



**Early-bird & Seahorse Settings
Breakfast & Afterschool Club
Summer Term 2 of 2 Newsletter**



Parklanes Wykeham



Childcare Limited

**21 Barton Road
Hornchurch, Essex, RM12 4AA
info@childcarepwc.co.uk
www.childcare-pwc.co.uk**

June 2024–July 2024

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a lovely half term break. Thank you all, for your continued support throughout. 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.

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

**This will be our last term before finishing for the summer break, we would like to wish you all a very happy summer holiday. This will be a 7 week term :-
Monday 3rd June 2024 to Friday 19th July 24.**

Summer Club Monday 15th July 2024 to Friday 2nd August 2024

Save The Number!

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

**Office:
01708706959**



**Setting:
07876263165**

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

Bev: 07752 546910

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

Remember!

BREAKFAST & AFTER SCHOOL CLUBS.

		From Sep 2024	
8-00am - 8.45am	Breakfast Club	£5.50	£6.00
3.00pm - 6.00pm	After School Club	£14.00	£15.00
8-00am - 8.45am	AD-HOC Session Breakfast Club	£9.50	£10.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£17.50	£20.00

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 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 28th June 2024.
A 10% LATE charge could be added to all late payments after this date unless agreed by Senior Management.

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 payments are very helpful with cashflow during these periods and paying our staff.



PARKING!

Important parking **NOTICE!**

London Borough of Havering are enforcing a **School street scheme**

within our area. The restrictions will be enforceable between-

7.45-9.15am and 2.30-3.30pm.

This will effect all parents around our setting and nearby roads from parking within this zone for our business.

Fines could be enforced if parked illegally or within unauthorised zones.

Please be courteous to those who live nearby when dropping/collecting when parking and keep all our children safe.

[https://www.havering.gov.uk/downloads/](https://www.havering.gov.uk/downloads/download/871/street-scheme-restriction-maps)

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Notice period or

Termination.

You are required to provide in writing,

four weeks with-in terms notice

of withdrawing your child from our setting.



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: Father's Day Cards and Designing your own Tie

Week 2: Farm Animals

Week 3: Sports week/games

Week 4: Summer Holidays –mermaids and sea creatures

Week 5: Summer Holidays—Beach/Water Danger

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.

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.

SUMMER HOLIDAY CLUB

Hornchurch Setting, 21 Barton Road, Hornchurch, RM12 4AA

Monday 15th July 2024 - Friday 19th July 2024 (Week One)

Monday 22nd July 2024 - Friday 26th July 2024 (Week Two)

Monday 29th July 2024 - Friday 2nd August 2024 (Week Three)

Full day sessions (9.00am – 3.00pm) - £35.00 per child per day. (Booked in advance)

Full day sessions (9.00am – 3.00pm) - £40.00 per child per day. (If not booked in advance)

Half day session (9.00am to 1.00pm) - £25.00 (Booked in advance)

Half day session (9.00am to 1.00pm) - £30.00 (If not booked in advance)

If you wish to register please contact 01708 706959 or Bev Nicholls on 07752 546910

Please book early to avoid disappointment

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 your child is?

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

You will be issued a late charge of **£5 for every 5 minutes**

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.

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 Wednesday, Thursday Andy: Wednesday

Reminders—Breakfast Club

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



**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 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!