

January-February 2016  
Spring Term

Early-bird Newsletter

Wykeham & St.Marys Breakfast Club



Tel-07876263165

8-00am-8-45am

For all your childcare needs. Email [Parklaneswykehamchildcare.admin@hotmail.co.uk](mailto:Parklaneswykehamchildcare.admin@hotmail.co.uk)

Website-[www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk)



21, Barton Road. Hornchurch, Essex. RM12 4AA.

Please visit our website:- [www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk) for more information about us.

Staff Members- Bev, Andy, Teresa, Jayne, Juliet, Emma, Kristie.

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to wish you all a very Merry Christmas and a Happy New Year and we look forward to welcoming you back from the festive break on **Tuesday 5<sup>th</sup> January 2016. (Closed on Monday 4<sup>th</sup> January 2016)**

We look forward to working in partnership with you and your child throughout their sessions with us. This term is 6 weeks long and will be finishing on **Friday 12<sup>th</sup> February 2016** and will be returning on **Monday 22<sup>nd</sup> February 2016**. 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.

**Planning, Topics and Themes!** – We plan through the children's interest and activity ideas every term. This works by the staff sitting down at the end of each term asking what theme they would like to do and then write down activity ideas this is linked with our After-school planning. An activity is taking place every week where the children have a choice to sit down with a staff member and carry the activity out.

**Snack Menu!** -All children will have the opportunity to choose their required breakfast. There will be a choice of Cereals, Toast, Pancakes, Crumpets, juice, milk.

**Notice!** - We will endeavour to ask children when attending to make sure they have all items with them that need to be taken home when arriving. Please could all parents/Guardians complete their term contract before the start of the next term?

If you wish to take your child out of the setting due to holidays with-in term time the fees will still have to be paid. If the setting needs to be closed due to circumstances beyond our control i.e. Snow, Flood, polling days, inset days then fees will not be refunded. Bank Holidays are charged as a normal day.

**Notice- Please** Post any suggestions in our comment box (**Good or bad**) All feedback will be taken on board, to keep an excellent service for your children. The red post box is on the wall within our reception area.

We have a behaviour system in place at our setting, which is the 5p's approach, RED, AMBER, GREEN. Resulting in RED the child will miss the next session. We will work closely with parents with their child's behaviour.

### Parking-

**Please be aware this is very important issue!**

- If you do need to park outside the setting to drop off or collect your child/ren, please be courteous to those who live nearby. Please do not block resident's driveways or Double Park in any of the neighbouring streets or park on the pathway. This is a serious concern with all residents with-in the area and we all need to respect others who live nearby. Our policy is we would like to see as many of our parents encouraging their children to walk to and from our setting. We understand we all have busy schedules, BUT PLEASE! be aware and respect others in the area. Our children's **SAFETY** is of paramount importance to all of us. A member of staff will be at hand on the gates if you have any concerns.

### Fees.

Please remember that all fees will need to be paid in full by the second week unless agreed by management and your situation. A 10% charge will be added to any late payments.

### BREAKFAST CLUB

8-00am to 9-00am

(Early Bird Setting)

### AFTER- SCHOOL CLUB.

3.00pm to 6.00pm

(Sea Horse Setting)

For 4 to 11 year olds - come and visit. Limited Spaces available.

Contact Bev-07752546910

### Important dates for your diary

Australia Day 26<sup>th</sup> January 2016

Chinese New Year 8<sup>th</sup> February 2016

Valentine Day 14<sup>th</sup> February 2016

**Parklanes Wykeham Childcare will be closed on Monday 4<sup>th</sup> January 2016 for Staff Training and reopening on Tuesday 5<sup>th</sup> January 2016**  
At 7-30am/ 8.00am

### Safe Guarding.



### Passwords!

All parent/Carers upon registering should be aware that they have a password to release their child/ren from our care at the end of a session.

If you have forgotten or require changing your password, please let us know.

### Contact Numbers!

We all change our mobile phones, some keep the existing number, and some have a new number. Please can you inform us of any changes and updates?

### Special requirements-

Please inform us of any allergies or dietary requirements that your child/ren may have to keep our records up to date.

### 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!

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



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