



# Caterpillar Setting. Spring Term 1 of 2 January - February 2025

Tel-07754064665



# Parklanes Wykeham Childcare Limited



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

info@childcarepwc.co.uk

Designated Safeguarding

Mrs Beverley Nicholls – Director /  
Lead DSL  
Mr Andrew Nicholls – Director /  
Deputy DSL  
Kelly - Manager / DSL  
Dawn and Paula- DSL

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a lovely Christmas 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 on Monday 6th January 2025 and finishing on 14th February 2025 for 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.

## Week 4 Important note

**Staff Inset Day Tuesday 28th January 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

### Important Notice- Staff structure for 2025

Congratulation- Kelly will be our new manager at Forest Row (Caterpillar setting) and Jessica will be her Deputy manager, supported by senior management,

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 31st January 2025** a **10% LATE charge** will be added to all late payments

after this date unless agreed with Senior Management.



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

12.30pm & 2.30pm

**Not the centres main entrance.**

## 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 Child-care 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.**



## 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

Season, Mini Beasts, Dinosaurs

**Week 1: Seasons - Winter**

**Week 2: Seasons - Seasons**

**Week 3: Mini Beasts - Spiders**

**Week 4: Mini Beasts - Snakes, Chinese New Year**

**Week 5: Mini Beasts - Caterpillars / Butterflies / Grasshoppers / Ladybirds**

**Week 6: Dinosaurs**

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

### Save the Date!!!!

- Chinese New Year - 29th January 2025 (Year of the Snake)
- Children's Mental Health Week - 3rd - 10 February 2025
- Numbers Day Week - 7th February 2025
- Australia Day - 27th January 2025
- Valentine's Day - 14th February 2025

### Numbers Day Fundraising 3rd - 7th February 2025

A fantastic initiative for a great cause!

Dressing up with numbers for £1.00 will not only raise funds for NSPCC but also encourage creativity and participation among the children.

### Staff groups:

Kelly - Manager / DSL  
Paula - Purple Group.  
Dawn - Orange Group.  
Katie - Pink Group  
Alyssa-Blue Group

### Applying for primary school for September 2025

Criteria age-Between 01/09/2020 to 31/08/2021

Opens 01/09/2024

Closes 15/01/2025

Offer confirmed 16/04/2025



## 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!

## 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**

Can you let us know if you have changed your:

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

### 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!!

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.



Like us on our Facebook Page:

'PWC Ladybirds Butterfly Grasshopper Caterpillars @parklaneswykehamdaycare'

