

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.

St Mary's Catholic Primary School Hornchurch Road, Hornchurch, Essex RM12 4TL Staff Member – Bev, Andy, Teresa, Sarah, Emily, and Julie

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to welcome you back from the October Half Term break to all our new and existing parents/guardians. We trust that you have all had a well deserved break. 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.

Autumn Term Dates - This term is 7 weeks long.

Returning Monday 31st October 2016 and will be finishing on 20th December 2016
for the Christmas break returning on 3rd January 2017

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, could you also make sure that you check they have the correct bags, coats, jumpers etc by checking their name before leaving. Please could all parents/Guardians complete their term contract before the start of the next term for **January 2017**. 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.

Parent notice!



Due to our banking requirements, as from January 2017 we will not be accepting Cheques at our settings. Payment can be made via Bacs, childcare vouchers or cash. **Thank-You.**

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.

BREAKFAST CLUB

7-30am to 8-45am

(Early Bird Setting) (**Limited spaces available**)

AFTER- SCHOOL CLUB.

3.00pm to 6.00pm

(Sea Horse Setting) (**Limited spaces available**)

Important dates for your diary

Important Notice

Dawali 31.10.2016

Firework Day 05.11.2016

Remembrance Day 13.11.2016

St Andrew's Day 30.11.2016

A 'Termly Contract' is now in place where we would be asking parents to complete a contract with the days you would like your children to attend for the whole term. Due to the amount of children attending breakfast club places are now limited and this will no longer do a drop off service. Sorry for any inconvenience.

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!

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. Bacs, Childcare vouchers or Cash can make payment.

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