



On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a lovely Half term break. Thank you all, for your continued support throughout. 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 8:00am-6:00pm
and finishing on Friday 20th December 2024 for the Christmas Term Break **5-00pm.**

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.

Morning Session starts at 8.45am too 11.45am. (3 Hours)

Afternoon Session starts at 11.45am too 2.45pm (3 hours)

FULL Day-care Session: 8.45am - 2.45pm (6 Hours)

All Day Session: 8.00am - 6.00pm (10 Hours)

Late Collection Fee

There will now be a fee for late collections. You will be issued with a late charge of **£5.00** for every **15 minutes** late. **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. Please ensure all BACS payments include your Childs name as a reference. All fees are to be paid in full by the end of latest **Friday 29th November. a 10% LATE charge** could be added to all late payments after this date unless agreed by Senior Management. 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 payments are very helpful with cash flow 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.



Designated Safeguarding

Mrs Beverley Nicholls – Director / Lead DSL

Mr Andrew Nicholls – Director / Deputy DSL

Teresa - Senior Manager/SENDco (DSL)

Sarah- Manager (DSL)
Belinda—Deputy Manager (DSL)

Week 4 Important note

Staff Inset Day Friday 29th November 2024.

at 8:00 - 11:45 am, we are CLOSED!

please note we are open from 11:45am-6:00pm

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!

Can you let us know if you have changed your:

- Home Phone Number
- Mobile phone number
- Or your have changed your address

30hrs free childcare.

PWC offer 30 hours free childcare.
To apply for 30 hours free childcare,

you will need to...

Visit www.childcarechoices.gov.uk and complete the registration process. If you are eligible, you'll receive a code. Take your code to your childcare provider. Parents need to re-validate there 30hr code each term, if your child's code is **NOT** confirmed & re-validated by the parent/carer by the cut-off date, the short fall of fee's will be the responsibility of the parent/carer. Please inform PWC if your circumstances change in anyway.

It is the reasonability of the Parents to validate their code and to confirm with us in time to continue to be entitled to the 30hours for three year olds



15hrs free childcare

PWC offer 15 hours Free Child-care for working parents for Two Year old children.
To apply for 15 hours free childcare,

you will need to...

Visit www.childcarechoices.gov.uk and complete the registration process. If you are eligible, you'll receive a code. Take your code to your childcare provider. Parents need to re-validate there 15hr code each term, if your child's code is **NOT** confirmed & re-validated by the parent/carer by the cut-off date, the short fall of fee's will be the responsibility of the parent/carer. Please inform PWC if your circumstances change in anyway.

It is the reasonability of the Parents to validate their code and to confirm with us in time to continue to be entitled to the 15hours for two year olds each term.



This Term's Topic this term is
"Festivals and Celebrations"

- Week 1:** Poppies
(Remembrance Sunday 10/11/24)
Bonfire Night - Fireworks 05/11/24)
- Week 2:** World Nursery Rhyming Week and
Children in Need
- Week 3:** Road Safety Week
- Week 4:** St. Andrew's Day (30/11/24)
- Week 5:** Christmas – Cards and Santa's Hat
- Week 6:** Christmas – Reindeer food and
Christmas Crafts
- Week 7:** Hannukah (25/12/24 – 02/02/25)

Children in Need - Friday 15th November 2024
Visiting the Post Box – Letter to Father Christmas – dates
to be confirmed
Christmas Nativity – Wednesday 11th December 2024
Christmas Party – Thursday 19th December 2024

Notice period or Termination.



You are required to provide in writing, **four weeks with-
in terms notice** of withdrawing or dropping your child's
sessions from our setting.

PARKING!

Important parking **NOTICE!**
London Borough of Havering are
enforcing a

School street scheme

within our area. The restrictions will be enforceable be-
tween-

7.45-9.15am and 2.30-3.30pm.

This will effect all parents around our setting and nearby
roads from parking within this zone for our business.
Fines could be enforced if parked illegally or within unau-
thorised zones.

Please be courteous to those who live nearby when drop-
ping/collecting when parking and keep all our children
safe. [https://www.havering.gov.uk/downloads/download/871/
street-scheme-restriction-maps](https://www.havering.gov.uk/downloads/download/871/street-scheme-restriction-maps)



Parent/Carer Questionnaires

Please visit our website and take some time to complete our ques-
tionnaire and tell us about your experiences, let us know how we
are doing and how we can improve on the services we provide!!

Please ensure that you bring your child's
Two-Way Book, back in the setting, so your child's key-
worker can communicate with you. As stated it's a Two-Way
Communication Book, so can you please give us feed-back if
your Key-worker has
written something. Thank-You.

IMPORTANT!

Opening and Closing Procedures -

All children are dropped off by Parents
at the Main entrance at 8.45am and 11.45am

Children to be collected by parent's at the main entrance at
1.45am and 2.45pm

Due to safeguarding reasons, the only times we can open
the front door for the collection of children are:
8.45am, 11.45am and 2.45pm

Breakfast Mornings.

We will soon be having a Breakfast Morning for the Parents /
Carers at our Preschool

Grasshopper - Friday 8th November 2024

9:15 am – 10:15 am

Ladybird - Friday 15th November 2024

9:15 am – 10:15 am

Butterfly - Friday 22nd November 2024

9:15 am – 10:15 am

Parent Meetings.

Grasshopper – 4th November to 7th November 2024

Ladybird – 11th November to 14th November 2024

Butterfly – 18th November to 21st November 2024

Timings: 9:30 am to 11:00 am

Please speak to Sarah or Belinda to book an appointment

Lunch & Snack

Can you please ensure that your child's lunch
box and snack are healthy and nutritious
LUNCH BOXES!

Please put your child's name clearly on their lunch
box & water bottle and ensure the lunch box is
plastic and not a material one so we can sanitise.

Snack (Heathy eating!)

Please supply a small snack and ensure that their
snack is separate from their lunch box and has
their name is clearly marked on it.

i.e. Piece of fruit & crackers.

**NO COLD CHICKEN NUGGETS, CHIPS,
BURGERS OR EGGS.**

Milk and water will be supplied by PWC

Please Do Not include treats like:-

sweets, nuts, fizzy drinks,

chocolate, peanut, or fruit strings in
your child's packed lunch -
this includes:



PEANUT BUTTER OR NUTELLA

Save the Date!!!!

- **School Holiday - 28th October - 1st November 2024**
- **Children in Need week - to be confirmed**
- **Visiting the Post Box - Letter to Father Christmas -
date to be confirmed**
- **Christmas Nativity - Thursday 11th Dec. 2024**
- **Christmas Party - Thursday 19th Dec. 2024**



Like us on our Facebook Page:

' PWC Ladybirds Butterfly Grasshoppers Caterpillars @parklaneswykehamdaycare'

