



# Information & School Rules

## 2024

### **Dear Parents,**

A warm welcome to our Pre School. We trust that your child will be delighted to be with us. We aim to provide a basis for your child to build his/her future. During his/her time with us, we will do everything possible to make sure your child is given the love and attention he/she deserves.

### **Targets & Objectives:**

Through structured activities, we aim to:

1. Allow your child to develop as an individual, on an emotional, social, intellectual, and physical level;
2. Cultivate a positive attitude towards school and learning;
3. Create a positive attitude about themselves;
4. Guide them in the development of self-discipline, responsibility, and respecting others;
5. Grant them the opportunity of learning to reason, problem-solving, decision-making, and judgment;
6. Build an academic basis for further study; reading, writing, and numeral efficiency;
7. Create an atmosphere for creativity;
8. Create an appreciation for nature.
9. Education is based on Christian Principles - Bible stories and assembly.

### **School Hours:**

**Full day:** 06h30 - 17h30

**Half day:** 06h30 - 13h00

**Baby/Nursery Room:** 07h00 - 17h00

School is open during school holidays.

School is closed on weekends, public holidays, and long weekends that are declared as holidays.

**School closes** on the **15th of December** and re-opens on the 1st Monday of the New Year.

### **School fees:**

- School fees are **strictly payable in advance** on or before the first day of the month, and are non-refundable.
- Non-Refundable Registration Fee: R1 200.00 once off with the application form.
- **Full Day:** R3 000.00 per month x 12
- **Half Day:** R2 700.00 per month x 12
- **Day Visitor:** R150.00 per day
- The **increase in school fees** will depend on the financial situation of the school. We will inform you **3 months in advance** should we have to increase the fees due to the rise in consumables and day-to-day running costs.
- **Accountability Solutions (Pty)Ltd** is assisting us with the recovery of outstanding monies. Once the matter has been handed over to Accountability Solution, you will be liable for all legal and collection costs.

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Initials

- School fees can be paid in cash, via Internet banking, or with a card at the school.
- **One calendar month's written notice** must be given should your child intend to leave the school. You will be liable for the month's school fee if you do not give your notice in writing.
- Should your child be removed from school without notice or outstanding fees not be paid off, the account will be handed over to Accountability Solutions for collection.
- If school fees are **not paid by the 3rd of the month, the services will be suspended** until full payment is made.
- Even if the child is sick or not attending school for any reason, fees must be paid in full.
- **No cancellation** for the end of November is allowed. You will still be liable for December fees.
- The **annual increase** in school fees takes place in January every year. You will be notified in October/November.
- The **school fees cover all** food, toiletries, stationeries, consumables, and a gross motor skill program - **Playball**.
- All **other extramural activities will be for your account:** Tabs4Tots: Coding & Robotic classes, Phonographic-reading classes, Experi-Buddies, and Swimming classes.
- Should there be a need for additional funds for whatever reason, it will be communicated on the Whatsapp group. Photos, concert etc.

### General Information:

- **The arrival time** of the children is between 06h30 and 07h50. The formal school program starts at 08h00. The Baby/Nursery Room opens at 07h00. PLEASE BE ON TIME!
- **The school closes** at 17h00 daily, but one teacher stays until 17h30. Babies must be collected by 17h00. Continuous late collection after 17h30 will result in termination - (3 times).
- Please inform us about arrangements regarding the **collection of your child**, Only the persons that are specified on the registration form will be allowed to collect the child/children. No exceptions will be made. We reserve the right to ask for identification if the person is unfamiliar to us. **Keep us informed of any changes.**
- **For security reasons**, the small gate is kept locked. The driveway gates will be open from 06h30 - 08h00; 12h00 - 13h00; and 16h00 to 17h30 for the collection of children. The gates will be kept closed during the day. This is for the safety of all children on the premises.
- We have provided demarcated parking spaces inside the premises for vehicles to drop off and collect. **Please park between the lines.**
- The gate to the right of the building must be kept clear for entrance always. Please **do not park in front of this gate**. This gate will be kept closed always, to prevent children from entering the driveway area. Please **accompany and fetch your child at the small gate**. No responsibility will be taken for children left outside the small gate or the school premises. Make sure that your child is taken by the teacher before you leave the premises.
- **Transport providers** are **NOT** allowed to drop off and collect children in the street.
- Our means of **communication** at the school is by Whatsapp; SMS or E-mail. We use WhatsApp groups to communicate our theme of the week, school-related information, and birthday celebrations. Please inform us on the group when your child will not be attending school, whether going away on holiday, illness, or any other reasons.
- Should the need arise for a **formal meeting**, please arrange it with us in advance to make sure that the teacher is also present. You can arrange with Carinne/James or send us an email at admin@toddlersacademy.co.za.
- Please contact the teachers on the **school landline** for information as they are not allowed to use their phones during school hours.

