



# November–December 2024

**St Augustine's Primary School**  
Cranbrook Road, Gants Hill,  
IG2 6RG  
[info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk)

### Designated Safeguarding Leads

Mrs Beverley Nicholls – Director/Lead DSL

Mr Andrew Nicholls – Director/Deputy DSL

Teresa - Senior Manager (DSL)

Mrs Gaffney (Deputy Manager )

Mrs Fenech (Deputy Manager ) Mrs Fernandes,

Mrs Kaur, Mrs Kubasik, Mrs Halilaj,

Mrs Phakeerathan, Mrs Haykowska

### Notice Period-

Termination or dropping days!

You are required to provide in writing,

**Four weeks with-in terms notice** of any changes to your current contractual agreement.



### Important Notice-

On a sad note Teresa (Mrs Patrick) will be leaving us on Thursday 19th December after nineteen years of service. We will miss her and wish her all the very best in her retirement. Thank-You from all the staff & senior management. **We wish her well!**

### 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**

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a good, half term 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 7 week term**

**Returning on Monday 4th November 2024 at 7.30am**

Finishing on **Friday 20th December 2024 @ 5pm** for the Christmas Break. Please be aware we are full on all sessions and changing of days or increasing may not be possible. We are NOT a drop in setting!

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.

### BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am	Breakfast Club	£ 7.00
3.00pm - 6.00pm	After School Club	£16.00
7.30am - 9.00am	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 preferred

All fees are to be paid in full by the end of **latest Friday 29th November 2024** 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.

### 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 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.**

**All outstanding balances to be cleared unless agreed by senior management by the end of each term. Thank-You**



Like us on our Facebook Page:

'Parklanes Wykeham Childcare Ltd' @parklaneswykeham'



## Important

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

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!!

## 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 out of School planning.

#### Week 1: Firework (05.11.2024)

Remembrance Sunday - Poppies (10.11.2024)

Armistice Day - (11.11.2024)

#### Week 2: Children in Need - Pudsey Bear (15.11.2024)

#### Week 3: Christmas Word Search/Christmas Wreath

#### Week 4: St Andrew's Day - Loch Ness Monster (30.11.2024)

#### Week 5: Design a Christmas Card

### \*\*\*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, coding etc... The children will be brought back to our Afterschool Club by Staff running these clubs.

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

### Reminders Breakfast Club

Please be reminded that Breakfast

**FINISHES @ 8.15am SHARP!**

## PARKING!

Important parking **NOTICE!**

London Borough of Redbridge have enforced a **School street scheme** within our area. The restrictions will be enforceable between-

**8-00am-9-15am and 2.30-3.45pm.**

This will effect all parents around our setting and nearby roads from parking within this zone for our business.

**Loudoun Avenue, Veronique Gardens**

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://www.redbridge.gov.uk/roads-and-pavements/redbridge-school-streets/>

### 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**.

**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!