



Ofsted : Early Years Day Care Settings, Breakfast Clubs, After-School Clubs, Summer Clubs.

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

November-December 2020

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to welcome you back after the Half Term break and welcome new children and their families to our setting. We look forward to working in partnership with you and your child/ren throughout their sessions with us.

This will be a 7 week term -

Returning on **Tuesday 3rd November 2020 from 7.30am**
& finishing on **Friday 18th December 2020 at 6.00pm**
for the Christmas break.

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

Covid-19 Procedures

Parklanes Wykeham Childcare are working closely with current Government Guidelines and Parkhill policies and procedures regarding the in house childcare services we provide in partnership. At present parents will not be allowed within the school. A member of staff will meet & greet you and your child/ren & sign in/out your child within the setting.

Please use the provided intercom outside the school gate for access.

If you have any questions please email info@childcarepwc.co.uk or contact Andy/Bev.

Please read Government guidelines and lets work together.

Thank you for your co-operation and please stay safe!

Remember!

BREAKFAST & AFTER SCHOOL CLUBS.

7.30am - 9.00am	Breakfast Club	£ 5.50
3.00pm - 6.00pm	After School Club	£13.00
7.30am - 9.00am	AD-HOC Session Breakfast Club	£ 7.00
3.00pm - 6.00pm	AD-HOC Session After School Club	£15.00

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

A Waiting list is in operation – For a change of days or extras, this would need to be agreed with Management 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 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.

All fees are to be paid in full by the end of the second week the latest Friday 27th November 2020. 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 by the end of each term

Designated Safeguarding Leads

Mrs Beverley Nicholls – Director / Lead DSL

Mr Andrew Nicholls – Director / Deputy DSL

Teresa - Senior Manager (DSL)

Staff: Mrs Chavda, Mrs Sunger, Mrs Mahmood, Mrs Bassett, Mrs Kansagra, Mrs Kaur, Mrs Sandford.

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)**

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!



Health & Safety

It has 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.



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.****

Reminders Breakfast Club

Please be reminded that Breakfast

STOPS! @ 8.15am

Please
Ensure you have collected your child by 6.00pm.

Late Collection Charge.

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

Prompt Collection required at 6.00pm. Thank You!

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: Fireworks and rockets

Week 2: Divali or Diwali 2020

Week 3: Table top Christmas theme

Week 4: Make a bookmark

Week 5: Making a lantern

Week 6: Christmas cards

Week 7: Christmas pudding biscuits

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 beforehand, they will be asked for the password .

IMPORTANT! Mobile Phones



DO NOT USE anywhere on the premises.

Labelling

Please label children's belongings for easier allocation of property.

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: Mon, Wed, Thurs

Andy: Tuesday

Teresa: Friday

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.



Like us on our Facebook Page:

' Parklanes Wykeham Childcare Ltd' @parklaneswykeham'