

January-February 2017  
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.

Staff Members- Bev, Andy, Teresa, Jayne, Emily, Maisie, Belinda and Emily Spencer

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. We look forward to welcoming you back on Wednesday 4<sup>th</sup> January 2017. 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, if you require more details Please speak to a member of management.

**Spring Term Dates - This term is 6 weeks long.**

Returning Wednesday 4<sup>th</sup> January 2017 and will be finishing on 10<sup>th</sup> February 2017

Parklanes Wykeham Childcare Limited will be closed from Monday 13<sup>th</sup> February 2017 to Friday 20<sup>th</sup> February 2017

And reopening on Monday 23<sup>rd</sup> February 2017

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

**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.



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

**Behaviour-**

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 beware this is very important issue!**

Please be aware of the new parking arrangements that have been enforced and especially the times.

No Stopping, Parking or dropping school children between the hours of:

8-00am to 9.30am And 2.30pm to 4-00pm

CCTV is in operation

**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 end of the second week unless agreed by management and your situation.

A 10% charge will be added to any late payments.

**Please note we are no longer able to accept cheques**

Topic-	
Week One:	Make a book mark
Week Two:	Decorate a cupcake winter theme
Week Three:	Hand prints to create Monkey for Chinese New Year
Week Four:	Chinese New Year (Make a Lantern)
Week Five:	Design a cover for your favourite book
Week Six:	Valentine’s day (Make a Heart)
Week Seven:	

**Festival dates/Special events.**

25.01.2017 Burns Night

28.01.2017 Chinese New Year

**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 on in our reception area.

**Importance Notice :-Could you please Email in writing to Andy if you need to change your child’s day at anytime**

**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 their term contract before the start of the next term for **January 2017** (Please speak to a manager).

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.