

Parents are required to notify the daycare regarding any absence of their child and state if the reason is due to illness or holiday.

Arrival and Departure

- It is the parent's obligation to hand their child into the care of the nursery staff each morning. DO NOT leave them to enter the premises alone
- Please pick up your child punctually each day
- Ensure that your child and the administration know if someone different is picking up your child. No child will be allowed to go with any person whose name is not on the pick-up list and a proof of identification will be requested

Dress Code

- Your child must be wearing comfortable clothes. (no "salopette")
- No belts, necklaces, earrings or bracelets
- Properly tied shoe laces

Health Policy

- For the well-being of your child and others attending the nursery and as general rule, your child will not enter the daycare in case of any of the following conditions:
Fever/uncontrolled diarrhea/vomiting twice or more within 24 hours/breathing difficulty/mouth sores and pink eyes
- Keep your child's nails short! Long nails can trap dirt and germs, as well as result in scratches for your child (and other people)
- **A record** of all immunization must be handed and updated with the administration whenever changes are made
- A Doctor's note is requested after a child has been sick for over 5 days or had an infectious disease
- Emergencies can happen. A First Aid box containing items that are suitable for use with children is always available and is checked regularly to ensure that stocks are maintained. We also have our pediatrician on call.

Insurance

Ward Daycare has an insurance policy that covers accidents within its premises.

Food

- DO NOT send with your child any junk food (popcorn, chips, candies etc..) or any food that pose a higher choking risk (nuts, seeds, always make sure that fruits and vegetables are sliced instead of cut into chunks)

- If your child is not registered for lunch and you want him to eat at the Daycare, please send his meal (easy to eat, with yoghurt or salad for instance) and make sure that he likes it

Communication

- Parents are encouraged to drop in or call at any time to check on their child or inquire about them
- We want you to be comfortable with the care your child is receiving and to be a part of it as much as possible
- You're welcome to meet with your child's teacher every three months for evaluation or upon appointment
- Your child's work will be sent monthly to you
- A daily report will be sent for you to follow up on your child

NB: You can rent the location for your child's birthday (Indoor /Outdoor).

Welcome to our Daycare family!