



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.

For all your childcare needs Email Parklaneswykehamchildcare.admin@hotmail.co.uk



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

Staff Members- Bev, Andy, Teresa, Jayne, Emily, Maisie, Belinda, Emily S, and Bethany.

On behalf of all the staff at Parklanes Wykeham Childcare Ltd would like to wish you all a very enjoyable half term break. We will be closed from Monday 12th February 2018 to Friday 16th February 2018 and we look forward to welcoming you back on Monday 19th February 2018. This term is 6 weeks long and will be finishing on Thursday 30th March for the Easter Break. 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. **All fees will need to be paid in full by Friday 2nd March 2018. A 10% Charge will be added to all late payments unless agreed by senior 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)

Homework Children are able to do their homework with us either reading, spelling, or maths although they may tell us they do not have any, so please could you inform us in writing if there is any particular night that your child has homework and you would like us to do this with them.

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, could you also make sure that you check they have the correct bags, coats etc by checking their name before you leave us.

Please could all parents/Guardians complete next terms contract during March for **April 2018 – July 2018 term** (Please speak to a manager)

Road Safety 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.

Thank-you for your continuous support. All feedback is welcome.

Topic-	
Week One:	Holi (Festival of Colour)
Week Two:	Mother’s Day Cards
Week Three:	Flower’s
Week Four:	Shamrocks
Week Five:	Easter Nest Eggs
Week Six:	Easter Egg Hunt



Festival dates/Special events.

- 01.03.2018 Holi (Festival of Colour)
- 01.03.2018 St David’s Day
- 11.03.2018 Mothering Sunday
- 17.03.2018 St Patrick’s Day
- 30.03.2018 Good Friday
- 02.04.2018 Easter Monday

Questionnaires

PWC would appreciate if you could complete one of our parent/Carers questionnaires. All feedback will be noted, and addressed appropriately. Should you wish to meet to discuss any points of concern, please do not hesitate to contact us to arrange an appointment.



Safeguarding – Important Information

Passwords - All parent and 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 as soon as possible

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 – Can you please ensure that the gate has been securely closed behind you both when entering and leaving the grounds. Thank You.

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.

Safeguarding and Promoting Children’s Welfare

Parents, Carers or Visitors-

To ensure the protection of the children in our care, Using 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 out of setting!

Our Designated Safeguarding Lead is Mrs Beverley Nicholls.

Deputy Designated Safeguarding Leads are:- Mr Andrew Nicholls, Mrs Teresa Patrick And Mrs Jayne Swain



We will be opening for the following dates:

Easter Holiday Club 09/04/2018 to 13/04/2018 (One week only)

Summer Holiday Club 16/07/2018 to 20/07/2018

23/07/2018 to 27/07/2018

30/07/2018 to 03/08/2018

06/08/2018 to 10/08/2018

13/08/2018 to 15/08/2018

Please see Bev, Andy, Teresa or Jayne for further information and remember to book early to avoid any disappointment!!!