



Scargill Primary School
 Mungo Park Road, Rainham,
 RM13 7PL
info@childcarepwc.co.uk
www.childcare-pwc.co.uk

September-October 2021

On behalf of all the staff @ Parklanes Wykeham Childcare Ltd, we hope you had a good, restful summer break. Thank you all, for your continued support throughout these tough times of Covid-19. 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 & 2 days long -

Returning on **Thursday 2nd September 2021 at 7.30am** & finishing on **Friday 22nd October 2021** for the Half Term Break.

Save The Numbers!



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

Setting: 07868 590460

Between the hours 7.30am – 9.00am

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	£ 5.00
3.00pm - 6.00pm	After School Club (Start date TBC)	£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 **latest Friday 1st October, a 10% LATE charge** could 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 unless agreed by senior management by the end of each term.

Designated Safeguarding Leads & Staff Members

Mrs Beverley Nicholls – Director / Lead DSL

Mr Andrew Nicholls – Director / Deputy DSL

Teresa - Senior Manager (DSL)

**Staff:
 Melissa Ennis,
 Lesley Fassenfelt.**

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 Scargill 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 these periods.

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!

Important Dates/ Festivals & Celebrations



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.

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 we work closely with their thoughts.

Medication

We work very closely with Scargill Infants/Juniors school 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 Scargill Infant-Primary School Policy – if a child requires medication please fill out a form for our records for medication to be administered.

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 or email info@childcarepwc.co.uk.

Thank You .

Reminders

Breakfast Club

Please be reminded that Breakfast

STOPS! @ 8.15am

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



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!



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

