



Dear Parents/Guardians;

As the new term begins, we would like to remind you of some housekeeping rules which we hope will be respected as we strive to continue providing you with excellent service.

NURSERY

1. Nursery and aftercare fees are to be paid at the beginning of each week. **There is no option available for payment later than this time.**
2. Children who are ill and on medication (this includes bad coughs and fever) should be kept at home until their course of medication is fully completed (with the exemption of the asthma puffs).
3. If your child is ill or will not be attending nursery for the day or the week, please advise the nursery as this will influence meal planning.
4. Nursery ends at 6:00 p.m. Some parents are collecting children between 6:45 and 7:00 p.m. **This is unacceptable.** Nursery staff travels by public transportation for long distances to reach home daily. It is not fair to have them waiting until such late hours for children to be collected. Parents must adhere to the nursery rules.

PRE-SCHOOL

5. Pre-school fees must be paid **at the beginning of each term.**
6. Pre-school ends at 12:30 p.m. Children must be collected, by the very latest, 1:00 p.m. **An additional fee of \$500.00 will be charged after 1:00 p.m.**
7. Children who are ill and on medication (this includes bad coughs and fever) should be kept at home until their course of medication is fully completed (with the exemption of the asthma puffs).
8. If your child is ill or will not be attending pre-school for the day or the week, please advise the school.

It is our hope that attention will be given to the above points.

As always, we take this opportunity to thank you for the privilege of working with your children.

Best wishes,

Diane Hudson