

October- December 2016
Autumn Term.
Seahorse Newsletter.



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

For all your childcare needs. Email Parklaneswykehamchildcare.admin@hotmail.co.uk
Website-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. a very warm welcome back from the summer break to all our new and existing parents/guardians. We look forward to working in partnership with you and your child throughout their sessions with us. This term is 7 weeks long and will be finishing on **December 2016** for the Christmas break and will be returning on **January 2017**. 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.

Please visit our website:- 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.

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)

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:	Diwali and Firework Night
Week Two:	Space/Planets and Remembrance Day
Week Three:	Space/Planets
Week Four:	St Andrew’s Day
Week Five:	Christmas
Week Six:	Christmas
Week Seven:	Party Week

Festival dates/Special events.

Diwali 31.10.2016
Firework Day 05.11.2016
Remembrance Day 13.11.16
St Andrew’s Day 30.11.2016

MacMillan Coffee Morning
Thank you for your supporting us in this event.

Fees.

Please remember that all fees will need to be paid in full by the end of the second week (12th November 2016) unless agreed by management and your situation.

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

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.

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.**

