



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

St Augustine's Primary School
Cranbrook Road, Gants Hill,
IG2 6RG
info@childcarepwc.co.uk
www.childcare-pwc.co.uk



April - May 2022

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we would like to wish you and your family an enjoyable Easter break. Thank you all, for your continued support throughout these tough times of Covid-19. 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 week term.

Returning on **Tuesday 26th April 2022 at 7.30am** & finishing on **Friday 27th May 2022** for the Half term Break.

Returning on Monday 6th June 2022

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 the Setting:
 07519 124532**

**Between the hours 7.30am - 9.00am &
 3.00pm - 6.00pm**

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



Important Dates for your Diary:

22nd April 2022 - Earth Day

23rd April 2022 - St. George's Day

25th April 2022 - School Inset Day (School Closed)

2nd May 2022 - May Day - Bank Holiday

5th May 2022 - Polling Day (School Closed)

10th - 16th May 2022 - Mental Health Awareness Week

3rd June 2022 - Queens Platinum Jubilee

PLEASE REMEMBER

BREAKFAST & AFTER SCHOOL CLUBS.

			Sep 2022
7.30am - 9.00am	Breakfast Club	£ 5.50	£ 6.00
3.00pm - 6.00pm	After School Club	£13.00	£14.00
7.30am - 9.00am	AD-HOC Session Breakfast Club	£ 7.00	£ 9.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£15.00	£17.00

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 preferred

All fees are to be paid in full by the end of

latest Friday 27th May 2022

a **10% LATE charge** will be added to all late payments after this date unless agreed by 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.

Please

Ensure you have collected your child by 6.00pm.

Late Collection Charge.

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

Thank You!

The settings morals

A gentle reminder for all parents/careers, that basic manners are always encouraged during Breakfast and Afterschool clubs.

A Please and Thank-you!

Makes a big difference to adults and children alike.

The settings fees!

PWC have NOT increased FEES for the past two years. Unfortunately due to growing costs fees will have to increase to suit current climate.

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!



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 we work closely with their thoughts.

Week 1: St Georges day activity.

Week 2: May Day Celebration.

Week 3: Friendship Tree

Week 4: Jubilee Biscuit or Cake Decorating

Week 5: Making Crowns or decorations of your choice for the 'Queen's Platinum Jubilee'

Designated Safety Officers

Mrs B. Nicholls - Lead DSL (Director)

Mr A. Nicholls - Lead DSL (Director)

Mrs T Patrick - Lead DSL (Senior Manager)

STAFF

Mrs Gaffney (Deputy Manager Breakfast Club)

Mrs Fenech (Deputy Manager After-School Club)

Ms Lecointe

Mrs Fernandes

Mrs Outtandy

Mrs Kaur

Can you let us know if you have changed your:

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



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 taken into account. Parents Please advise of any changes

Reminder - Breakfast Club

Please be reminded that Breakfast

FINISHES @ 8.15am SHARP!

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.

Medication

We work very closely with St Augustine's Infants/Juniors with any child that may need medication whilst 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, in line with St Augustine's School Policy – if a child requires medication please fill out a form for our records for medication to be administered.

IMPORTANT!

Mobile Phones

DO NOT USE ANYWHERE ON THE PREMISES.



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!!

Your feedback is important to us!!

Covid-19 Procedures

Parklanes Wykeham Childcare are working closely with current Government Guidelines and local authority policies and procedures regarding childcare services we provide, in partnership with St Augustine's Primary school.

At present parents will not be allowed within the school. A member of staff will meet & greet at the infant entrance for your child/ren to be sign in/out within the setting. Please use the provided intercom outside the school gate for access.

If you have any questions please

email info@childcarepwc.co.uk or contact Andy/Bev.

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



Like us on our Facebook Page:

'Parklanes Wykeham Childcare Ltd@parklaneswykeham'