

Parklanes Wykeham



Childcare Limited



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

### Designated Safeguarding Leads

Mrs Beverley Nicholls – Director/Lead DSL

Mr Andrew Nicholls – Director/Deputy DSL

Teresa - Senior Manager (DSL)

Mrs Gaffney (Deputy Manager Breakfast Club)

Mrs Fenech (Deputy Manager After-School Club)

Mrs Fernandes, Mrs Kaur, Mrs Phakeerathan.

Mrs Kubasik

### Save the Numbers!

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

**Please Call 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



### 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 or email

info@childcarepwc.co.uk.



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



St Augustine's  
Early-bird & Starfish Settings  
Newsletter Autumn Term 2 of 2



## October- December 2023

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a good, restful half term break. Thank you all, for your continuous 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.

**We will be returning on Monday 30th October 2023.**  
**This term will be 7 weeks and 3 days long- Finishing on 5-00pm on Wednesday 20th December 2023 for the Christmas break.**

**Returning on Monday 8th January 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.

### BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am	Breakfast Club	£ 6.50
3.00pm - 6.00pm	After School Club	£15.00
7.30am - 9.00am	AD-HOC Session Breakfast Club	£ 9.50
3.00pm - 6.00pm	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 preferred

All fees are to be paid in full by the end of **latest Thursday 30th November 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 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.

### 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.



## Important

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

Please visit our website and fill in a parent questionnaire, let us know how we are doing or what we can do to improve our services for you!!

## 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:** Advent Calendars.

**Week 2 :** Remembrance day (Poppies)

**Week 3:** St. Andrews Day

**Week 4:** St. Andrews Day

**Week 5:** Christmas Cards and Activates

**Week 6:** Christmas Cards and Activates

**Week 7** Christmas Cards and Activates

**Week 8** Christmas Cards and Activates

## 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.

### IMPORTANT! Mobile Phones

**DO NOT USE** anywhere on the premises.



## 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 \*\*\*\***

### 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.

### **\*\*\*Please Note\*\*\***

#### **After School Clubs**

In agreement with St Augustine Primary School and for Safeguarding concerns, Parklanes Wykeham Childcare will no longer be collecting the children from any of the clubs i.e. Karate, Irish Dancing, Football etc... the children will be brought back to Afterschool Club by Staff running these clubs.

It will be up to the parents to arrange for their children to be collected from these sessions or dropped back by the school club staff.

### Reminders Breakfast Club

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

### 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!

**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!

