



# Caterpillar Setting. Day-Care



## January to February 2024 Spring Term 2 of 2 Newsletter.



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

info@childcarepwc.co.uk  
www.childcare-pwc.co.uk

On behalf of all the staff at Parklanes Wykeham Childcare Ltd, we hope you have had a lovely Half Term break. Thank you all, for your continued support and we look forward to continue working in partnership with you and your children throughout their sessions with us.

**This term will be 4 weeks and 4 days Long.**  
**last day of term will be Thursday 28th March 2024**  
**(Good Friday 29th March 2024)**  
**We will be reopening on Monday 15th April 2024.**

### Save The Number!

If your child/ren are unwell **OR** will not be attending pre-school.



Please call us on: **07754 064665**

### Notice period



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

### Designated Safeguarding

Mrs Beverley Nicholls  
Director /Lead DSL

Mr Andrew Nicholls –  
Director / Deputy DSL

Teresa - Senior Manager /DSL  
SENDCo

Mandy—Deputy Manager/DSL  
Dawn and Paula- DSL,

### Reminders!

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 15th March 2024. A 10% LATE charge** will be added to all late payments after this date unless agreed with Senior Management. Please be reminded if you require a payment plan to spread the costs, over the term, please email Andy, in-

### 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**

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** 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.**



## 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)



This Term's Topic this term are:-  
Spring, Festivals and Celebrations

Week 1 - St David's Day  
Week 2 - Mother's Day  
Week 3 - St Patrick's Day  
Week 4 - Easter  
Week 5 (4 days) Easter

PWC—Mother's Day Stall  
04/03/2024 to 08/03.2024

Children will be able to purchase a small present for their mum or someone special to them from our PWC stall.

If you would like them to take part in this, please put the money in a small envelope with their name on it £1.00 or £2.00 will be sufficient.

### **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**



Early years Pupil Premium is additional funding for early years pre-school settings to improve the education they provide for disadvantaged 3-4-year olds including, but not restricted to, those adopted from care. The funding goes directly to registered early years providers that offer children the **free early education entitlement**.

This extra funding will be spent to close the gap in attainment with training and resources to suit the requirements of the Setting.

### **IMPORTANT!**

**Childcare Spaces Available.**  
Please speak to a member of staff or help us by recommending our setting to other parents.  
Thank-You.



Like us on our Facebook Page:

'PWC Ladybirds Butterfly Grasshopper Caterpillars @parklaneswykehamdaycare'



## 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**



Can you let us know if you have changed your:

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

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

### **Parent/Carer Questionnaires—**

Please visit our website and take time to complete our questionnaire and tell us about your experiences, let us know how we are doing and how we can do better!!

Children will access and will be collected from the outside garden area entrance at  
12.30pm & 2.30pm

**Not the centres main entrance.**

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**

### **Polite Notice:**

Please ensure that litter is placed in the bins provided on the grounds of the centre. Thank You.

