



# Caterpillar Setting. Spring Term 2 of 2 February-April 2025 Tel-07754064665



The Forest Row Centre,  
Lodge lane, Collier Row,  
Romford  
RM5 2LD

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 6 week term.**

**Returning Monday, 24th February 2025  
and finishing on 4th April 2025 for the Easter 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.

**Designated Safeguarding**

## Week 4 Important note

**Staff Inset Day Tuesday 18th March 2025**

9:30 - 11:30 am, so we are **CLOSED!** For these times only.

Please note we will be open from 11:45 am—2-30pm

**Morning Session starts at 9.30am with a prompt pick up at 12.30pm**

**All Day Session: 9.30am - 2.30pm (5 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 the second week, the latest date being

**Friday 28th March 2025 a 10% LATE charge will be added to all late payments after this date unless agreed with Senior Management.**

**Mrs Beverley Nicholls –Director /Lead DSL  
Mr Andrew Nicholls – Director / Deputy DSL  
Kelly - Manager / DSL  
Jessica Deputy Manager**

### Staff groups:

**Kelly - Manager/DSL  
Jessica - Purple Group.  
Dawn - Orange Group.  
Katie - Pink Group  
Alyssa-Blue Group  
Claire - 1-1 Support Worker**

### Important note

**Monday 7th - Friday 18th April 2025 -  
Easter Half Term  
Closed Monday 21st April 2025 Bank Holiday  
22nd April 2025 - Return to preschool**

Children will access and will be collected from the outside garden area entrance at

12.30pm & 2.30pm

**Not the centres main entrance.**

Can you let us know if you have changed your:

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



**Polite Notice:** Please ensure that litter is placed in the bins provided on the grounds of the centre.



Thank You.

## 30hrs free childcare.

**PWC offer 30 hours free childcare.  
To apply for 30 hours free childcare,  
you will need to...**

Visit the registration page [www.childcarechoices.gov.uk](http://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 Childcare  
for working parents for Two Year  
old children. To apply for 15 hours  
free childcare,  
you will need to...**

Visit the registration page on [www.childcarechoices.gov.uk](http://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.**



## Lunch and 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, and ensure the lunch box is plastic and not a material one so we can sanitise it.

### Snack

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**

Milk and water will be supplied by PWC.



Please **Do Not** put treats like sweets, nuts, fizzy drinks, cheese strings, chocolate, peanut, or fruit strings in your child's packed lunch this includes:

**PEANUT BUTTER OR NUTELLA**

This Term's Topic this term is  
**Special Occasions**

- Week 1: Ramadan and St. David's Day**
- Week 2: Shrove Tuesday and World Book Day**
- Week 3: Holi**
- Week 4: St. Patrick's Day and Sports Relief**
- Week 5: Mother's Day**
- Week 6: Good Friday and Easter Monday**
- Bank Holiday - 21st April 2025**

Please ensure that you bring your child's **Two-Way Books** to every session.

### Government Funding.

Parents that are entitled to a free childcare funding. Please remember if you have not already reconfirmed your code to please do so in appropriate time to guarantee your funding

It is the parents' responsibility to revalidate and send confirmation regarding your funding code to [info@childcarepwc.co.uk](mailto:info@childcarepwc.co.uk). If you are unsure with your funding entitlement, please email for advice as you could miss out on government funded hours for your child.

### Save the Date!!!!

- **World Wildlife - 3rd March 2025**
- **Shrove Tuesday - 4th March 2025**
- **World Book Day - 6th March 2025**
- **Science Week - 7th - 16th March 2025**
- **Holi - 14th & 15th March 2025**
- **St. Patrick's Day - 17th March 2025**
- **Red Nose Day - 21st March 2025**
- **Mother's Day & Stall - 24th - 28th March 2025**

## IMPORTANT SAFETY NOTICE FOR ALL PARENTS/CARERS

It has been brought to our attention that cars are still being contently driven too fast within the carpark area. Please ensure that you drive slowly & carefully when arriving & leaving the Setting! (Thank-You)



Could all parents please park in the marked bays in the car park. Also if you decide to leave your car unattended, for what ever reason, on the advise of the centre, can you please inform the caretaker! (Thank-You)

## IMPORTANT! Late Charges!

Please ensure that you collect your child promptly. Any children collected after their designated collection time will be charged **£5.00 for every 15 minutes**

### Parent Code of Conduct

To ensure the safety of all our children and parents, we kindly request that you adhere to expected behaviours of parents whilst on or off our premises. Please refrain from approaching other parents with any concerns. If you have a concern or safeguarding incident to report, please do not hesitate to speak with our Designated Safeguarding Officers who are always on premises/duty to discuss concerns you may have. Thank you for your consideration.

### Painting

Today we explored the texture of paint and was fully emerged in the sensory experience that helps my brain to develop. I used my gross motor skills to make large marks on the paper. I squeezed the paint between my fingers and rubbed my hands together and made the colour green.



Parents / Carers,

We kindly request that you encourage your Children to attend preschool in their uniform, this will help prevent their designer clothes from getting messy during activities. When children in the setting are dressed in the same uniform as the rest of the children in the setting, it reduces the pressure to conform to fashion trends and can help them focus on their studies. It can also improve their sense of belonging and create a more positive school environment. Thank you for your co-operation!

Like us on our Facebook Page:

'PWC Ladybirds Butterfly Grasshopper Caterpillars @parklaneswykehamdaycare'

