

*Dear Parents*

*Welcome to the 3s to 5s room with team-leader Frances and her assistants Bronnie, Kusum and Genie. Julie is the domestic assistant.*

*We would like you to observe the following guidelines:*

*PLEASE*

- *Give all medications to a staff member and do not leave them in your child's bag. A medication form must be filled out (these are available in the front of the sign-in book).*
- *Make sure that there are spare clothes and a sun-hat in your child's bag every day.*
- *Bring two pieces of fruit each day to share for morning and afternoon snacks. These should be put in the fruit basket on the playroom bench.*
- *Make sure that all personal items are clearly marked with your child's name.*
- *Children are to be seated while eating and drinking.*
- *Please avoid providing raw carrot sticks as these are recognised as a choking risk. It is recommended that they are slightly cooked before being given to young children.*
- *We are asking you to avoid using peanut products in your child's lunches because of allergies among the children.*
- *Always inform the staff when you are ready to leave the centre so that one of us is available to support your child. We recommend that you say 'goodbye' in order to maintain trust between you and your child.*

*YOU ARE WELCOME TO DISCUSS YOUR CHILD'S PROGRESS AT ANY TIME. PLEASE SHARE WITH US ANY NEW INTERESTS AND SKILLS AS THIS WILL HELP US TO PROVIDE A STIMULATING, SAFE AND HAPPY ENVIRONMENT IN WHICH YOUR CHILD CAN EXPLORE AND LEARN.*

*Thank you – The Staff  
February 2008*