

February - March 2017
Spring Term 2



Tel-07752546910
7-30am/9-00am
3-00pm/6-00pm



Breakfast Club
Early Bird Setting.

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

Website-www.childcare-pwc.co.uk

Early-Bird/ Starfish Newsletter



After-School Club
Starfish setting.

@ St Augustine's Catholic Primary School

Gants Hill, Loudoun Avenue Off Cranbrook Road, Ilford, Essex, Greater London IG2 6RG

Staff Members- Bev, Andy, Teresa, Donna, Sassi, Maria, Deborah, Samina, Hansa and Andrea.

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to wish you all a good half term break and we look forward to welcoming you back on Monday 20th February 2017. We look forward to working in partnership with you and your child/ren 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 Monday 20th February 2017 and will be finishing on Friday 31st March 2017 for the Easter Break
Parklanes Wykeham Childcare Limited will be reopening on Wednesday 19th April 2017

Safeguarding and Promoting Children's Welfare

Parents, Carers or Visitors-

To ensure the protection of the children in our care, usages 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 off the settings grounds!

Access/Exit

Intercom will be answered by a member of staff who will open the gate for you. (Silver/Black button with our small signage above)

Please press the button

The same procedures will apply with a member of staff greeting you at the door and then letting you into the school.

Please remember to close all doors/gate on Entering and exiting the school. Thank-You



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. If someone else is collecting your child they will be asked for the password.

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?

Medication! We work very closely with St Augustine's Catholic Primary School with any child that may need medication while on the school grounds. We have had a meeting with the head and a decision was made that All medicine will be stored in the school office and marked clearly with the Childs name as St Augustine's school policy. PWC will have full access to this if medicine is required.

Please note if a child requires medication administered they would need to complete a PWC Medication form (20) for our records.

Special requirements- Please inform us of any allergies or dietary requirements that your child/ren may have to keep our records up to date.

Planning Activities

- Week 1: Healthy Eating (Food Bar Chart).
- Week 2: St David's Day (Daffodil) & World Book Day.
- Week 3: Healthy Eating (Food Plates).
- Week 4: St Patrick's Day (Thistle) Mother's Day Flower's/Cards.
- Week 5: Mother's Day Flowers/Cards.
- Week 6: Easter Bunny.

Parents Notices!

PWC have a open door policy and Bev and Andy are on hand every day, except Tuesday & Thursday to answer any queries or concerns you may have.

Teresa our Senior Manager is here on a Tuesday & Thursday in our absence supported by Deputy Manager Donna Fenech. We can take special care to make sure that you are happy and comfortable at our setting and that you and your family have all the information you need. It also means that if you or your family are worried or unsure about anything you can talk to us about it. We have recruited St Augustine's members of staff, working alongside us to work in partnership with the school. We feel having experienced members of staff is a positive step for the children and consistency with our children within the setting.



Fees.

Breakfast Club £4.00 per session-
Afterschool Club £12.00 per session

A 10% discount applies on the fees if you have a second child attending. Bank Holidays, school inset days, Polling days, if the school is closed **NO** charge will apply for that session.

A termly contract will need to be completed by the end of this term ready for **April 2017** and to enable parents/carers to free up places or attend mores sessions **if available**. At present we are **FULL** and parents need to be aware we are NOT a drop in setting.

Please always check your fees invoice. If you have a query please speak to Bev or Andy to address the matter.



After school collection arrangements-

As agreed with the school we collect Junior children from the juniors hall.

Important notice

Due to our increased numbers, we are currently full for Breakfast & Afterschool sessions, at present.

If you need to swap a session, and to avoid any upset or confusion, All adjustments or special requirements would need to be put in writing, via email so we can look to see if the parents needs for your child/ren can be catered for. We have worked very hard to accommodate extra days, and sometimes it is not possible. Could parents also if your child is absent email/call so this would free up a space to come available if a parent did require an extra session.

Thank You.

For all enquiries, please speak to Bev - (07752546910). Andy-(07763412496)



Ofsted : Early Years Day Care Settings, Breakfast Clubs, After-School Clubs, Summer Clubs.



