

June–July 2018  
Summer Term 2  
Early-Bird & Sea-horse  
Newsletter.

Tel-01708705969  
8-00am/9-00am  
3-00pm/6-00pm

Parklanes Wykeham



Childcare Limited



Breakfast Club  
Early Bird Setting.

After-School Club  
Sea-Horse setting

Website – [www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk) Email – [info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk)  
21, Barton Road, Hornchurch, Essex. RM12 4AA.

**This Term is 7 Weeks Long**

**We will be reopening on Monday 4<sup>th</sup> June 2018 for breakfast and Afterschool club  
And finishing for the summer break on Friday 20<sup>th</sup> July 2018  
(All details will be on our website).**

**Staff Members- Bev, Andy, Teresa, Jayne, Emily, Maisie, Belinda, Emily S, Bethany and Fiona**  
On behalf of all the staff at Parklanes Wykeham Childcare Ltd would like to wish you all a very enjoyable half term break .

**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 the end of the second week. 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 June 2018 for **September 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:	Father’s day cards
Week Two:	Making Sandwiches
Week Three:	People who help us
Week Four:	Army Camouflage Helmet
Week Five:	Canada Day, Independence Day & Edi Ul Fitr
Week Six:	Sports Games



**Festival dates/Special events.**

17/06/2018 Father’s Day  
30/06/2018 Armed Force Day  
01/07/2018 Canada Day  
04/07/2018 American Independence Day  
07/07/2018 Eid Ul Eitr

**We will be opening for the following dates:**

**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!!!

**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.

**Data.**

Due to new legislation concerning data. Parklanes Wykeham Childcare Ltd are registered with the **Information Commissioner’s Office (ICO)** and compliant with current **General Data Protection Regulation 2018 (GDPR)** Please be aware a new registration pack will need to be completed before the start of the new September 2018 term. (No Charge!)



**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**

**Children leaving-**

We would like to take this opportunity in wishing all children/and parents that may be leaving us at the end of this summer 2018 term,  
All the very best!!!  
Year six especially, we would like to wish that their venture to secondary school will be a smooth and successful transition.

Thank you from all the staff.