

21 Barton Road  
Hornchurch, Essex, RM12 4AA  
info@childcarepwc.co.uk  
www.childcare-pwc.co.uk

Designated Safeguarding Leads

- Mrs Beverley Nicholls – Director / Lead DSL
- Mr Andrew Nicholls Director / Deputy DSL
- Teresa - Senior Manager (DSL)
- Sarah- Manager (DSL)
- Belinda (DSL) and Drenica (DSL)

# November-December 2021

On behalf of all the staff at Parklanes Wykeham Childcare Ltd, we would all like to welcome back after the half term break. For any new parents unsure, we have an open door policy and are ready to answer any questions that you may be unsure on. A big "Thank you" to all, parents & carers for your continued support throughout these tough times of Covid-19. We look forward to continued working partnership with you and your children throughout their sessions with us.

**This will be a 7 week term**

Returning on **Monday 1st November 2021 from 8.00am** & finishing on **Friday 17th December 2021** for the Christmas break. depending on your agreed hours.

## Reminders

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 the second week, the **latest date being Friday 3rd December 2021.**

A **10% LATE charge** will be added to all late payments after this date unless agreed with Senior Management.

### Save The Number!

If your child/ren are unwell **OR** will not be attending Nursery.

**Please** call the Office on:  
**01708 706959**

You may use this number for any other queries you have.

**Bev: 07752 546910**  
**Andy: 07763 412496**



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

Visit the registration page on Gov.UK website and complete the registration process. If you are eligible, You receive a code. Take your code to your childcare provider. Parents need to re-validate there 30hr code each term, please ensure that you do this, 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. Thank you!

### Covid-19 Procedures

Parklanes Wykeham Childcare are continuing to work closely with current Government Guidelines and local authority policies and procedures regarding childcare services we provide. At present parents will **still** not be allowed within the setting. A member of staff will meet & greet you and your child/ren & sign in/out your child within the setting.

Please use the provided intercom outside the school gate for access.

### Wearing of face masks when coming onto the grounds of the Setting or speaking to our staff is still mandatory.

We understand that this is a challenging time for all of us and very much appreciate the payments that are still coming through. We are a family business and prompt payment is very helpful with cash flow during this period.

### Could Parents/Carers please keep to Social Distancing Rules

If you have any questions please **email: info@childcarepwc.co.uk** or contact **Andy/Bev.**

Please read Government guidelines and lets work together.

**This Term's Topic this term is:  
Festivals & Celebrations**

- Week 1 - Diwali Lights
  - Week 2 - Henna Patterns & Remembrance Day—Poppy Display
  - Week 3 - Hanukkah—Festival of Lights
  - Week 4 - St Andrew's Day
  - Week 5 - Christmas Cards and Santa Hats
  - Week 6 - Reindeer Food, Christmas Cards & Decorations
  - Week 7 - Christmas Jumper, Concert & Party
- Breaking Up on: Friday 17th December 2021**
- Returning on: Tuesday 4th January 2022**
- Staff Training- Teresa: All Things SENCo**
- Sarah: ELSA. Karen P: Behaviour. Katie: Makaton**
- Drenica: Movement Matters**
- Belinda—Early Brain development**

**IMPORTANT!**

**Opening and Closing Procedures - Covid 19**

**All children will now be 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 11.45am and 2.45pm**

**Due to safeguarding, the only times we can open the front door for the collection of children are:**

**8.45am, 11.45am and 2.45pm unless hours are different and agreed by management.**

We **cannot** accommodate collection for appointments mid -sessions as this disrupts the learning of the children.

**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**

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.**



**3 and 4 year olds will be starting at an infant or primary school, and Year 6 children will be starting secondary school in September 2022**

You must apply online to the local authority you pay your council tax to for your child's school place

Children's dates of birth	School year group in September 2022	Apply on time between
01/09/2017 - 31/08/2018	Year R (Reception)	01/09/2021 - 15/01/2022
01/09/2010 - 31/08/2011	Year 7	01/09/2021 - 31/10/2021

Having residents can find admissions information and details of how to apply online at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)

**admissions**



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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.

**Christmas Celebrations**

The setting will be arranging a Christmas Party for the children. Date to be confirmed.

**Christmas Concerts**

Each room will be performing their own Christmas concert which we will video and posted on each of our What's App groups.

**PARKING!**

Please remember that London Havering of Borough have a **PSPO** in place between the hours of **8.00am - 9.30am & 2.30pm - 4.00pm** around our childcare setting, and nearby roads. Please be courteous to those who live nearby when parking. Fines could be enforced if parked illegally or within unauthorised zones.



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.



**Like us on our Facebook Page:**

**' PWC Ladybirds Butterfly Grasshoppers Caterpillars @parklaneswykehamdaycare'**

