



Breakfast Club  
Early Bird Setting.



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 Sarah.

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to welcome you back from the summer break to all our new and existing parents/guardians. We trust that you have all had a well deserved break.

We look forward to working in partnership with you and your child throughout their sessions with us. All details will be on our Website.

### Autumn Term Dates – This Term is 7 weeks long.

Returning Monday 5<sup>th</sup> September and will be finishing on Friday 21<sup>st</sup> October 2016.

**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.

#### Safe Guarding



**Intercom (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.

#### Returning parents:-

**Please can you take this opportunity to complete a Testimonial feedback sheet for our website. All feedback is for other parents to see the type of childcare services we provide at PWC.**



#### Parents Notices!

PWC have a open door policy and Bev and Andy are on hand every day, except Tuesday to answer any queries .Teresa our Senior Manager is here on a Tuesday in our absence and Donna. 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.

#### 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 is 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 school grounds!



#### 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 at the end of every ..... 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.**



#### Festival dates/Special events.

**Important dates for your diary**  
Harvest Festival 16<sup>th</sup> September 2016  
World Animal Week 4<sup>th</sup> October 201

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



**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

A Behaviour record will be kept daily, and a letter will go home with your child if we have any matters concerning their behaviour at our setting. If we feel no progress is being made your child 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 **MUST 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.

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

A Coat Rack has now been provided for children to hang their coats, bags, lunch boxes and anything that your child may bring into the setting are clearly labelled with their name, as 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. Thank you.

**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. The children have also asked for a "Film Night". This will be arranged for a different night of each week of term (**Film Age appropriate**) Date to be confirmed.

Topic-	
Week One:	All About Me - Flower
Week Two:	Harvest Festival - Fruit Baskets
Week Three:	All About Me - Story Book
Week Four:	All About Me - Mirror Drawing
Week Five:	Zoo Animals
Week Six:	Farm Animals
Week seven:	My Favourite Pet

**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 8-45am (**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 service we provide.



**A Waiting list is in operation.**

**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.**

It has been brought to our attention that a small number of parents are stating that their children are not fed enough and the food supplied is not what they like.

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, can parents not supply them with an 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 it away, but it seems some parents are expecting a greater meal within a short amount of time at the afterschool. All children's Behaviour at the table needs to be addressed, as children need to respect staff and other children.

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