

*Dear Parents*

*Welcome to the 2-3 year olds room with Pat and Lauren. We are looking forward to having lots of fun with your child.*

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

*PLEASE:*

- *Give all medicines and creams 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 signing-in book).*
- *Make sure that there are two spare sets of clothes in your child's bag every day.*
- *Bring two pieces of fruit to share for morning and afternoon snacks. These should be put in the fruit bowl on the kitchen 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 carrot sticks are slightly cooked before being given to young children.*
- *We are asking you to avoid using peanut butter in your child's lunches because of the possibility 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  
ENABLE US TO PROVIDE A STIMULATING, SAFE AND HAPPY ENVIRONMENT  
IN WHICH YOUR CHILD CAN EXPLORE AND LEARN.*

*Thank you – the Staff*

*February 2008*