



November–December 2020



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 welcome you back after the Half Term break and welcome the 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 **Monday 2nd November 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 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

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. **Bacs payments only NO Cash!**

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 unless agreed by senior management by the end of each

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, Mrs Outtandy Ms Leconte, Mrs Fernandes, Ms Grant.



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

Important Dates/ Festivals & Celebrations

| | |
|-----------------|------------|
| First Day Back | 02/11/2020 |
| Fireworks | 05/11/2020 |
| Armistice Day | 11/11/2020 |
| Diwali | 14/11/2020 |
| St Andrew's Day | 30/11/2020 |
| Christmas Day | 25/12/2020 |

Breaking Up on: Friday 18th December 2020

Returning on: Monday 4th January 2021

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

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 people 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 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.

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 be planning their own food menu and be prepared in making their own snacks where 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 5 minutes you are late.

Prompt Collection required at 6.00pm. 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 changing your password, please let us know. If someone else is collecting your child please ring beforehand, they will be asked for the password.



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!