



Hugs & Kisses

-2020-

-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 their stay in the Fishes Class. I have Julia as my assistant supervisor and Gladys as my trustworthy 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 do not prolong your drop off in the morning. When you spend a long time in the classroom 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 class. 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 either set up a meeting, or take the conversation outside the classroom. Please avoid discussing your concerns where your child can hear what you are saying.

Please can you supply the following items, **to be left at Hugs & Kisses:**

- Sunblock
- Sun hat
*** Hats must fit properly and provide adequate protection from the sun (covering all areas of the face, neck and ears – NO CAPS)*
- Wet wipes
- Bum cream (*if necessary, we supply Dischem Baby Bum Cream & Vaseline*)
- A water bottle (*with a sports top*)
- Two fitted cot sheets (*standard cot size*)
- A warm blanket for nap time (*in winter only*)

The Fishes Daily Routine:

07:00 – 08:00	Arrival and Free play
08:00 – 08:15	Tidy up
08:15 – 08:30	Breakfast
08:30 – 08:45	Bathroom routine
08:45 – 09:00	Ring time
09:00 – 09:45	Art activity and structured indoor play
09:45 – 10:00	Morning snack
10:00 – 11:15	Outside play
11:15 – 11:30	Bathroom routine



11:30 – 11:45	Lunch
11:45 – 12:00	Bathroom routine
12:00 – 14:15	Nap time
14:15 – 15:00	Bathroom routine and free play inside
15:00 – 15:15	Afternoon snack
15:15 – Home	Outside Play

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PLEASE NOTE: breakfast ends at 08h30, with morning ring time starting promptly at 08:45

Please don't be late in the mornings otherwise your little one will miss out on all the learning fun and you will be interrupting the other learners.

- **Half day ends at 14:00** (30-minute grace period before register is taken at 14:30)
- **Full day ends at 18:00**

Please do not be late picking up your little ones at the close of the school day. *The Hugs & Kisses staff also have families to go home to.*

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 send in the following **on a daily basis:**

- Disposable nappies:
7 for full day children, 4 for half day children
- A change of clothing

PLEASE NOTE:

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

You are welcome to celebrate your little one's birthday at school – please inform me of the day and the time when you would like to have your child's birthday ring, so I can adjust our daily routine accordingly.

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.

Each child has their own notebook, in which details of food eaten, bottles drunk and bowel movements are recorded 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. You are welcome to use the book to communicate with us. **Please sign your child's notebook daily to acknowledge that you have read the account of your child's day in the Fishes Class.**

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. ******
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 suppositories).*
- ❖ We ask that parents act responsibly when your child is unwell. It is necessary that you have a backup 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, Julia & Gladys
January 2020

