

**February -March 2016**  
**Spring Term**  
**Seahorse Newsletter**



**Tel-07876263165**  
**3-00pm/6-00pm**

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)



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.



**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, Emma, Kristie, Louise, Danielle, Kelly, Rachel.**

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to welcome you back after the February Half Term break. We look forward to working in partnership with you and your child throughout their sessions with us. This term is 5 weeks long, returning back on **Monday 22<sup>nd</sup> February 2016**, and finishing on **Thursday 24<sup>th</sup> March 2016** (Closed Friday 25<sup>th</sup> March 2016-(**Good Friday**) 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. We are also introducing the children to evaluate their own planning at the end of each week.

The children have also asked for a “Film Night”. This will be arranged for different night of each week of term (Film Age Appropriated)

**Snack Menu!** -All children will have the opportunity to plan their menu for the next week from a list of available food. There will be a choice of hot food and either wraps/sandwich/crackers.

**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?

(Please speak to a manager)

When you do need to park outside the setting to drop off or collect your child, please be courteous to those who live nearby. Please do not block resident’s driveways or Double Park in any of the neighbouring streets. This is a serious concern with all residents with-in the area and we all need to respect others who live nearby.

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.

**Safe Guarding.**

**Passwords!**

All parent/Carers upon registering should be aware that they have a password to rele; 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?

**Medication!**

Please note if a child requires medication administered they would need to complete a PWC Medication form (20) for our records.

**Special requirements-**

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



**Important dates for your diary**

**St. David’s Day 1<sup>st</sup> March 2016**  
**Mother’s Day 6<sup>th</sup> March 2016**  
**Palm Sunday 20<sup>th</sup> March 2016**  
**Good Friday 27<sup>th</sup> March 2016**

**Planning.**

**Week 1:** Mother’s Day Cards

**Week 2:** Daffodils

**Week 3:** Masks

**Week 4:** Flowers

**Week 5:** Easter Nests

**BREAKFAST CLUB &**

**AFTER- SCHOOL CLUB.**

**8am to 9-00am (Early Bird Setting)**

**3.00pm to 6.00pm (Sea Horse Setting)**

**For 4 to 11 year olds - come and visit.**

**Limited Spaces available.**

**Contact Bev-07752546910**

**Topic-**

|                    |                    |
|--------------------|--------------------|
| <b>Week One:</b>   | Mother’s Day Cards |
| <b>Week Two:</b>   | St David’s Day     |
| <b>Week Three:</b> | Masks              |
| <b>Week Four:</b>  | Palm Sunday        |
| <b>Week Five:</b>  | Easter             |
|                    |                    |

**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.**

**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!



**.Ladies Pamper & Shopping Night**

**Friday 4<sup>th</sup> March ’16**  
**6.30pm – 9pm Contact us on FB page ‘Parent & Friends of PWC’ or see Bev, Teresa, Angela, Melissa or Jo**

**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.