



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 welcome you back from the summer break and would like to take this opportunity to thank you all for your lovely gifts. We would also like to extend our welcome to all the new parents and their children and we look forward to 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.

This is a 7 week term – Returning Wednesday 5th September 2018 to Friday 19th October 2018
Half Term 22/10/2018 to 26/10/2018

Safeguarding



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
- Mrs Dawn Farthing

Notice- For funded all funded children 'A Parental Declaration and New Child form will need to have been completed ASAP in-line with the code of practice for early years funding for 2, 3 & 4 year old children.

These forms are ready for you to complete you will need to fill these in to secure your child's place.

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.



Parklanes Wykeham Childcare Limited

Would like to congratulate

Amanda Went in her new position as Manager

and

Clare Davy as Deputy Manager



PWC offer 25 hours free childcare if eligible. To apply for 30 hours free childcare, you'll need to...

Visit the registration page on Gov.UK website Complete the registration process. If you're eligible, you'll receive a code Take your code to your childcare provider or local council (if it's council-provided childcare), along with your National Insurance number and your child's date of birth. Your childcare provider or council will check the code is authentic and allocate your child a free childcare place, if one is available. Existing parents will need to validated their code to continue to be entitled for the 30hrs

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.

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



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



Parklanes Wykeham



Childcare Limited



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.

Key-person Groups

Teresa Patrick – Senior Manager
Amanda Went – Manager – Red Group
Clare Davy - Deputy Manager - Green Group

Paula Lamport
Louise Ridington
Dawn Farthing
Lindsay Hedgecock
Laura Douglas

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.



Festivals and Celebrations we will be covering this term
Important dates for your diary

17/09/2018 to 21/09/2018
Genes for Jeans
22/09/2018 to 28/09/2018
Harvest Festival

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.

Projects 2018

We will be working towards QUILT Module 6 covering 'Physical Environment'.

Supervised Tooth brushing project (Will be introduced to all children in September/October18).

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

ASQ – 3

We will be continuing to work 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

Louise Ridington - SENDco

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

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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