



January - February 2021



21 Barton Road
 Hornchurch, Essex, RM12 4AA
 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 very Merry Christmas and a Happy New Year. We look forward to welcoming you all back after the Christmas break and working in partnership with you and your child/ren throughout their sessions with us.

This will be a 6 week term -

Returning on **Monday 4th January 2021 from 8.00am**
 & finishing on **Friday 12th February 2021 at 6.00pm** for the Half Term break.

Save The Number!



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

Office: 01708 706959

Setting: 07876 263165

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

Bev: 07752 546910

Andy: 07763 412496

Remember!

BREAKFAST & AFTER SCHOOL CLUBS.

8.00am - 9.00am	Breakfast Club	£5.00
3.00pm - 6.00pm	After School Club	£13.00
8.00am - 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.

All fees are to be paid in full by the end of the second week the latest Friday 29th January 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 cleared each term.

Covid-19 Procedures

Parklanes Wykeham Childcare are working closely with current Government Guidelines and local authority requirements regarding the childcare services we provide.

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.

Wearing of face masks when coming onto the grounds of the Setting or speaking to our staff is mandatory.

Could Parents/Carers please keep to Social Distancing Rules

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

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

Designated Safeguarding Leads & Staff Members

Mrs Beverley Nicholls – Director / Lead DSL

Mr Andrew Nicholls – Director / Deputy DSL

Teresa - Senior Manager (DSL)

Belinda (DSL), Drenica (DSL)

Staff: Jessica, Julie, Taylor, Mandy, Melissa, Karen.

Prompt Collection is required by 6.00pm.

Late Collection Charge.

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

Important Dates/Festivals/Celebrations Festivals & Celebrations

First Day Back	04/01/2021
St Marys Inset Day	04/01/2021
Hylands Inset Day	04/01/2021
Harrow Lodge Inset Day	04/01/2021
St Marys Inset Day	12/02/2021
Last day of Term	12/02/2021

Important Note

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 details have changed

Following Covid 19 Procedures & current government guidelines

Already in place, parents will not be allowed on to the premises.

A member of staff will bring them to the door and sign them out on the register, this will also apply to Breakfast Clubs & Afterschool sessions.

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 at the end of each week and they have requested a Film Night which is arranged for a different night each week (Film Age Appropriate)

- Week 1: Astronauts
- Week 2: Space Ships
- Week 3: Solar System Mobile
- Week 4: Moon Biscuits
- Week 5: Junk Modelling
- Week 6: Free Choice

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.****



Key Contacts:

Beverley Nicholls - Director
Andy Nicholls - Director
Teresa Patrick - Senior Manager

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

Andy: Monday

Bev: Friday

Teresa: Tuesday, Wednesday, Thursday

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



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!