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# Dottypotty Nursery School

Building Minds and Milestones

A Warm Welcome to Our Haven

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# Handbook 2012

Please read this - Handbook - thoroughly, as it covers very important policies and procedures that pertains to the care of your child. There may seem to be a lot of information, if you have any questions regarding the policy please do not hesitate to ask. We will go over this book when you register, but this copy is for you to reference back to. We reserve the right to make changes to the policies and procedures, as we deem necessary. You will be notified, in writing, of any changes that may occur.

Thank you for trusting us to care for your child.

## Times

1. We are open Monday to Friday from 7:00 to 14:00 for half day and close promptly at 17:30 for full day.
2. A fee of R50 every 10 minutes will be charged for late collection. Please remember that we also have our own families to care for.
3. Class starts promptly at 8:00. Please try and arrive before this time to lessen disruptions in the classes.
4. We are open throughout the year except during public holidays and during the December and early January holidays.

## Fee Structure

1. A non-refundable registration fee of R1000 is required on registration.
2. A levy for the year which includes extra toiletries and stationery needs to be paid in advance to the school in January.

3 months - 2 years old	R600
2 - 4 years old	R700
4 - 6 years old	R800

3. Entertainment fee for the year is R1000.

4. Fee Structure for 2012

	Monthly	Termly	Yearly
Full Day	R1900	R5558	R21 432
Half Day	R1700	R4973	R19 584

5. Please note that school fees should not be given to the children or any staff member to be paid. It needs to be paid in the office and a receipt will be issued once payment has been acknowledged. If an EFT or cash deposit is done, no receipt will be issued for this. Please send the school the proof of payment.
6. Fees from January to December need to be paid in full within the first week of each month or a 10% penalty will be added to your account.
7. A 5% discount will be given on the monthly fees when a second child is brought into the school.
8. Methods of payment can be discussed.  
Please use your CHILD'S NAME and SURNAME as a reference when depositing money into the account or an EFT is being made. Proof of payment is needed via email, fax or copy of deposit slip.

9. One month's notice in writing needs to be given when withdrawing your child. If a notice is not received, you will still be liable for the month's fees.
10. No reduction in school fees will be made whenever any child is absent from school or during regular school holidays.
11. Please note that if your child is registered at the school and does not attend for a period of time and we are not advised about it, we will give his/her space away as we do have limited space available. A new registration fee will be charged if you do bring your child back.
12. School fees are subject to change on a year to year basis.  
Notification will be given in advance.
13. School uniform is available on request.  
Summer uniform - R130  
Winter uniform - R160

### **Supplies**

Please note that these supplies are required for each child in the school on a termly basis. Reminders will be sent out on when these supplies will be needed.

3 x boxes of tissues

3 x packs of wet wipes

1 x ream of white paper (500)

1 x ream of coloured paper (500)

If you are unable to provide these supplies a fee of R400 needs to be paid in order for us to buy these supplies on your behalf.

### **Drop off/Pick up**

1. We assume responsibility for your child/ren only while s/he is on the school property.
2. No child will be allowed to leave with anyone except the parent, unless permission from the parent is given.
3. Copies of ID, Passport or Driver's Licence are required so that we can identify the people who should be fetching the child.
4. It is normal for your child to cry on arrival especially for the first few weeks. Please make your good-bye brief. The crying usually stops within seconds of your departure.
5. Never leave without telling your child good-bye.
6. If there is a court order keeping one parent or guardian away from the child, we must have a written note from the custodial parent or guardian in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

7. Please be in control of your child during these times. Do not allow your child to run out to the car while you are still inside. The Safety Rule is "No one goes outside without an adult with them."

### Discipline

1. No child will be hit, spanked, belittled or otherwise intimidated at Dottypotty Nursery School - even with parental permission.
2. No corporal punishment will be used.
3. Children will be treated with courtesy, respect and patience.
4. They will be guided according to age and understanding level.
5. Younger children, babies and toddlers will be redirected to another activity
6. Older children will be given time outs depending on the severity of the offence (almost always 1 minute per year of age, never to be more than 15 minutes).
7. If a child becomes a persistent behaviour problem, we will address it with you and we will try to resolve it together.
8. No child will ever be punished for toilet accidents.

### Meals

1. Children are required to bring a healthy snack on a daily basis; this snack will be provided to them twice a day. Please make sure there is enough food for these two snacks
2. Lunch is served at 12:00 and is nutritional for the children. The younger children eat at 11:30.
3. Full day children will receive a late afternoon snack at 16:30.
4. Manners are taught and practised during these times.
5. Please list on the medical report any food allergies your child may have.
6. If your child needs a special diet, the parent must please provide these foods or arrangements with the school can be made.
7. Babies up to the age of 1 year old should provide their own foods as this is more convenient for all.
8. A menu will be left on the notice board to show you which foods we will be serving each day.

### Dress Code

1. Please dress your child appropriately. The activities may be messy.
2. Do not send your child in clothing that you do not want stained.
3. Weather permitting we will spend a lot of time outdoors.
4. A complete change of clothing needs to be brought in daily.
5. Parents will be contacted if clothes are needed.

