



Hugs & Kisses

-2021-

-Fishes Class-



We would like to extend a special welcome to all the toddlers in the Fishes Class.

My name is Megna, and I will be your toddler's teacher for your stay in the Fishes Class. I have Gladys as my assistant.

While your child is still settling in, our daily routine will be more loosely structured with plenty of free play. Once he/she is more settled, we will ease into a more structured activity routine. This is difficult for some toddlers, as their concentration spans are often limited when participating in ring time, songs and creative activities. In such cases, we allow them to continue with free play until they are ready to engage in a more structured approach.

We request that you say good-bye at the "testing station" at the green gate, reaffirming to your little one that you love them and will fetch them later. When you spend a long time saying good-bye, it sends a message to your child that you, the parents, have concerns about leaving your child at school. Children are perceptive, and they get upset and confused when they perceive that you do not want to leave them at school. This in turn upsets the rest of the children waiting to enter the school. Please say your good-byes, promise to pick them up in the afternoon, and then be on your way. This will leave your child with a positive image of your attitude to school and as a result the children will settle in more quickly.

If you need to discuss an issue with me, kindly set up a meeting. Please avoid discussing your concerns where your child can hear what you are saying.

Please can you supply the following items, in a zip-lock bag

to be left at Hugs & Kisses,

all clearly marked with your child's name:

- Sunblock (new, sealed container)
- Wide brim hat with a visor
*** Hats must fit properly and provide adequate protection from the sun (covering all areas of the face, neck and ears – NO CAPS)*
- Wet wipes (for nappy changes)
- *If necessary - additional bum cream, in a sealed container (we supply Dischem Baby Bum Cream & Vaseline)*
- A water bottle (*with a sports top*)
- A warm blanket for nap time (*in winter only*)
- A sealed bag of disposable nappies. We will inform you when you should send in a new bag of nappies
- A change of clothing

PLEASE NOTE: breakfast ends at 08h15, with morning ring time starting promptly at 08h30

Please don't be late in the mornings, our protocols necessitates the closing of the gate at 08:00 sharp. Unless you are running late and you've notified me, children won't be allowed in after 08:00

- **Half day ends at 14:00** (30-minute grace period before register is taken at 14:30)
- **Full day ends at 16:30**

Please do not be late picking up your little ones at the close of the school day.

The Hugs & Kisses' staff need to do a thorough clean before they go home to their families.

As we move into a more structured phase of your child's development, it is age appropriate to provide for only one sleep time. Sleep time happens at the same time each day for all the children. Our experience is that it is not successful putting some children down to sleep when others are still up and playing.

PLEASE NOTE:

All of your child's belongings (sun hat, sun block, socks, shoes etc.) need to be **clearly labeled**. Many of the children have similar items bought from chain stores, which makes differentiating between the children's belongings difficult for the staff.

Under the Covid-19 protocols we are not allowed to have parents in the school for your little one's birthday. Please discuss with me what is appropriate to bring for the celebration. We do something special for the children and still practicing social distancing. On the occasion of your child's birthday, we request that you participate in the Hugs & Kisses tradition of donating an age appropriate book to your child's group. Your child's teacher will put a certificate in the front of the book detailing by whom the book was donated and will read the book to the class. The book will be kept in your child's class for all future children who pass through Hugs & Kisses to enjoy.

We will communicate with parents via Whatsapp, (no books allowed to go backwards and forwards to school and home). Details of food eaten, bottles drunk and bowel movements will be communicated to you on a daily basis. I also include a brief note regarding what happened during the day, including general behavior, developmental milestones achieved, health issues etc. Please use Whatsapp to communicate with me.

A calendar of monthly themes and the associated activities and songs will be emailed to you at the beginning of each month. If you do not receive this email, please check your spam folder, and failing that please send an email to sue@hugsandkisses.co.za to let Lenise know you have not received the month's activities.

For security reasons, please advise us if your child is to be collected by someone else.

Please inform us of any changes that may have happened at home that may have an emotional impact on your child (separation or divorce, death or injury to a relative, death of a pet etc.)

- ❖ Please can you advise us if your child has any allergies and/or dietary restrictions.

- ❖ Medicines will be administered provided we receive a signed Medication Authorisation form, available on our Website. Either fill in the form and email it to Lenise at sue@hugsandkisses.co.za or alternatively put the completed form in a zip lock bag and hand it to me. Also, medicines need to be in a zip-lock bag.

*** Please administer multi vitamins and other similar maintenance medications to your baby at home.*

*** Please also note that we will not administer suppositories (eg. Empaped or glycerine).*

- ❖ We ask that parents act responsibly when your child is unwell. It is necessary that you have a back-up person to look after your child if he/she becomes ill. If your child becomes ill while at daycare, you will be asked to fetch him/her.

We are so looking forward to the year ahead and are excited to be part of your child's growth and development during his/her time in the Fishes Class.

If you have any concerns or questions, please feel free to talk to me.

Kind Regards,

Megna and Gladys

September 2021