- In regards to **divorce or separation of parents**, please communicate any information to James or Carinne directly.
- **Weekly feedback** is given every Friday via e-mail during the school term. **Assessment** of your child will be done in June and in November. Reports will only be given out when school fees are up to date. The Gr.RR (Bumble Bee) and Gr. R assessments are done every term.
- Our school has a **Facebook and Website**. These will be updated as much as possible. We reserve the right to use photos of our children for this purpose. We will obtain special consent in the event of using it for other means of advertising like pamphlets or the newspaper.
- **No personal toys, cell phones, and pets** are allowed in the school.
- **No medicine** will be given at school. Children on **prescribed medication Schedule 3 and 4 (Antibiotics) etc. are NOT allowed to attend school.**
- No child with **contagious diseases** will be allowed to attend school until the contagious period has passed or the doctor's note allowed the child to attend school. **Contagious diseases:** Covid-19; Measles; Chickenpox; Pink eyes; Gastro; Mumps; etc.
- Please ensure that your **child stays at home** should your **child have a fever >37.5°C; not feeling well or has any rash.**
- **Birthday parties** may be held at school. Parties are normally held at 10h00. Parents are welcome to attend their child's party. Please arrange with the class teacher or Carinne for more details. **No presents** will be handed out in class or opened in front of the class.
- **All meals are provided.** No lunchboxes, juice, or cold drinks will be allowed. The menu is balanced and age-appropriate. Please inform the school of **any allergies and indicated them clearly on the registration form.**

**Breakfast: 07h00 until 07h45** - Oats, maize pap, or cereals.

**Snack: 10h00** - Fruit and filtered water

**Lunch: From 11h30**

- **Monday:** Spaghetti and Mince
- **Tuesday:** Rice, Mince, and Veggies
- **Wednesday:** Mac and Cheese
- **Thursday:** Rice, Mince, and Veggies
- **Friday:** Fun Food - Hotdogs; Waffle & Ice cream; Toasted Ham/Cheese or Vetkoek

**Snack: 15h00** - Fruit, cookie, and juice

***\*Please remember that our daily activities and afternoon play will ensure that your child still has his/her normal appetite for supper.***

- Our **sleeping time is from 12h00 until 14h00** for our 2 to 4-year-olds. Our Gr. R and Gr.RR (Bumble Bees) are kept busy in the dining hall and playground during that time. We provide each child with a durable mattress and remain the school's property. A **marked small blanket and pillow** can be sent to school for the child's use. Every Friday it will be sent home to be washed and returned on Monday.
- Your child must **wear comfortable clothing**. Please ensure that your child wears leggings/shorts under a dress. No jewelry is allowed - to prevent any accidents. (Excluding stud earrings). **Please mark all your child's belongings.** The school is not responsible or liable for loss of any kind.
- **School-branded clothing** is available on order. Please enquire at the school for details and prices. It is not compulsory, except for the Grade R children.
- **Grade R uniform is as follows:**
- **#Summer:** Branded shirt; navy shorts/skort; white tekkies with white socks.
- **#Winter:** Branded long/short shirt; branded tracksuit with white tekkies.

## Disciplinary Code:

We believe that discipline is an important component of classroom harmony. Therefore, the following will be enforced:

- **First Offence:** A verbal warning is given, with an explanation of the offence.
- **Second Offence:** "Time Out" in the classroom under direct teacher supervision.
- **Third Offence:** The teacher will call the principal/manager to the classroom to address the child's behaviour with him/her.
- **Fourth Offence:** The parent/guardian will be called in for a meeting to discuss a solution to the child's behaviour.

### The following behaviour will result in immediate discussion with the parents/guardians:

1. Swearing.
  2. Biting.
  3. Kicking; slapping; and/or hurting children/teachers.
  4. Bullying other children.
  5. Touching other children's private body parts.
- **All incidents will be recorded** and signed by the teacher, principal/manager, and parent/guardian.

### The following discipline policy shall apply to all the staff and shall be restricted as follows:

1. We **DO NOT** spank, shake, push, smack, or physically punish the children.
  2. We **DO NOT** make fun of, or verbally abuse the children.
  3. We **DO NOT** place children in locked rooms, closets, or boxes as punishment.
  4. We **DO NOT** withhold food, rest, or toilet use.
  5. We **DO NOT** leave any child unattended.
- **Cameras are installed** in all our classrooms and ablutions. Viewing of any incidents can be arranged with the principal, at his discretion.
  - **The equipment for outside play is used at the child's own risk.** There will be supervision all the time.
  - The parents/guardians will be held responsible for any **medical and/or hospital accounts** which may occur. The staff may provide **First Aid Medical treatment** if needed.
  - Should any injuries occur while at school; **an incident report MUST be completed** explaining all the incident details and the procedure followed. This document **needs to be signed by the teacher, principal/manager, and parent/guardian.**

### PLEASE SEND THE FOLLOWING ITEMS FOR YOUR CHILD - MARKED:

- Extra set of clothes in their bag.
- Nappies, bum cream and wet wipes if your child still wears nappies.
- Sun hat - to be kept at school
- Small blanket and pillow: 2 - 4-year-olds.

### ALWAYS ENSURE THAT ONE OF THE PARENTS/GUARDIANS IS AVAILABLE BY PHONE AT ALL TIMES IN CASES OF EMERGENCY.

Accepted by Parent: \_\_\_\_\_

Date: \_\_\_\_\_