



**Scargill Primary School**  
Mungo Park Road, Rainham,  
RM13 7PL  
info@childcarepwc.co.uk  
www.childcare-pwc.co.uk



# April–May 2024

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope that you all have had a lovely Easter break. Thank you all, for your continued support and we look forward to continue working in partnership with you and your children throughout their sessions with us. If you have any concerns or changes in your childcare arrangements, please speak to us.

**This will be a 6 week term—**  
**Closed Monday 15th April 2024 (Inset Day)**  
**Closed Monday 6th May 2024 (Bank Holiday)**  
**Re-opening on Tuesday 16th April 2024**

Please be aware we are full on all sessions and changing of days or increasing may not be possible.

Thank You for your co-operation.

### Save The Numbers!



If your child/ren are unwell OR will not be attending. **Please call.**

**Setting: 07868 590460**

Between the hours 7.30am – 9.00am

Between the hours 3.15pm – 5.45pm

This number will get you straight through to the setting directly to answer any queries you may have or report an absence. Or call-

**Bev: 07752 546910**

**Andy: 07763 412496**

### Notice Period-

#### Termination or dropping days!

You are required to provide in writing,

**four weeks with-in terms notice** of withdrawing your child from our setting.



### Designated Safeguarding Leads & Staff Members

Mrs Beverley Nicholls – Director/Lead DSL

Mr Andrew Nicholls – Director/Deputy DSL

Teresa - Senior Manager (DSL)

Mrs Fassensfelt ( Breakfast Club)  
Miss Ennis (DSL)( Breakfast & Afterschool Club)  
Linda Hill (Breakfast and Afterschool Club)

### Information!

#### BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am	Breakfast Club	£ 5.50
3.00pm - 5.45pm	After School Club	£14.00
7.30am - 9.00am	AD-HOC Session Breakfast Club	£ 9.50
3.00pm - 5.45pm	AD-HOC Session After School Club	£17.50

We operate a 39 week per year timetable in line with the local Primary Schools. Please be aware of school inset days and polling days.

**A Waiting list is in operation** – A change of days or extra days would need to be agreed with Management and only if a place is available.

**Attendance** - If your child will not be attending their contracted After School Club Session for any reason at all, it is important that you contact Bev or Andy and let them know as soon as possible, so our Staff are not wasting valuable time looking for them.

**Please Note:** The fees letter will have to be brought in and signed by a manager when fees are paid in order to obtain a receipt and please ensure all BACS payments inc your Childs name as a reference. **Bacs payments only NO Cash!**

All fees are to be paid in full by the end of **latest Friday 17th May 2024.** **A 10% LATE charge** could be added to all late payments after this date unless agreed by Senior Management.

### Late Payment of fees.

We understand that this is a challenging time for all of us and very much appreciate the payments that are still coming through on time. We are a family business and prompt payment is very helpful with cashflow during these periods and paying our staff.

As stated in our policies and procedures late payments will incur a 10% per week charge on the outstanding balance after the set payment date unless agreed with senior management. **If fees are not paid or are continuously late, this could result in your child losing their place within the setting.** If you require more details, or a payment plan to spread costs, please speak to a member of management. All outstanding balances to be cleared unless agreed by senior management by the end of each term.



Like us on our Facebook Page:

' Parklanes Wykeham Childcare Ltd' @parklaneswykeham'

## Important Communication.

Please let us know if you have either

1. Changed Your Mobile phone number
2. You have moved and have a new address
3. You have a new home phone number
4. Your emergency contact numbers have changed.
5. Childs allergies or concerns.
6. Childcare safeguarding.

## Topics

### 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 write down all activity ideas this is linked with our After School planning.

**Week 1: Planting & Growing**

**Week 2: Earth Day Activity**

**Week 3: May Day Poles**

**Week 4: Shadow Drawing**

**Week 5: Mental Health Awareness Week**

**Week 6: World BEE Day**

### PWC operate an 'Open Door Policy/Safe guarding'

Please be reminded that PWC Operate an Open-Door Policy and are here to work in partnership with all parents/carers.

Safeguarding is very important with all children in our care. Please be mindful on hand over in the morning and collection that you are on the school grounds to meet a PWC staff member, and NOT stand outside looking from the road!

If you have any issues or are not happy with an current event, please speak to a member of the management team or

email [info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk).

### **IMPORTANT!** Mobile Phones

Please **DO NOT USE** anywhere on the Premises for safeguarding.



## Snack Menu:



Children will plan their own food menu and be prepared in making their own snacks were possible! We have a variety of Healthy, nutritional and low in sugar foods.

\*\*\*\* **ALL allergies and dietary needs are**

### Medication

We work very closely with Scargill Infants/ Juniors school with any child that may need medication while on 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 child's name as Scargill Infant-Primary School Policy – if a child requires medication please fill out a form for our records for medication to be administered.

## Important Dates

### Reminder—Parent/Carer Questionnaires

Please visit our website and take some time to complete our questionnaire and tell us about your experiences, let us know how we are doing and how we can do better!!

**Passwords!** All Parents/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 a change of password, please let us know. If someone else is collecting your child please ring beforehand, they will be asked for the password.

**Please**  
**Ensure you have collected your child by 5-45pm. Late Collection Charge.**

You will be issued a late charge of £5 for every 5 minutes you are late.

**Thank You!**

### Reminders Breakfast Club

Please be reminded that Breakfast

**FINISHES @ 8.15am SHARP!**

**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 UK)



### Safeguarding Important Information

**PASSWORDS** all parents and carers upon registering should be aware they have a Password to release their child/ren from the end of our session. Please also remember to sign out your child!