

**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  
 Leads**

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 Kansagra, Mrs Kaur,  
 Mrs Sandford.

**Save The Numbers!**

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

**Please Call...**

**Setting: 07519 124524**

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**



**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.



**June – July 2024**

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

**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 term will be 7 weeks and 1 day.**

**Return Tuesday 4th June 2024 (03.06.2024 Inset Day) to Tuesday 23rd July 24 (Inset day 24.07.2024) to Friday 30th August 2024. Re-opening on Wednesday 4th September 2024 (Inset days 02.09.2024 & 03.09.2024)**

**Remember!**

**BREAKFAST & AFTER SCHOOL CLUBS.**

			<b>From Sep 2024</b>
7.30am - 9.00am	Breakfast Club	£6.50	<b>£7.00</b>
3.00pm - 6.00pm	After School Club	£15.00	<b>£16.00</b>
7.30am - 9.00am	AD-HOC Session Breakfast Club	£9.50	<b>£10.00</b>
3.00pm - 6.00pm	AD-HOC Session After School Club	£17.50	<b>£20.00</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 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.**

**Late Payment of fees.**

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 payment is very helpful with cashflow during these periods and paying our staff.

As stated in our policies and procedures late payments will incur a 10% per week charge on the outstanding balance after the set payment date unless agreed with 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.



Like us on our Facebook Page:

‘ Parklanes Wykeham Childcare Ltd’ @parklaneswykeham’

## 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.**



## 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.

### **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: Mon, Wed, Thurs Teresa: Tuesday**

### Reminders Breakfast Club

Please be reminded that Breakfast

**STOPS! @ 8.15am**

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



### Medication

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

### 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.

### **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: Father's Day Cards/design your own tie**

**Week 2: Farm Animals**

**Week 3: Sports Week/Games**

**Week 4: Summer holidays/ Mermaids & Sea Creatues**

**Week 5: Summer Holidays—Beach/Water Danger**

**Week 6: Free Choice 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!