

Parkhill Infant School
 Lord Avenue, Ilford,
 IG5 0DB
info@childcarepwc.co.uk
www.childcare-pwc.co.uk

Designated Safeguarding Leads

Mrs Beverley Nicholls – Director / Lead DSL
 Mr Andrew Nicholls – Director / Deputy DSL

Staff: Mrs S Sunger, Mrs G Kaur, Mrs K Mughal
 Mrs S Choudhury, Mrs I Khan



Parkhill Infant-Juniors Early-bird & Jellyfish Settings Newsletter Autumn Term 2 of 2



November-December 2025

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a good restful half term. Thank you all, for your continuous support and 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 weeks term.

Returning Monday 3rd November 2025

and finishing on Friday, 19th November 2025 for the Christmas Break

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.

Important Notice

Inset Day
 5th January 2026

Christmas Break
 22nd December 2025
 - 5th January 2026

Returning
 6th January 2026

Health & Safety

It has STILL been brought to our attention, parents are parking in the morning & Afternoon on the Yellow zig-zag lines outside the school. Please be aware this indicates the length of road where stopping or waiting is strictly prohibited.

According to Highway Code Rule 243, you should not park near a school entrance.

For clarity, and to safeguard children's' lives, zig zag lines should all be used in conjunction with double yellow lines.



LATE FEES

Late Payment of fees.

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 payment is very helpful with cashflow 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.

If fees are not paid or are continuously late, this could result in your child losing their place within the setting.

If you require more details, or a payment plan to spread costs.

All outstanding balances to be cleared unless agreed by senior management by the end of each term.

Remember!

BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am	Breakfast Club	£ 7.25
3.00pm - 6.00pm	After School Club	£16.25
7.30am - 9.00am	AD-HOC Session Breakfast Club	£13.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£25.00

We operate a 39 week per year timetable in line with the local Primary Schools. Please be aware of school inset days and polling days.

A Waiting list is in operation – A change of days or extra days would need to be agreed with Management and only if a place is available.

Attendance - If your child will not be attending their contracted After School Club Session for any reason at all, it is important that you contact Bev or Andy and let them know as soon as possible, so our Staff are not wasting valuable time looking for them.

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 and please ensure all BACS payments inc your Childs name as a reference. **Bacs payments OR Cash!**

All fees are to be paid in full by the end of **latest 5th December 2025** a **10% LATE charge** will be added to all late payments after this date unless agreed by Senior Management.

If fees are not paid or are continuously late, this could result in your child losing their place within the setting. If you require more details, or a payment plan to spread costs, please speak to a member of management. All outstanding balances to be cleared unless agreed by senior management by the end of each term.

Reminders Breakfast Club

Please be reminded that Breakfast

STOPS! @ 8.15am

Like us on our Facebook Page:

' Parklanes Wykeham Childcare Ltd' @parklaneswykeham'



Planning, Topics and Themes!

Activities are planned through the children's interest and ideas every term. This works by the Staff sitting down at the end of each term asking what theme they would like to do and write down all activity ideas this is linked with our After School planning. An activity is taking place every week where the children have a choice to sit down with a staff member and carry the activity out. We have also introduced the children to evaluate their own planning.

Week 1: Firework pictures (05.11.2025)

Remembrance Day - Poppies (11.11.2025)

Armistice Day (11.11.2025)

Week 2: Children in Need—Pudsey Bear (14.11.2025)

Week 3: Christmas Word Search/Christmas Wreath

Week 4: St Andrew's Day—Loch Ness Monster (30.11.2025)

Week 5: Design a Christmas Card

Week 6: Design a Christmas Jumper

Week 7: Hanukkah Candle (14.12.2025 to 22.12.2025)

Please

Ensure you have collected your child by 6.00pm.

Late Collection Charge.

You will be issued a late charge of £5 for every 5 minutes you are late.

Safe-guarding Passwords!

All Parents/Carers upon registering should be aware that they have a password to release their child/ren from our care at the end of a session. If you have forgotten or require changing your password, please let us know. If someone else is collecting your child please ring before hand, they will be asked for the password.

Please Note*

After School Clubs

In agreement with Parkhill Primary School and for Safe-guarding concerns, Parklanes Wykeham Childcare will no longer be collecting the children from any of the clubs. The children will be brought back to Afterschool Club by people running these clubs.

School Disco's

It will be up to the parents to arrange for their children to be collected from these sessions.

PWC operate an 'Open Door Policy'

Please be reminded that PWC Operate an Open-Door Policy and are here to work in partnership with all. If you have any issues or are not happy with a current event, please speak to a member of the management team or email info@childcarepwc.co.uk.

Thank You .

Medication

We work very closely with Parkhill Infants/Juniors with any child that may need medication while on school grounds. We have had a meeting with the head and a decision was made that **ALL** medicine will be stored in the school office and marked clearly with the child's name as St Augustine's School Policy – if a child requires medication please fill out a form for our records for medication to be administered.

Snack Menu:

Children will now be planning their own food menu and be prepared in making their own snacks! We have a variety of Healthy, nutritional and low in sugar foods.

ALL allergies and dietary needs are taken into account. Parents Please advise of any changes.

Save The Numbers!

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

Please Call... Setting: 07519 124524

Between the hours

7.30am - 9.00am & 3.00pm - 6.00pm

This number will get you straight through to the setting directly to answer any queries you may have or report an absence.

Or call-

Bev: 07752 546910

Andy: 07763 412496

Notice Period-

Termination or dropping days!

You are required to provide in writing,

Four weeks with-in terms notice of any changes to your current contractual agreement.

Data: Due to new legislation concerning data **Parklanes Wykeham Childcare Ltd** is registered with the **Information Commissioner's Office (ICO)** and compliant with current **General Data Protection Regulation 2018 (GDPR UK)**



Safeguarding Important Information

PASSWORDS all parents and carers upon registering should be aware they have a Password to release their child/ren from the end of our session. Please also remember to sign out your child!