



## Basic Rules & Regulations

Dear Parents,

Welcome to the new playgroup year at NODDY. We hope your child will enjoy an interesting and informative time with us.

I would like to explain a few things to you at this stage, so you will be clear about your child's requirements and thus help him/her to blend easily into class routine and activities.

### **Dropping off / picking up your child**

There will be teacher on duty at the inner gate from 08:00 a.m. until the morning assembly time (08:30 a.m.). If you arrive earlier than 08:00 a.m., it is your responsibility to look after your child until you hand over him/her to the teacher or TAs on duty. The school gates are closed at 08:30 a.m. until noon (for security reasons), so if you arrive later than this time, you can park your car at the car park opposite the school. We do advise you to ensure that your child arrives on time every morning as the 1<sup>st</sup> half hour in class is very important.

Children taking school buses back home are called at 11:50 a.m. and the buses leave before the rest of children are released from the classroom at 12 noon. The main entrance gate will open after all the buses have left. If you have reason to pick your child up early from time to time, please be here before 11:45 a.m. and ask the office for someone to call your child from class. Maids and/or drivers will not be able to pick children up unless they carry a note from the parents (and a call to the office to confirm) on each occasion.

### **Sick leave / absentee**

If your child is not coming to school for any reason, please call and let the office staff know so they can inform the class teacher. It is very important that you report sick leave **immediately**, especially if your child has caught a contagious disease. You **must** have a doctor's written approval that he/she is fully recovered from contagious disease before returning to school.

### **Preparing your child for school**

Please make sure that your child's bag contains a sun hat, an apron, a hand towel, a spare change of clothing, and extra pants (especially for the younger children). Do not put sweets or any other food stuff in the bag. Any food brought to school should be in an airtight container and left in the kitchen. If your child has medicine, please write dosage instructions and handover it to the office staff. Please do not leave any drugs in your child's bag. The school insists that your child uses the "back pack" type of bag rather than "wheely" as the later are very cumbersome and do not fit into our bag cupboards. Please clearly label your child's name on all his/her belongings.

### **Communication with school**

School provides your child with a contact book in which you and teacher can communicate if required. So please check the contact book every day for any new message and make a tick to acknowledge that you have already read it. If you have any enquiries then write them down in the contact book, the class teacher will scan through it every morning.

We also have our website [www.noddyplaygroup.com](http://www.noddyplaygroup.com) with all the information about our school such as 'News & Activities', School Calendar (under 'What's Going On' tab), etc., so please make a regular visit especially on any emergency situations such as floods, etc. Another important emergency communication too is the Telephone Tree, which is provided to parents at the beginning of the term. When there is an emergency case, the school will inform each class teacher, who in turn will call the parent at the top of the tree who should, in turn call the person below. Therefore, we ask you to keep the tree moving and, to inform the office immediately, if you have a change in any of your telephone numbers (to keep our database up to date).

### **Swimming**

The children have 2 swimming days per week. If your child is not well enough to swim on any day, please write a note in the contact book. Swimmers should bring a swimming costume & gown, a plastic bag for wet clothes (and armbands for Nursery & KO).

### **Library**

All K2 & Y1 children are encouraged to use the lending library. Books may only be taken home and returned in a 'Library Bag' (available for sale at the office).

### **Afternoon Classes**

NODDY provides afternoon classes from 13:00-14:00 pm. for children from K1 upwards. Children doing afternoon classes must bring a packed lunch, a spare set of clothes for shower & change, a toothbrush & toothpaste. There will be Teacher Assistants looking around and helping children during the lunch break. Activities for K2 & Year 1 include: Short Tennis, Story Time, Maths, Arts and English and K1 includes: Eurhythmic, Kids Sports and light class activities with Teacher. It is strongly recommended for K2 & Year 1 children (especially for Year1 children in order to be able to fit more into their curriculum).

### **Extra Curricular Activities (ECA)**

NODDY provides ECA on most of the afternoons for K2 & Y1 children (and some classes for K1); these include Thai lessons, Judo, Ballet, Kid Sports, Eurhythmic and football. Most of these classes are from 14:00-15:00 after the end of afternoon classes. You may contact Khun Thida at the office for more information.

I hope this has answered most of your queries however, if you are still in doubt about anything don't hesitate to ask.

Best wishes,



Mrs. Elizabeth Prinyarnussorn

(Principal)