Supervised Tooth brushing project (Will be introduced to all children in September 18).

Early Years - Leadership and Management Audit (June 2018)

Parent Rota

We would love to take this opportunity to invite Parents/carers to come and spend some time in the setting with us and your child. This is a great opportunity for you to become involved in their learning. You do not have to stay for a whole session. It can be for one hour or more or you can even stay for lunch!!

Two Way Books

Two Way books have now been supplied to all children as a way of communication between you and your child's key person. Please take time to use these

Our SENDco's are Louise Ridington and Clare Davy

Louise is available to speak to if you have any concerns about your child, either with Speech and Language or any learning developmental delay.

ASQ – 3 We are at present working with families and a health visitor to provide Two year health checks in the setting for all 27 to 30 Month old children. This has proved to be very successful with good feedback from parents who have already taken part. If you would like any more information on this please see Teresa or Amanda



Festivals and Celebrations we will be covering this term

Important dates for your diary

- 08/06/2018 Imagination photo's
- 17/06/2018 Father's Day
- 30/06/2018 Armed Forces Day
- 01/07/2018 Canada Day
- 04/07/2018 American Independence Day
- 05/07/2018 Sports day and BBQ (weather permitting)
- 07/07/2018 Eid Ul Eitr
- 13/07/2018 End of Year Party and Graduation

Father's Day Stall

The Father's Day Stall will be available from Monday 11th June 2018 to Friday 15th June 2018 for all children to have the opportunity to purchase a small present. All items will be £1 each.

Please put £1 to £2 in a small envelope with your child's name on it and give to your child's key person

End of Year Party and Graduation – Friday 13th July 2018

All pre-school children are welcome to attend although if this is not your child's day, then an adult will need to stay with them. Doors will be open at 9.30 am and the party will finish for all children returning to us in September at 11.45am. For those children leaving us in July, the graduation ceremony will commence at 12.00pm. Notices to follow.

Our Development plans are ongoing and we are continuous working to improve our setting. For 2018 we are developing the outside area even further by providing:-
 Mud Kitchen.
 Built-in Water and sand play area.
 Painting and black board area.
 Child learning signage
 Numbers 1 to 10
 Alphabet A to Z
 Growing Area
 Converting the 'Wendy House' to a quiet area for reading.



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. Thank you.

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