iCAN PLAY Early Years Centre — Information for families

Please take time to read the following information carefully as it relates to your child's education here at iCAN PLAY.

Timings of iCAN PLAY:
Children will start at **8.15am** and finish at **11.15am**.
The gates will open at 8am but children will need to be supervised by an adult until 8.15am.

Green cards—All children will need to be signed out by an adult with a green card. Please ensure you show your green card when collecting your child. If for any reason you don't have your green card, you will need to go to iCAN School office to collect a 'Permission to collect' slip from Ms. Lynn, which you will then need to show to a member of staff at iCAN PLAY before collecting your child. You will need to show this slip to the guard as you are leaving the iCAN PLAY site.

Going home with a friend - If you have arranged for another adult to collect your child they will need a 'Permission to Collect' slip. These can be given to you and signed by Ms. Lily the day before or before the teaching session starts. Otherwise you will have to collect it from the office at iCAN School.

Illness - If your child is unwell please keep them at home. Children who are unwell may be spreading infections to others and they generally do not enjoy their day at iCAN PLAY. Please do not send any medication to school, as our staff are not allowed to administer these.

Attendance - Please contact iCAN School Office if your child will be absent from school for any reason. The office staff will ensure that iCAN PLAY are informed.
Our iCAN School Office telephone number is **023222416**.

iCAN Times - This informs you about special events that have been happening at iCAN PLAY and at iCAN School, along with general School news. It is posted on the School website www.ican.edu.kh at the end of each teaching block. A copy is also posted on the 'Information for families' board.

Weekly Newsletters - this informs you about what is happening at iCAN PLAY, what activities they will be carrying out the following week, events, reminders and general news.

Dates for your diary -
19/11 and 3/6 Record of Achievement Cards sent out.
29/10 International Day at iCAN and iCAN PLAY
4/11 and 3/3 Family Learning Days
1/12 and 2/12 Parent meetings
17/9 and 12/5 No school for children
27/4 Child Led Conferences
17/12 and 28/5 iCAN PLAY Family Events