

September-October 2015
Autumn Term
Caterpillar Setting.
Newsletter



Tel-07754064665

For all your childcare needs. Email 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

On behalf of all the staff at Parklanes Wykeham Childcare Ltd. a very warm welcome back from the summer break to all our new and existing parents/guardians. We look forward to working in partnership with you and your child throughout their sessions with us. This term is 7 weeks long and will be finishing on Friday 23rd October 2015 for the half term break and will be returning on Monday 3rd November 2015. 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 for more information about us.

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.

Parent representative -

If you are interested in becoming a 'Parent Representative' then please contact Beverley Nicholls on 07752546910

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.

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 will be introducing 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,

Staff Changes:

Caterpillars would like to welcome:

Keely Stack as Manager.
Paula Lamport
Dawn Farthing.

We would like to wish all the staff good luck in their new roles.

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.

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.

Time-Keeping and Lateness

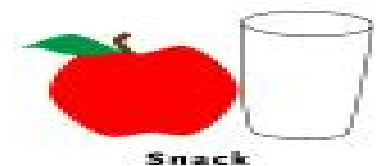
It is important that you both arrive in good time. As you will appreciate late children can disrupt our routine and can be very unsettling for your child. Please make sure you arrive promptly for the start and finish of your child's session. .

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



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.



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



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



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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	Green Group
Paula Lamport	Purple Group
Louise Ridington	Yellow Group
Dawn Farthing	Orange Group
Amanda Went	Red Group

Parent Notice-

Harvest Festival

Week Commencing 12th October 2015

We are asking for donations for Harvest Festival this year and all donations will be given to the Holy Cross Church for their food bank.



'SHOW AND TELL' 07.09.15 to 23.10.15

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.

Week Four	28.09.15 to 02.10.15	Can you bring in a photo of your family for us to use on a family tree (don't forget to put your name on the back)
Week Five	05.10.15 to 09.10.15	Can you bring in a photo of yourself as a baby and a photo of yourself now So we can talk and see how you have grown (don't forget to put your name on the back.)
Week Six	12.10.15 to 16.10.15	Harvest Festival- Please bring in an item of food for our 'Harvest Festival' display. Please make sure any tins are in date.
Week Seven	19.10.15 to 23.10.15	First letter of Name – Can you bring any item/object that begins with the first letter of your name i.e. Amy (A) Apple – Bobby (B) Ball



Topic-	
Week One:	Settling children in
Week Two:	Settling children in
Week Three:	Settling children in
Week Four:	All About Me
Week Five:	All About Me
Week Six:	Harvest Festival
Week Seven	All About Me

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