1) What time should I arrive at school? No later than 9:30am!
Please make sure your child arrives at Hug-A-Bug no earlier than 8am and no later than 9:30am. If children arrive after 9:30am it makes it difficult to get our day started. We spend all morning transitioning, instead of enjoying our time together!

2) Do I bring a lunch for my child? YES!
Please include a drink and no candy. Treats are okay but I prefer if they are not included everyday. Also include utensils and napkins. When we walk to the park we cannot heat your child’s food. Equally important, please remember to label every container. Lastly, it would be most helpful to us if you could have lunches ready to eat, for example; oranges peeled, apples cut, soybeans popped!

3) Do I bring diapers? NO!
Hug-A-Bug will supply diapers, unless you use cloth.

4) When do I pay tuition?
I prefer to get paid on the first day of each month. If we have worked out another arrangement then that is what I will expect.

5) Do I prorate my tuition when I’m on my vacation? NO!
When you are on a different vacation time then the Hug-A-Bug, you pay the same amount of tuition regardless if your child is at school or not. Your tuition will remain the same up until July, when I am closed during the school year. In short, you will pay the same as previous months.

6) Do I pay tuition when my child is out sick? YES!
Yes, you do pay tuition when your child is out sick, unless a serious long-term illness occurs, requiring you to take off work to care for your child. If you have any questions, please contact me to discuss further.

7) What do I keep in my child’s cubby?
- Two changes of clothing, including socks and underwear.
- A sweatshirt or a thin jacket
- A blanket
- Please check your cubby daily and bring home artwork or soiled clothes. Replace as necessary.
- Again, PLEASE LABEL EVERYTHING!!!!!
8) How should I dress my child?
In clothes that can get stained. I promise you they will. Also, like most of the bay area the weather fluctuates throughout the day, so layers are a good idea.

9) What should I bring on my child’s birthday?
Please bring a special treat for 15 people. Most people bring a cake or cupcakes. Also bring a baby picture and a short simple story about what your child was like and a little tidbit about your birth story that we will share with all the children. Because some parents can’t come on their child’s birthday, we ask that no parents come to spare the other children’s hurt feelings.

10) How long should I stay when dropping off my child?
If possible 5 minutes more or less depending on the needs of your child. Do let your child know how long you intend to stay. Give them clear messages, another words don’t say “I’m leaving now” and then stay for a few more minutes. Rituals work wonders. Keep it simple. Please remind your child if she or he is having a hard time separating, that you know he or she will soon be playing with friends and the teachers will take good care of them. The kids definitely sense how you feel about the separation so please make it as positive as possible.

11) When is my child too sick for day care?
I know when your sweetheart gets sick it is tough on everyone, especially your little one. When you bring your child sick to day care each one of us eventually gets sick. There is nothing more difficult for me then working with 15 energetic kids when I am sick. So please keep your sick child home when they are ill. I want to keep sickness at a minimum so keep your loved one home if:

- Your child has a fever. Keep home for at least 2 days. One day (24 hours) he/she must be fever free before returning.
- Has diarrhea for more then 1 day
- Is listless, not him or her self
- Has any contagious illness like pinkeye or chicken pox
- Has head lice. Every single nit must be removed before your child can return.
- Vomiting, must be clear for 24 hours prior to returning to school
Hug-A-Bug

The 15 Most Frequently Asked Questions and Issues

When in doubt give me a call. I will not keep a sick child in my care. It is unfair to the child and very hard on us when your child is here sick. It is up to you to have a back up plan in place before your child gets sick so that when I call you at work and you can’t leave your job you can call your back up person. If your back up person can’t come, you have to come yourself. No exceptions!

12) What happens when the staff are sick?
Usually, the teachers work when we are ill, so we need your understanding and support. We usually work sick because it would be difficult for the kids to transition to a new person for that short a duration. On sick days we usually take advantage of the VCR and play a movie like “Winnie the Pooh”.

13) Please, Please, Please Never park in my neighbors driveway!
I need to keep on good terms with them. Also, please don’t park across the street on the 3rd Tuesday of each month, it is street cleaning.

14) When can I call you?
If you need to call one of us at work, we can certainly be available for a few quick questions but anything requiring time should be addressed after 5pm. Please call me with any concerns you might have. Don’t wait until parent conferences to share your thoughts.

➢ Nancy’s Phone Numbers
  o Hug-A-Bug: 510.559.9479
  o Home: 510.559.9314
  o Cell: 510.406.5528

15) Lateness:
When a parent is late more than once in a while it feels disrespectful to us. Please arrive before your pick up time by 5 minutes or more. If your pick up time is 1:30pm please come by 1:25pm so you can leave by 1:30pm. I will not indulge a family’s lateness so please be on time. Pick up is promptly at 5pm. If you would like time to hear about your little one’s day or need extra transitioning time, please come at least 5 minutes early. Lastly, please DO NOT park in the neighbors driveways, it makes for difficult relations. Thank You!