28.02.2017 Shrove Tuesday 01.03.2017 St David's Day
 02.03.2017 World book Day 17.03.2017 St Patrick's Day
 24.03.2017 Red Nose Day 26.03.2017 Mother's Day
 14.04.2017 Good Friday 17.04.2017 Easter Monday



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Behaviour

We have introduced a behaviour policy in line with St Augustine's Catholic Primary School policies and procedures. We work very closely in partnership with St Augustine with our transitions with Breakfast Club and After-School Club.

Behaviour is still a concern with a small number of children.

Behaviour records are kept daily, and if a child decides, to act in inappropriate manner within our setting time, a member of staff with consultate the parent/carer and make them aware. If we feel no progress is being made, your child will receive a letter and will miss their next session. We will work closely with parents regarding their child's behaviour and will monitor this effectively.

The behaviour monitored this term, concerning a small number of children who attend, has not been pleasant .If children with continuous behaviour continues, and no improvements are made in-line with our behaviour records, we will have to state that we will not tolerate this and your child will **NOT** be able to attend with us anymore.

Please, as parents, manners, respect, and courtesy to other people is very important in life. Respect to staff, other children and the equipment **needs be improved.**

Please be aware any child damaging or disrespecting any equipment, will be spoken to and the cost passed onto the parents. We understand equipment can be damaged accidentally, but presently, books and cards have been ripped in front of staff, table football soccer handles broken, snooker cues thrown, balls lost, knitting wool mixed up, to an extent it cannot be used, The list goes on, overall children's respect needs to improve or costs will rise to cover replacements.

PARKING

If you do need to park outside the school to drop off or collect your child from our setting, 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. 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.

BREAKFAST CLUB & AFTER- SCHOOL CLUB.

7-30am to 9-00am (**Early Bird Setting**)
 3.15pm to 6.00pm (**Starfish Setting**)



We operate a 39 weeks per year timetable in line with St Augustine's Catholic Primary School. Please be aware of school inset, polling days.

Time-Keeping

Please be aware of our operating hours for the services we provided, **we close at 6.00pm** (late charges will apply)



Just a reminder- Labelling all children's clothing belongings -



A Coat Rack has now been provided for children to hang their coats on. The Silver 'Year' labelled buckets is still for their school bags. Could all coats, bags, lunch boxes and anything that your child may bring into the setting are clearly labelled with their name, please check name labels on items that you are taking belong to your child. Items left at the end of each term will be donated to charity shops in the local area.

If you feel you have left, any items behind we keep the lost property in a box, but only until the end of term, as we do not have a large enough store room to cater for items left. Please speak to a member of staff to look through our overflowing box.

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, then write down activity ideas, which is linked with our settings planning. An activity will take 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.

Snack Menu! -

All children will have the opportunity to Plan their menu for the next week from a list of available on our menu sheet.



There will be a Choice of hot/cold food with either wraps/sandwich/crackers, Toast, Soup, Hot Dogs in rolls etc.... We are working closely with all the children concerning our snack menu to get a balance to **please all!**

One child from Infants and juniors (Different children each day) to choose for next week's menu! (Child must be attending the day they choose!)

If you wish to see our food menu chart, please see a member of staff.

Thank-you for your continuous support.

All feedback is welcome.

Previously it had been brought to our attention that a small number of parents were stating that their children are not being fed enough and the food supplied is not what they like. Fruit/Vegetables and water is supplied throughout the session.

We have noticed a lot of children come to us after-school very hungry! I ask the question are the children getting a balanced required amount of food throughout the day before they come to us?, If children are having growth spurts, could parents supply them with a extra snack in the afternoon after they have had their school dinner. We provide a **snack** to keep them going until they have their evening meal with their family. We do supply 2nds at the end of session rather than throwing any food away, but it seems some parents are expecting a greater meal within a short amount of time at the afterschool club. All children's Behaviour at the table needs to be addressed, as children need to respect staff and other children when eating. (**Manners, Please!**)

For all enquiries, please speak to **Bev - (07752546910).** **Andy-(07763412496)**



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