



**Parkhill Infant School**  
Lord Avenue, Ilford,  
IG5 0DB  
[info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk)  
[www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk)

### Designated Safeguarding

**Mrs Beverley Nicholls**  
Director / Lead DSL

**Mr Andrew Nicholls**  
Director / Deputy DSL

Mrs Patrick - Senior Manager (DSL)

**Staff:** Mrs Chavda, Mrs Sunger,  
Mrs Mahmood, Mrs Bassett,  
Mrs Kaur, Mrs Sandford.

### Save The Numbers!

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

**Please Call**

**Setting: 07519124524**

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**



# June-July 2023

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd we would like to wish you and your family an enjoyable half term break. 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 7 weeks term.** Returning on **Monday 5th June 2023 at 7.30am**  
& finishing on **Thursday 20th July 2023 at 5:00pm** for the Summer break.

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.**

**Good luck to all our School leavers.**

**To our year six leavers, from all the staff! Don't forget to pop back  
& visit us!**



## Class of 2023

### BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am Breakfast Club	£ 6.00	<b>From Sep 2023</b> <b>£ 6.50</b>
3.00pm - 6.00pm After School Club	£14.00	<b>£15.00</b>
7.30am - 9.00am AD-HOC Session Breakfast Club	£ 9.00	<b>£ 9.50</b>
3.00pm - 6.00pm AD-HOC Session After School Club	£17.00	<b>£17.50</b>

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 preferred

All fees are to be paid in full by the end of **latest Friday 30th June 2023**

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.

#### 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!!**

Like us on our Facebook Page:

'Parklanes Wykeham Childcare Ltd' @parklaneswykeham'



## 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 senior member of the management team. Thank You

**Our opening hours are from 7-30am and staff will NOT open or let your child/ren onto the premises beforehand. Please also take into account the intercom system is linked to Wi-Fi, and a delay could drop in signal, thus not opening straight away!**

## Reminders Breakfast Club

Please be reminded that Breakfast

**STOPS! @ 8.15am**

## 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/carers, that basic manners & behaviour are always encouraged during Breakfast and Afterschool clubs. Sessions.

## A Please and Thank-you! & respecting others

Makes a big difference to adults and children alike.

## PWC "Safeguarding"

Can all parents Please be reminded that when dropping off or collecting their children.

We have staff handover, at the infant entrance door and NOT leaving your children at the main entrance gate.

Communication is a massive factor in settling and communicating with staff and your child/ren. Thank-You!

## Safe-guarding 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 changing your password, please let us know. If someone else is collecting your child please ring before hand, they will be asked for the password.

## Snack Menu:

Children will now be planning their own food menu and be prepared in making their own snacks! 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.**

## 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 with a staff member and carry the activity out. We have also introduced the children to evaluate their own planning.

Topics: "People that help us"

Week 1: Collage incorporating people that help us

Week 2: Fathers day/Someone special.

Week 3: Design a medal for arm forces

Week 4: America's Independence Day draw flag

Week 5: Free art drawing/colouring

Week 6: Icing cakes or biscuits.

Week 7: Party week.

## Health & Safety

It has STILL, been brought to our attention, parents are parking in the morning & Afternoon on the Yellow zig-zag lines outside the school. Please be aware this indicates the length of road where stopping or waiting is strictly prohibited.

According to Highway Code Rule 243, you should not park near a school entrance.

For clarity, and to safeguard children's' lives, zig zag lines should all be used in conjunction with double yellow lines.



**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!