

St Augustine's Primary School  
Cranbrook Road, Gants Hill,  
IG2 6RG  
info@childcarepwc.co.uk

Designated Safeguarding Leads  
& Staff Members

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 Outtandy, Mrs

Kaur,

Ms Singh, Ms N Turay

### 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**



### Closed.

**Monday 1st & 8th May 2023 we are closed  
due to Bank Holiday.**

**Fees have been adjusted to suit if your child  
attends a Monday session. Thank You!**



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



St Augustine's  
Early-bird & Starfish Settings  
Newsletter Summer Term 1 of 2



April-May 2023

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd @ St.Augustines,  
we would like to wish you and your family an enjoyable half term break.  
Thank you all, for your continued support and we look forward to 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 17th April 2023 at 7:30am & finishing on Friday 26th May  
2023 at 6:00pm for the half term break.**

**Half Term-We will be closed from:  
Monday 29th May 2023 to Friday 2nd June 2023.**

Please be aware we are full on all sessions and changing of days or increasing may  
not be possible within term time. Please do not adjust your fees invoice, if you have  
a discrepancy please contact info@childcarepwc.co.uk.

**Thank You for your co-operation.**

### BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am	Breakfast Club	£ 6.00
3.00pm - 6.00pm	After School Club	£14.00
7.30am - 9.00am	AD-HOC Session Breakfast Club	£ 9.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£17.00

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 include your  
child's name as a reference.**

### BACS payments preferred

All fees are to be paid in full by the end of **latest Friday 19th May 2023, a 10% LATE  
charge** could be added to all late payments after this date unless agreed by Senior Man-  
agement. If fees are not paid or are continuously late collecting, 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.

### 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!

## 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!**

## 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.

**Topics: Our World Planets / Recycling / Animals**

- Week 1 - St Georges Day-Flags & Colouring.
- Week 2- Flower Garland (may Day)
- Week 3 - Crowns for Kings Coronation/actives.
- Week 4 - Crowns for Kings Coronation/actives.
- Week 5- Team Competitions.
- Week 6- Team Competitions.

## **IMPORTANT!** Mobile Phones

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



## 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.

**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!**

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

**Parents please be aware if you are providing a snack for your child to eat, that you are aware of the ingredients.**

**We have children attending with NUT ALLERGIES!**



## 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.

## 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!!**

### Reminders Breakfast Club

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

### **\*\*\*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.  
**School Disco's** - It will be up to the parents to arrange for their children to be collected from these sessions.

**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!