



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  
www.childcare-pwc.co.uk



# January–February 2023

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we would like to wish you and your family a very Merry Christmas and a Happy New Year! Thank you all, for your continued support. 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 5 weeks & 4 days term.** Returning on **Tuesday 3rd January 2023 at 8:00am** & finishing on **Friday 10th February 2023 at 6:00pm** for the half term break.

**Christmas Break-We will be closed from:**  
**Monday 19th December 2022 to Monday 2nd January 2023**  
and reopening on Tuesday 3rd January 2023.



## 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**



## Designated Safeguarding Leads & Staff Members

Mrs Nicholls – Director/Lead DSL

Mr Nicholls – Director/Deputy DSL

Mrs Patrick- Senior Manager (DSL)

Mrs Price-Manager (DSL)

Mrs Holland- Deputy DSL

Mrs Beasant-DSL

## Remember!

### BREAKFAST & AFTER SCHOOL CLUBS.

8.00am - 8.45am	Breakfast Club	£ 5.00
3.00pm - 6.00pm	After School Club	£13.00
8.00am - 8.45am	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.

### **BACS payments only NO Cash!**

All fees are to be paid in full by the end of **latest Friday 27th January 2023, a 10% LATE charge** could be added to all late payments after this date unless agreed by Senior Management. If fees are not paid or you are continuously late collecting, 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.

### **Parents note:**

**We are still providing after school care for collection from St.Marys & Hylands Primary schools.**

Should you require any further information please speak to:

**Andy Nicholls, Tel-07763412496.**

**Thank-you to all parents for your continued support!**

### **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, Teresa: Monday to Friday, Andy: Wednesday**



## 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.**

## Medication

We work very closely with parents regarding any child that may need medication while in our care. – 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!!

### IMPORTANT! Mobile Phones

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



### **\*\*\*Please Note\*\*\*** **After School Clubs**

Parklanes Wykeham Childcare will collect children from Harrow Lodge school clubs, but will require in writing for safeguarding the days that we will need to collect. If as a parent you collect your child straight from school, can you please inform us as staff will be looking for your child, and as a serious matter of safeguarding as to where you child is?

**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.

### Reminders—Breakfast Club

Please be reminded that Breakfast **FINISHES @ 8.15am SHARP!**

## 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.

Topic: Under the Sea, Chinese New Year & Australia Day

Week 1: Under the Sea— Variety of Sea Creatures

Week 2 : Under the Sea—Variety of Marine Fish

Week 3: Chinese New Year of the Rabbit

Week 4: Australia Day—Kangaroo's or anything Australian

Week 5: Under the Sea—Sharks, Dolphins & Whales

Week 6: Valentine's Day Hearts

## 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.

**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!



### **PARKING**

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

Like us on our Facebook Page:  
'Parklanes Wykeham Childcare Ltd'



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!