## Religious Practices

1. We feel that religious teachings should be left up to the parents.
2. Cultures will be addressed and linked with the themes.
3. We will celebrate the different occasions with the children, such as their birthday and so on.
4. If you do not wish to have your child participate in these, please let us know.
5. Celebrating your child's birthday is welcome. You can discuss this with the teacher. Birthday routines are usually done after sleeptime.

<u>Time</u>	<u>Daily Routine</u>
7:00	Arrival, Free play
8:00	Morning Ring
8:15	Theme discussions, activities, toilet routine and free play
9:00	Snack
9:30	Classroom work and activities
10:30	Free play / Extra Murals
12:00	Lunch
12:30	Story/Music Time
13:00	Sleep time
14:30	Sleep time ends
14:45	Snack / Birthday Ring
15:00	Class or outside activity
16:30	Late Afternoon Snack
16:45	Clean up time and get ready to go home
17:30	School ends

## Toilet Training

1. Children generally achieve toilet training between the ages of 2  $\frac{1}{2}$  to 3 years old.
2. Potty training begins when your child is ready; the task is easy and quick.
3. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self and an interest in staying dry or clean.
4. We take a very relaxed attitude towards potty training.
5. Please realize this should be your child's accomplishments and not yours or ours.
6. Children should not be compared to how others are doing.

7. Children train easily when they are ready.
8. Parents need to also be prepared to do toilet training at home.
9. We will follow-up with the toilet training.
10. During this time we require children to wear pull-ups for health and safety reasons.
11. We will continue to use pull-ups until your child can and will announce that s/he must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement.
12. We will need to go two full weeks with no accidents here before putting your child in big girl or big boy underpants.
13. Please make sure your child/ren is wearing pants that are easy to take off and put back on for our convenience.
14. An extra set of pants will be needed at this stage.

### **Toys and School Property**

1. Please do not send any toys from home with your child.
2. If your child needs a special toy or item for sleeping, it will be allowed, but it will be put away until sleep time.
3. There will also be "Show and Tell" activities where children can bring certain items when told to.
4. Dottypotty Nursery School assumes NO responsibility for lost, stolen, or broken toys from home
5. Should the child deliberately destroy our toys or other property through misuse or willfulness, the parent will be required to replace it or a fee will be added to your account.
6. If library books from the school is lost, a new book should be replaced or a fee of R100 will be added to your account.

### **Sleep Time for full day children**

1. All children under the age of 5 will have a rest period.
2. No child is forced to sleep, however they must remain quiet.
3. Older children and those who wake early will participate in quiet activities until sleep time is over.
4. Please try not to schedule pick ups during this time to lessen disturbance to the resting children.

### **Clothing**

1. All children need to bring a school bag to school.
2. All supplies and items belonging to your child need to be labeled with their name and surname.
3. A complete change of clothing (more if we are toilet training). This includes shirt, pants, socks and underwear/panties.

4. Hats will be needed throughout the year.
5. Babies are required to bring in their own supplies such as nappies.

### **Injuries and other emergencies**

1. Minor cuts and abrasions suffered while at the school will receive proper care.
2. Treatment will be logged and we will tell you how and when the injury occurred.
3. If a medical emergency arises, we will try to contact the parent first, unless doing so endangers the child's life
4. In that case, we will take necessary steps, putting the child first.
5. If need be, we will take your child to the nearest hospital via ambulance. Then try to call you when we arrive.
6. If a parent is unavailable, we will keep trying until s/he is available.
7. In the event of a fire, we would evacuate the school immediately and gather outside. This will be practiced monthly so the children are familiar with what to do.

### **Illness and Medication**

1. It would be ideal to have a backup when your child is sick.
2. It is advised that you leave your child at home for at least 48 hours (2 days) when they have been sick or is on antibiotics.
3. Please note that antibiotics are not allowed to be given to the children by the teachers. This is the law in South Africa.
4. All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting the other children and especially the staff.
5. Illnesses which children should be kept at home include:
  - Fever
  - Conjunctivitis (pink eye) or "cold in the eye"
  - Flu
  - Unusual rash
  - Severe cough
  - Rapid breathing or laboured breathing
  - Severe cold
  - Vomiting (Yellow or Green Mucus)
  - Yellowish skin or eyes
  - Diarrhea
  - Head lice

- Contagious illness of any sort which results in child being too ill to participate in daily activities
6. We do not accept children if any of the above symptoms are present or have been present within the last 24 hours.
  7. If the child shows any of the symptoms while in care, we will remove him/her from the group and notify the parents.
  8. The child is welcome when he has only a mild cold but is able to participate in the day's activities.
  9. If your child is on medication and it needs to be administered while s/he is at school, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage and when to be taken.
  10. There will be a form to sign giving us permission to give the medication to your child.
  11. Medication will be administered at the time or with the meal you specify and a written record kept.
  12. Please notify the school if your child is going to be absent.

**Extra Murals**

1. These are extra activities which the children can participate in at an extra cost.
2. The school does not take responsibility for payments of these activities.
3. Boxes in front of the office are available for you to put your monies in.
4. Please remember to label your child's name and the month you are paying for in an envelope.
5. It is not essential for the child to participate in these activities.
6. Information about these activities is available in the office. If you need any further information about these activities, please contact them personally.

Extra Murals which are available

Kids.com	Beaux Arts
Playfit	Playball
Music Masters	Soccercise Stars
Fun Foodies	Little Green Fingers
Charismatic Kids	