



Hornchurch

Early-bird & Seahorse Settings

Newsletter Autumn Term 1 of 2



Childcare Limited
21 Barton Road
Hornchurch, Essex, RM12 4AA

September - October 2026

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a good, restful Summer Holidays. 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 weeks term.

Returning Monday, 7th September 2026

and finishing on Friday, 23rd October 2026 for Half 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 Leads & Staff Members

Mrs Beverley Nicholls – Director / Lead

DSL

Mr Andrew Nicholls – Director / Deputy

DSL

Sarah- Manager (DSL)

Belinda—Deputy Manager (DSL)

Half Term (Closed)
26th - 30th October 2026

Returning
2nd November 2026

Remember!

8-00am - 8.45am
3.00pm - 6.00pm
8-00am - 8.45am
3.00pm - 6.00pm

BREAKFAST & AFTER SCHOOL CLUBS

Breakfast Club	£ 6.50
After School Club	£15.75
AD-HOC Session Breakfast Club	£13.00
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. Please ensure all BACS payments include your Childs name as a reference. All fees are to be paid in full by the **Friday, 2nd October 2026**, a **10% LATE charge** could be added to all late payments after this date unless agreed by Senior Management. 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 after the set payment date unless agreed with senior management.

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. Thank You

Bev: Tuesday, Thursday, Friday

Andy: Monday, Wednesday

Please Note

After School Clubs

Parklanes Wykeham Childcare will collect children from Harrow Lodge school clubs, but will require in writing for safeguarding the days that we will need to collect. If as a parent, you collect your child straight from school, can you please inform us as staff will be looking for your child, and as a serious matter of safeguarding as to where your child is? Thank-You

Thank you to all the parents / carers for your ongoing support, it's truly valued. We share your enthusiasm for the upcoming year and look forward to continued collaboration and success. Looking forward to next year.

Topics

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: All About Me - Welcome Back

Week 2: All About Me - My Summer Holiday

Week 3: Jeans for Genes - raising awareness and money

Week 4: Healthy Body, Emotions and Senses

Week 5: Harvest Festival - Giving Thanks

Week 6: World Space Week—Exploring Science

Week 7: Diwali - Festival of Lights





Medication

We work very closely with parents regarding any child that may need medication while in our care. – if a child requires medication please fill out a form for our records for medication to be administered.



Snack Menu:



We encourage Children to plan their own food menu, at our setting, and be prepared in making their own snacks with guidance of staff.

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.**

Notice period or Termination.

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



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 a change of password, please let us know. If someone else is collecting your child please ring beforehand, they will be asked for the password.

IMPORTANT!

Mobile Phones

Please **DO NOT USE** anywhere on the premises for safeguarding.



Reminder—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 do better!!

Like us on our Facebook Page:

'Parklanes Wykeham Childcare Ltd

'parklaneswykeham'



PARKING!

Important parking **NOTICE!**

London Borough of Havering and



enforcing a **School street scheme**

within our area. The restrictions will be enforceable between-

7.45-9.30am and 2.30-3.30pm.



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



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

Important Communication.

Please let us know if you have either

1. Changed Your Mobile phone number
2. You have moved and have a new address
3. You have a new home phone number
4. Your emergency contact numbers have changed.
5. Childs allergies or concerns.
6. Childcare safeguarding.

Reminders—Breakfast Club

Please be reminded that Breakfast **FINISHES @ 8.15am SHARP!**

Save The Number!

If your child/ren are unwell **OR** will not be attending our setting. **Please** call the Office on:



Office: 01708706959

Setting: 07876263165

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

Bev: 07752 546910

Andy: 07763 412496

Prompt Collection is required by 6.00pm.

Late Collection Charge.

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

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!

