



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



February - April 2021



St Augustine's Primary School
Cranbrook Road, Gants Hill,
IG2 6RG
info@childcarepwc.co.uk
www.childcare-pwc.co.uk

On behalf of all the staff at Parklanes Wykeham Childcare Ltd we would like to wish you all a lovely Half term break. Thank you for your continued support throughout these tough times of Covid-19. We look forward to working in partnership with you and your child/ren throughout their sessions with us.

This will be a 6 week term -

Returning on **Monday 22nd February 2021 at 7.30am** & finishing on **Thursday 1st April at 6.00pm** for the Half Term break.

Please be reminded due to the current government guidelines Keyworker or Vulnerable children **ONLY** will be accessing the setting at present. Once Guidelines change we will honour all children back into the setting.

Thank You for your cooperation.

Save the Numbers!



If your child/ren are unwell
OR will not be attending.

Please Call...

Setting: 07519 124532

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

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 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 and please ensure all BACS payments inc your Childs name as a reference. **Bacs payments only NO Cash!**

All fees are to be paid in full by the end of the second week the **latest Friday 26th March 2021**. 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

Designated Safeguarding Leads & Staff Members

Mrs Beverley Nicholls – Director / Lead DSL

Mr Andrew Nicholls – Director / Deputy DSL

Teresa - Senior Manager (DSL)

Staff: Mrs Fenech, Mrs Gaffney,
Ms Lecointe, Mrs Fernandes, Ms Grant, Ms Duffy.

Covid-19 Procedures

Parklanes Wykeham Childcare are working closely with current Government Guidelines and local authority policies and procedures regarding childcare services we provide the in-house, in partnership st Augustine's Primary school. At present parents will not be allowed within the school. A member of staff will meet & greet at the infant entrance for your child/ren to be sign in/out within the setting. Please use the provided intercom outside the school gate for access.

We understand that this is a challenging time for all of us and very much appreciate the payments that are still coming through. We are a family business and prompt payment is very helpful with cashflow during this period. Can parents please be aware to give us enough notice if, or when you are returning for our services. Spaces can not be guaranteed, on return, and will not be kept open!

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!



Like us on our Facebook Page:
' Parklanes Wykeham Childcare Ltd' @parklaneswykeham'

Important

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

Please visit our website and fill in a parent questionnaire, let us know how we are doing or what we can do to improve our services for 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 also encourage the children to evaluate their own planning.

Week 1: Grass Seed Heads

Week 2: St David's Day and World book day

Week 3: Mother's Day Flower arranging/Card

Week 4: St Patrick's Day

Week 5: Easter Cards and Decorations

Week 6: Easter 'Nest Egg' Cakes

Please Note

After School Clubs

In agreement with St Augustine Primary School and for Safeguarding concerns, Parklanes Wykeham Childcare will no longer be collecting the children from any of the clubs i.e. Karate, Irish Dancing etc... the children will be brought back to Afterschool Club by Staff running these clubs.

School Disco's

It will be up to the parents to arrange for their children to be collected from these sessions.

Medication

We work very closely with St Augustine's Infants/Juniors with any child that may need medication whilst 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, in line with St Augustine's School Policy – if a child requires medication please fill out a form for our records for medication to be administered.

Key Contacts:

Beverley Nicholls - Director

Andy Nicholls - Director

Teresa Patrick - Senior Manager

Mrs Gaffney- Deputy Manager B/C

Mrs Fenech- Deputy Manager A/S

Snack Menu:

Children will plan their own food menu and be prepared in making their own snacks were possible! 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.

Thank You!



IMPORTANT!

Mobile Phones

DO NOT USE anywhere on the premises.

Labelling

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

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.

GDPR

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!