



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

**Scargill Primary School**  
Mungo Park Road, Rainham,  
RM13 7PL

[info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk)  
[www.childcare-pwc.co.uk](http://www.childcare-pwc.co.uk)



# January - February 2025

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

**This will be a 6 weeks term**

**Returning on Tuesday 7th January 2025 and finishing on  
Thursday 13th February 2025 for Half Term.**

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.. **Setting:07868 590460**

Between the hours **7.30am – 9.00am**

Between the hours **3.15pm – 5.45pm**

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**

### Designated Safeguarding Leads & Staff

Mrs Beverley Nicholls – Director/Lead DSL

Mr Andrew Nicholls – Director/Deputy DSL

Miss Ennis (DSL)( Breakfast & Afterschool Club)  
Mrs Hill (Breakfast & Afterschool Club)  
Mrs Bilyte (Breakfast & Afterschool Club)  
Mrs Mills (Breakfast & Afterschool Club)  
Miss Appah (Afterschool Club)

### Important Notice -

Inset Day Monday 6th January 2025

Inset Day Friday 14th February 2025

### Notice period-

#### Termination or dropping days.

If you wish to remove your child from the **Breakfast Club** or

**After School Club** for any reason you must give **Four weeks with-in terms notice in writing.**



### 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.**



Like us on our Facebook Page:

'Parklanes Wykeham Childcare Ltd' @parklaneswykeham'

## Important Communication.

Please let us know if you have either  
Changed Your Mobile phone number  
You have moved and have a new address  
You have a new home phone number  
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!!

### 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: Winter Scenes**

**Week 2: Winter Season**

**Week 3: Australia Day—27/01/2025**

**Week 4: Chinese New Year**

**Week 5: Mini Beasts**

**Week 6: Dinosaurs and Valentine's Day (14/02/2024)**

**Inset Days - 6th January 2025**

**14th February 2025**

### Reminders Breakfast Club

Please be reminded that Breakfast

**FINISHES @ 8.15am SHARP!**

**Please**  
**Ensure you have collected your child by**  
**5.45pm. Late Collection Charge.**

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

## 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 Scargill Infants/Juniors school 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 Scargill Infant-Primary School Policy – if a child requires medication please fill out a form for our records for medication to be administered.

## 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!!**

### **\*\*\*Please Note\*\*\* After School collection.**

In agreement with Scargill Primary School and for Safeguarding concerns, with Parklanes Wykeham Childcare.

All Scargill Junior's children will be collected and brought to our sessions by a Scargill member of staff. If for any reason your child is absent from attending afterschool please contact the Junior's main office.

### **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](mailto:info@childcarepwc.co.uk).

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!