



1st January 18

Dear Parent,

Thank you for choosing our childcare for your child. We would like to take this opportunity to welcome you and your child to Westlake Childcare Center.

Our daycare program works on the Montessori Method of Education. This method was founded by Dr. Maria Montessori when she started her first school called 'Casa de Bambini' in Rome in 1908. We hope that through our effort we would be able to introduce you and your child to the Montessori Method of Education which looks at providing your child a head start in education.

In line with our desire to provide quality schooling and day care for your child at our facility, we would like parents to read through our 'Parent's Little Handbook' in order for you to know more about our program and how you and your child can benefit fully from this program. Please read our Enrolment Policy and Agreement for these details during registration.

We look forward to working with you, the parent/ guardian for the school year ahead.

Thank you.

Sandra Lee
Principal



The Parent's Little Handbook

Provision for Childcare

Parents must provide their child's necessary needs. These may include:

Clothing

- two clean shirts/blouse/t-shirts
- two sets of clean undergarments
- two sets of clean trousers / skirts

Bathing needs

- Body wash
- Shampoo
- Toothbrush
- Toothpaste
- Plastic Cup
- Body towel
- Comb

Dairy needs (Full Day)

- Milk powder
- Milk bottle
- Any other food intake that is required by the child alone

Sleeping / Afternoon Nap (Full day)

- Child's pillow
- Child's favourite blanket/comforter



Health requirement

Each child is to be carefully inspected every morning upon entering the school.

Should the child be seen ill during the day, the child shall be isolated immediately and parents contacted.

Parents are required to notify the school whenever a child has been exposed to a contagious disease.

All new students are required to produce a copy of the immunization booklet.

Parent's Visitation

Any visitations are encouraged but a time needs to be arranged for this to take place. Visitations during school hours may disrupt school flow and this may cause upsets for some children.

An observation chair has been placed around the room for parents to observe their children at work if necessary.

Discussions about the child must not be conducted in front of the child. This can be pre-arranged and be conducted after the school hours between 12.30pm to 2.00pm.

This is done in the hope that it will not disrupt any lessons being carried out for the day.

From time to time, we may have good articles that we may have read. This will usually be posted on the bulletin board. Parents and staff are encouraged to contribute to this corner. You can also contribute items like an interesting plant, challenging mind boggling puzzles or anything that you think would be of interest to any adults or children.

We aim to make the parent's corner a lively and a relaxing corner to greet the parent's as they bring their children into the school each day.

Food Allergies

The daycare provides meals for all children at specific times of the day as indicated in the enrollment form. Parents are also required to list their child's eating habits or food intake.

This is to prevent any untoward incidences with regards to any allergies that may cause distress to the child. We realize the importance of having a balanced meal and therefore will make all necessary arrangements to have this met in the planning of our menu.



Pick-up time

Pick-up time is at 12:00 p.m. for morning students and 5:00 p.m. for whole day students. A 15 minutes grace period will be given for each session.

TASKA will administer a charge of **RM 5.00** for every delay of **15** minutes.

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