



Caterpillar Setting. Autumn Term 1 of 2 September - October 2025 Tel-07754064665



Parklanes Wykeham
Childcare Limited



On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a lovely summer holiday. 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 8 weeks term.

**Returning Wednesday, 3rd September 2025
and finishing on Friday, 24th October 2025 for the 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.

Designated Safeguarding

Mrs Beverley Nicholls –Director /Lead DSL
Mr Andrew Nicholls – Director / Deputy DSL
Kelly - Manager / DSL
Jessica - Deputy Manager /DSL

Inset Day
1st - 2nd September 2025
Half Term
27th—31st October 2025

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

Staff groups:

Kelly - Green Group /
Manager/DSL
Jessica - Purple Group.
Katie - Yellow Group
Alyssa/Maria—Blue Group
Eunice - Pink Group
Claire - 1-1 Support Worker



**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 3rd October 2025** a **10% LATE charge** will be added to all late payments after this date unless agreed with Senior Management.

Early Years Pupil Premium

Sign up with your setting to
get extra funding to support
your child's learning

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.

Childcare Choices - Changes in September 2025

From this September 2025, 15 hours childcare for working families with children under 3 will expand to 30 hours, meaning eligible working families can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.

This expansion is designed to support your child's early education and help you better balance work and family life. It's the final phase of the childcare expansion, which could save families up to £7,500 per year.

Apply for your childcare code by 31 August 2025 to start using the support from September 2025 subject to eligibility.

What you need to do:

Check if you're eligible: Working parents in England may be entitled to up to 30 hours childcare per week for children aged 9 months to school age, during term time (38 weeks per year).

Apply online via GOV.UK: If you're eligible, apply now for your childcare code – you'll need this to access your hours.

- **Apply by 31 August:** To start using your hours from 1 September, make sure you apply before the deadline.
- **Speak to your childcare provider:** Check that they offer the hours and confirm their arrangements.

Keep your code up to date: You'll need to reconfirm your details every 3 months via your GOV.UK account. You'll get a reminder when it's time.

Once you have received your confirmation email, please forward to Andy at info@childcarepwc.co.uk and

This Term's Topic this term is

Special Occasions

Week 1: All About Me

Week 2: All About Me

Week 3: Jeans for Genes

Week 4: Healthy Body

Week 5: Harvest Festival

Week 6: World Space Week

Week 7: Five Senses

Week 8: Diwali

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

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! (Thank-You)

Important Dates

Half Term: 27/10/2025 To 31/10/2025

Re-opening Monday 03/11/2025

Jeans for Genes -15th September 2025

World Space Week - 6th to 10th October 2025

Diwali - 20th October 2025

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!



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, pea-nut, or fruit strings in your child's packed lunch this includes:

PEANUT BUTTER OR NUTELLA

Notice period

You are required to provide in writing, if you are terminating or dropping days.

The Notice period is **four weeks with-in terms notice** of withdrawing your child from our setting.



Can you let us know if you have changed your:

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

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**

Parent/Carer Questionnaires

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

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

12.30pm & 2.30pm

Not the centres main entrance.

Polite Notice:

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

