

September -October 2018
Autumn Term 1-2
Early-Bird & Sea-horse
Newsletter.



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



Breakfast Club
Early Bird Setting.

After-School Club
Sea-Horse setting

Website – www.childcare-pwc.co.uk Email – info@childcarepwc.co.uk
21, Barton Road. Hornchurch, Essex. RM12 4AA.

This is a 7 Week Term

Returning back on Tuesday 4th September 2018 for breakfast and Afterschool club to Friday 19th October 2018
(Half Term 22/10/2018 to 26/10/2018) (All details will be on our website).

Staff Members- Bev, Andy, Teresa, Jayne, Belinda, Emily, Bethany, Fiona and Julie.

On behalf of all the staff at Parklanes Wykeham Childcare Ltd would like to welcome you back from the summer break, we would like to take this opportunity to thank you all for your lovely gifts. Last term we said goodbye to our year 6 children and we would like to welcome all the new parents and their children and we look forward to working in partnership with you.

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 the latest 22nd September 2018. A 10% Charge will be added to all late payments after this date unless agreed by senior management.**

Termly contracts for September – October 2018 term should have now been signed and completed Please speak to a manager if you have not yet done this.

Planning, Topics and Themes! – Activities are planned through the children’s interest and 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 by email if there is any particular night that your child has homework and you would like us to do this with them.

Snack Menu! - From September children will be planning their own menu and be involved in preparing their own snacks, serving themselves and cleaning up afterwards, all overseen by a member of staff. Food provided will be healthy, nutritional and low in sugar. (All allergies or dietary needs will be taken into account)

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. It is important that all their clothing and belongings have their names on them.

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-		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. Please ensure you sign your child in/out and also put the time. 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?	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
Week One:	All About Me		
Week Two:	All About Me		
Week Three:	Genes for Jeans		
Week Four:	Harvest Festival		
Week Five:	Children’s Choice		
Week Six:	Children’s Choice		
Festivals and Celebrations Festival dates/Special events. 17/09/2018 to 21/09/2018 Genes for Jeans 22/09/2018 to 28/09/2018 Harvest Festival		 	

Data - Due to new legislation concerning data. - **Parklanes Wykeham Childcare Ltd** is 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 Please ensure you have completed and returned your registration pack ASAP.
(No Charge!)

