



Caterpillar Setting. Spring Term 1 of 2 January - February 2026 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
Jessica - Deputy Manager /DSL

Important note

Half Term

16th - 20th February 2025

Numbers Day Fundraising

2nd - 6th February 2026

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 - Green Group / Manager/DSL
Jessica - Purple Group Deputy Manager / DSL
Katie - Yellow Group
Alyssa - Blue Group
Eunice - Pink Group
Maria - Orange Group
Claire - 1-1 Support Worker

Save the Date!!!!

- Australia Day - 26.01.2026
- Children's Mental Health Week 9th to 13th February 2026
- Number Day Week - 06.02.2026
- Safer Internet Day - 10.02.2026
- Chinese New Year - 17.02.2026

Employee of the Half Term



Jessica Wimbledon

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 time to complete our questionnaire and tell us about your experiences, let us know how we are doing and how we can do better!!

Notice period

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



Like us on our Facebook Page:

'PWC Ladybirds Butterfly Grasshoppers Caterpillars @parklaneswykehamdaycare'





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 Child's name as a reference. All fees are to be paid in full by the end of the second week, the latest date being **Friday 30th January 2026** a **10% LATE charge** will be added to all late payments after this date unless agreed with Senior Management.

Polite Notice: Please ensure that litter is placed in the bins provided on the grounds of the centre. Thank You.



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**

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)

This Term's Topic this term is

Transport

as we learn to explore our world including Festivals and Celebrations

Week 1: Trains and Tracks

Week 2: Road Safety,

Week 3: Planes and Boats

Week 4: Transporting Goods, Australia Day

Week 5: Number Day

Week 6: Children's Mental Health Week, Valentine's Day, Chinese New Year

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

Can you let us know if you have changed your:

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

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.

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