



# November-December 2020



The Forest Row centre, Lodge  
lane, Collier Row, Romford  
RM5 2LD  
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 we welcome the children and their families to our setting. We look forward to working in partnership with you and your child throughout their sessions with us.

This will be a 7 week term -

Returning on **Monday 2nd November from 9.30am**  
& finishing on **Friday 18th December 2020** for the Christmas break.

## Save The Number!

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



Please call us on:  
**07754 064665**

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

Bev: 07752 546910  
Andy: 07763 412496

## Reminders!

**Morning Session starts at 9.30am**

**with a prompt pick up at 12.30pm**

**All Day Session: 9.30am - 2.30pm (5 Hours)**  
\*\*\*\*\* Late Collection Fee \*\*\*\*\*

There will now be a fee for late collections. You will be issued with a late charge of **£5.00** for every **15 minutes** late.

### 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. **Please** ensure all BACS payments include your Childs name as a reference. All fees are to be paid in full by the end of the second, the latest date being

**Friday 27th November 2020.**

A **10% LATE charge** will be added to all late payments after this date

## Covid-19 Procedures

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

Please use the provided Outside garden area for access & collection.

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

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

**Mrs Beverley Nicholls – Director / Lead DSL**  
**Mr Andrew Nicholls – Director / Deputy DSL**  
**Teresa - Senior Manager /DSL**  
**Amanda - Manager /DSL**  
**Clare - Deputy Manager /DSL,**  
**Dawn - DSL, Louise - SENDCo,**

### Key Contacts:

**Teresa Patrick: Senior Manager**  
**Amanda Went: Manager**  
**Clare Davy: Deputy Manager**  
**Louise Ridington: SENDCo**

### Awards:

**Quality Mark—Silver Award (10 Years)**

**Healthy Eating London Award**



**PWC offer 30 hours free childcare. To apply for 30 hours free childcare, you will need to...**

Visit the registration page on Gov.UK website and complete the registration process. If you are eligible, you'll receive a code. Take your code to your childcare provider. Parents need to re-validate there 30hr code each term, if your child's code is **NOT** confirmed & re-validated by the parent/carer by the cut-off date, the short fall of fee's will be the responsibility of the parent/carer. Please inform PWC if your circumstances change in anyway. Thank you!



Please **Do Not** put treats like sweets, nuts, fizzy drinks, cheese strings, chocolate, peanut, or fruit strings in your child's packed lunch this includes:  
**PEANUT BUTTER OR NUTELLA**



### Dropping off & Picking Up

Children will access and will be collected from the outside garden area entrance at  
12.30pm & 2.30pm

**Not the centres main entrance.**

### Staff training

- Sept 2020 -DSL refreshers
- Sept 2020 - Safeguarding training
- Oct 2020 - DSL training
- Oct 2020 - Vision impairment course
- Oct 2020 - Dear Awareness Course
- Oct 2020 - SENDCO Introductory training
- Oct 2020 - The New Development matters

### Early Years Pupil Premium

Sign up with your setting to get extra funding to support your child's learning

Early years Pupil Premium is additional funding for early years pre-school settings to improve the education they provide for disadvantaged 3-4-year olds including, but not restricted to, those adopted from care. The funding goes directly to registered early years providers that offer children the **free early education entitlement**. This extra funding will be spent to close the gap in attainment with training and resources to suit the requirements of the setting.

#### Polite Notice:

Please ensure that litter is placed in the bins provided on the grounds of the centre. Thank You.



Like us on our Facebook Page:  
'PWC Ladybirds Butterfly Caterpillars @parklaneswykehamdaycare'

### Lunch and Snack:

#### **NO LUNCH BOXES!**

Following government guidelines Parents will now need to supply a small snack for their child attending ALL Day sessions.  
i.e piece of fruit & crackers  
Milk and water will be supplied by PWC.

Please **MARK** their name clearly on the lunch box, and ensure the lunch box is plastic and not a material one so we can Sanitise it. Thank-You!  
**Snack Covid-19**

#### **IMPORTANT! Late Charges!**

Please ensure that you collect your child promptly. Any children collected after their designated collection time will be charged **£5.00 for every 15 minutes**

### 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**

### This Term's Topics are: ....

- Week 1 - Making a Poppy and Poppy biscuits
- Week 2 – Diwali Handprints
- Week 3 – Tabitha's magical maths and 10 in a bed
- Week 4 – Santa's letters and Christmas cards
- Week 5 – Christmas pudding biscuits
- Week 6 – Santa Christmas tree ornament
- Week 7 – Christmas Jumper Week

**Please ensure that you bring**

**your child's Two-Way Books**

**in on every session with us.**

#### **Parents/ Carers**

**Please ensure that you drive slowly & carefully when arriving & leaving the Setting!**

