



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 7 week term.

Returning on Monday 3rd November 2025

and finishing on Thursday 18th December 2025 for the **Christmas Term 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.

Designated Safeguarding

Mrs Beverley Nicholls – Director / Lead DSL

Mr Andrew Nicholls – Director / Deputy DSL

**Sarah- Manager (DSL)
Belinda—Deputy Manager (DSL)**

Save the Date!!!!

School Holiday: 27th - 31st October 2025

Returning on: 3rd November 2025

Children in Need Week: 10th - 14th November 2025

Photo Day: Tuesday 18th November 2025

Visiting the Post Box - Letter to Father

Christmas: 1st - 5th December 2025

Christmas Nativity and Christmas Party

Thursday 18th December 2025

All family members will be invited to join us at the church to watch the children as they perform this years 'We're Going on a Star Hunt' Christmas Nativity. At around 12pm we will then have our End of Year Christmas Party at the preschool, more information to follow.

Christmas Break

19th December 2025

- 2nd January 2026

Staff Inset Day

Friday, 19th December 2025

**Returning - Monday, 5th
January 2026**

Parent Meetings

Butterfly

Monday to Thursday
17th - 20th November 2025

Grasshopper

Monday to Thursday
24th - 27th November 2025

Ladybird

Monday to Thursday
1st- 4th December 2025

Stay and Play Session

We will soon be having a Stay and Play for the Parents / Carers at our Preschool

Butterfly

Friday 21st November 2025
9:15 am – 10:15 am

Grasshopper

Friday 28th November 2025
9:15 am – 10:15 am

Ladybirds

Friday 5th December 2025
9:15 am – 10:15 am

Christmas card orders

Your child's festive card design will be sent home on there next session. All orders will need to be placed online by the date given once we receive them back to ensure timely delivery. No cash payments, just follow the instructions included with your child's design proof.

Can you let us know if you have changed your:

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

Notice period or Termination

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



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

Like us on our Facebook Page:

' PWC Ladybirds Butterfly Grasshoppers Caterpillars @parklaneswykehamdaycare'



This Term's Topic this term is

The World Around Us!
as we learn to explore our world including Festivals
and Celebrations

Week 1: Poppies

(Remembrance Sunday (09/11/25)
Bonfire Night - Fireworks
Wednesday (05/11/25)

Week 2: World Nursery Rhyme Week

Monday to Friday 10-14/11/25)
Children in Need Friday (14/11/2025)

Week 3: Road Safety Week

Week 4: St. Andrew's Day (30/11/25)

Week 5: Christmas – Cards and Santa's Hat

Week 6: Christmas – Reindeer food and
Christmas Crafts

Week 7: Hannukah

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 (Heathy eating!)

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 or fruit & crackers.

**NO COLD CHICKEN NUGGETS, CHIPS,
BURGERS OR EGGS.**

Milk and water will be supplied by PWC

Please Do Not include treats like:-

sweets, nuts, fizzy drinks,
chocolate, peanut, or fruit strings in
your child's packed lunch -
this includes:

PEANUT BUTTER OR NUTELLA



Morning Session starts at	8:45am - 11:5am	(3 Hours)
Afternoon Session starts at	11:45am - 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 Man-
ager, when fees are paid in order to obtain a receipt. Please
ensure all BACS payments include your Childs name as a refer-
ence. All fees are to be paid in full by the end of latest

5th December 2025 a 10% LATE charge could be added to all
late payments after this date unless agreed by Senior Manage-
ment. 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 small business and prompt payments
are very helpful with cash flow 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 af-
ter the set payment date unless agreed with senior management.



PARKING!

Important parking **NOTICE!**
London Borough of Havering are
enforcing a

School street scheme

within our area. The restrictions will be
enforceable between-

7.45-9.15am and 2.30-3.30pm.

This will effect all parents around our set-
ting and nearby roads from parking within
this zone for our business.

Fines could be enforced if parked illegally
or within unauthorised zones.

Please be courteous to those who live
nearby when dropping/collecting when
parking and keep all our children safe.

[https://www.havering.gov.uk/downloads/
download/871/street-scheme-restriction-maps](https://www.havering.gov.uk/downloads/download/871/street-scheme-restriction-maps)

Save The Number!

If your child/ren are unwell **OR** will not be attend-
ing Nursery. **Please** call the Office on:
01708 706959

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

Bev: 07752 546910



Parent/Carer Questionnaires

Please visit our website and take some time to com-
plete our questionnaire and tell us about your experi-
ences, let us know how we are doing and how we can
improve on the services we provide!!

Feedback is essential.

IMPORTANT!

Opening and Closing Procedures -

All children are 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 1.45am and 2.45pm**

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

8.45am, 11.45am and 2.45pm

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