



February-April 2025

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a good, 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.

This term will be a 6 week term.

**Returning on Monday 24th February 2025 at 8.00am
and finishing on to Friday 4th April 2025 @ 6-00pm**

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 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

Ms Price Manager (DSL)

Mrs Holland- Deputy DSL

Remember!

BREAKFAST & AFTER SCHOOL CLUBS.

8-00am - 8.45am	Breakfast Club	£6.00
3.00pm - 6.00pm	After School Club	£15.00
8-00am - 8.45am	AD-HOC Session Breakfast Club	£10.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£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 March 2025 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.



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://>



Notice period or Termination.

You are required to provide in writing,

four weeks with-in terms notice

of withdrawing or dropping sessions for your child from our setting.



Parent Code of Conduct

To ensure the safety of all our children and parents, we kindly request that you adhere to expected behaviours of parents whilst on or off our premises. Please refrain from approaching other parents with any concerns. If you have a concern or safeguarding incident to report, please do not hesitate to speak with our Designated Safeguarding Officers who are always on premises/duty to discuss concerns you may have.

Thank You for your co-operation.

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. 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.

Week 1: Ramadan and St. David's Day

Week 2: Shrove Tuesday and World Book Day

Week 3: Holi

Week 4: St. Patrick's Day and Sports Relief

Week 5: Mother's Day

Week 6: Good Friday and Easter Monday

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? Thank-You

Prompt Collection is required by 6.00pm.

Late Collection Charge.

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

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.

Reminders—Breakfast Club

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



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

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.



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: Tuesday, Friday,

Andy: Monday & Wednesday

IMPORTANT! Mobile Phones

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



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!!

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!