



## Early-bird & Seahorse Settings Breakfast & Afterschool Club Spring Term 1 of 2 Newsletter



Parklanes Wykeham



Childcare Limited

21 Barton Road  
Hornchurch, Essex, RM12 4AA  
info@childcarepwc.co.uk



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

# January - February 2022

On behalf of all the staff at Parklanes Wykeham Childcare Ltd, we would like to wish you and your family a very Merry Christmas and a Happy New Year.

For any new parents unsure, we have an open door policy and are ready to answer any questions that you may be unsure on.

A big "Thank you" to all, parents & carers for your continued support throughout these tough times of Covid-19. We look forward to continued working partnership with you and your children throughout their sessions with us.

**This will be a 6 week term**

Returning on **Wednesday 5th January 2022** from 8.00am depending on your agreed hours/staggered start times,  
And finishing on **Friday 11th February 2022** for the Half term break.

### BREAKFAST & AFTER SCHOOL CLUBS.

8.00am - 9.00am	Breakfast Club	£ 5.00
3.00pm - 6.00pm	After School Club	£13.00
8.00am - 9.00am	AD-HOC Session Breakfast Club	£ 7.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£15.00

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 include your Childs name as a reference.

### **Please Note:**

**Please** ensure all BACS payments include your Childs name as a reference. All fees are to be paid in full by the end of the second week, the **latest date being Friday 4th February 2022.**

## PARKING!

Please remember that London Havering of Borough have a **PSPO** in place between the hours of

**8.00am - 9.30am & 2.30pm - 4.00pm**

around our childcare setting, and nearby roads.

Please be courteous to those who live nearby when parking. Fines could be enforced if parked illegally or within

unauthorised zones.



### **Save The Number!**



If your child/ren are unwell **OR** will not be attending our setting. **Please** call the Office on:

**Office: 01708 706959**

**Setting: 07876 263165**

You may use this number for any other queries you have.

**Bev: 07752 546910**

**Andy: 07763 412496**

### **Covid-19 Procedures**

Parklanes Wykeham Childcare are continuing to work closely with current Government Guidelines and local authority policies and procedures regarding childcare services we provide. At present parents will **still** not be allowed within the setting. A member of staff will meet & greet you and your child/ren & sign in/out your child within the setting.

Please use the provided intercom outside the school gate for access.

**Wearing of face masks when coming onto the grounds of the Setting or speaking to our staff is still mandatory.**

We understand that this is a challenging time for all of us and very much appreciate the payments that are still coming through. We are a family business and prompt payment is very helpful with cash flow during this period.

**Could Parents/Carers please keep to Social Distancing Rules**

If you have any questions please email [info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk) or contact Andy/Bev.

Please read Government guidelines and lets work together.

Thank you for your co-operation and please stay safe!

## Snack Menu:



We encourage Children to plan their own food menu, at our setting, and be prepared in making their own snacks with guidance of staff.

We have a variety of Healthy, nutritional and low in sugar foods.

**ALL allergies and dietary needs are taken into account.  
Parents Please advise of any changes.**

### PWC operate an 'Open Door Policy'

Please be reminded that PWC Operate an Open-Door Policy and are here to work in partnership with all. If you have any issues or are not happy with a current event, please speak to a member of the management team.

Thank You

**Bev: Friday**

**Andy : Wednesday**

**Teresa: Monday to Thursday**

### 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 improve on the services we provide!!

Can you let us know if you have changed your:

- Home Phone Number
- Mobile phone number
- Or your have changed your address

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## 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. 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 have also introduced the children to evaluate their own planning at the end of each week and they have requested a Film Night which is arranged for a different night each week (Film Age Appropriate)

### Festival and Celebrations

**Week 1: Free choice—What I/We liked about Christmas**

**Week 2: Mini Beasts**

**Week 3: Penguin Awareness day & Squirrel Appreciation Day**

**Week 4: National Story Telling Week (Writing Stories) OR Celebrating the life of Robert Burns (Writing Poems)**

**Week 5: Chinese New Year of the Tiger**

**Week 6: Valentine's Day Cards OR Valentine's Day Fairy Cakes**

### Parents note-

Please be reminded, if your school is closed, for what ever reason, and we are fully open, fees for the session are still payable.

## Designated Safeguarding Leads & Staff Members

**Mrs Beverley Nicholls – Director / Lead DSL**

**Mr Andrew Nicholls – Director / Deputy DSL**

**Teresa - Senior Manager (DSL)**

**Belinda (DSL), Drenica (DSL)**

**Prompt Collection is required by 6.00pm.**

**Late Collection Charge.**

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

**Like us on our Facebook Page:**

**'Parklanes Wykeham Childcare Ltd' @parklaneswykeham'**

**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)



### 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!