



# **KWAGGASRAND NURSERY SCHOOL/KLEUTERSKOOL**

## **GENERAL POLICY:**

### **1. MISSION:**

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Kwaggasrand Nursery School/Kleuterskool strives towards the protection, maintenance, and improvement of:

- Freedom of language and association
- High standard of education
- Christian values
- Education of children towards school readiness
- Forming of balanced, independent, and happy children.

#### **REQUIREMENTS FOR ADMITTANCE:**

##### **The parents of the child must declare that:**

- They underwrite the mission of this school.
- The child is fifteen months or older but will not turn 7 during the year.
- The child has received the prescribed immunisations (medical).
- They are not aware of any contagious diseases that the child suffers from.
- They will ensure that their child comes to school on time, well looked after, neat, and tidy.
- They will ensure that the rules/policy of the school is complied with.
- Payment of the compulsory school fees, as laid down, will be paid monthly in advance.
- They will adhere to the registration procedure:
  - A yearly registration fee to be paid to reserve the placement of the child.
  - Will endorse the school's mission, school rules/policy and admittance requirements.
  - Hand in a photocopy of a birth certificate and immunisation document.
  - Hand in a copy of both parents ID documentation as well as the previous school's financial statement to clarify that fees were paid up to date.

#### **KLEUTERSKOOL KWAGGASRAND RETAINS THE RIGHT TO REFUSE CONTINUED ATTENDANCE THROUGH OFFICIAL CHANNELS:**

##### **IN CASE OF:**

- The child and/or his parents do not prescribe to the requirements of admittance and policy
- The child is a danger to other children.
- The child in any way has a bad influence on other children.
- The child has a problem that prevents the effective education of the other children. (In this case the child will be referred to specialised tutoring)
- The school fees are outstanding.

## 2. DAYS AND HOURS OF OPERATION

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- The school operates from January to the 15<sup>th</sup> of December of each year. (Closest day to the 16<sup>th</sup> of December)
- The hours of operation are from 06h15 to 17h45 on weekdays. The school will be closed on public holidays as well days that are declared an additional School holiday by the Department of Education. School is open during normal public-school holidays (April, June-July winter holidays and Sept holidays as well as December up to the 15<sup>th</sup> of December))
- The school opens at 06h15 (to accommodate parents that need to go to work early) and closes strictly at 17h45. A penalty fee of R200 for every 15 minutes (or part thereof) that you drop off your child late, applies.
- Our educational program starts at:
  - ❖ 08h00 for Grade R children
  - ❖ 08h30 for children from 15 months to Grade RR.
- Children may be brought up to this time, but please not later than 08h30 as we close the gate by then. We anticipate a commitment to punctuality and regular attendance. We cannot provide quality education to children who are frequently absent and who arrive late.
- Departure time:
  - ❖ All the children can be fetched from 12h30 up to 17h45.
- A penalty fine of R200 for every 15 minutes or part thereof is applicable after 17h45. It causes extreme anxiety when children are picked up after closing time. If you are unavoidably delayed, please be courteous to call the school and inform the teacher on duty.

## 3. SCHOOL FEES

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- School fees are paid for 12 **months**, January to December, whether your child is absent or not. No exceptions are given for sickness or other personal problems.
- **We have a NO CASH POLICY**. All School Fees must be paid into the school's banking account via EFT or debit order. (Debit orders must be arranged by yourself at your bank)
- RECEIPTS will be sent out **ONLY EVERY SECOND TUESDAY WITH YOUR CHILD'S NEWSLETTER**
- School fees must be paid by the 7th of each month.
- You pay in **ADVANCE**: Beginning of the month for the month to come (For example: Beginning of April for the month of April)
- School fees for Parents who get paid on the 15<sup>th</sup> of a month must be paid by the 22nd of that month. (7 days after payment)

- **OUTSTANDING SCHOOL FEES:**
- We reserve the right to refuse admission if any part of the fee remains outstanding.
  - You will be handed over to LEXMED DEBT MANAGEMENT who will collect the funds on our behalf.
  - Take note: They will add interest as well as their legal fees to your account. You will be blacklisted.
  - We have a contract with them. When your account is handed over, we cannot negotiate or accept any funds from you, and you have to work through them until your account is settled in full.
- ❖ **WE RESERVE THE RIGHT TO WITHHOLD A CHILD'S PROGRESS REPORT IF FEES ARE NOT PAID UP TO DATE**

## 4. COMING TO SCHOOL

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- It is of the utmost importance to us that we make your child feel at home on the first day.
- Please do not prolong your saying goodbye! You are more than welcome to phone between 08H00 – 8h30 and from 11h00- 12h00 during the day to hear how your child is doing!
- **Your child MUST bring the following on a daily basis:**
  - A schoolbag big enough for shoes, jersey, and art.
  - A lunch box (see requirements under next section)
  - A small cooler box/bag to put the lunch tin in.
  - An extra set of clothing in his/ her school bag
  - **MARK THEM CLEARLY!!!** We do not take responsibility for ANY lost items.

## 5. FOOD PARCEL

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- We do not supply any food at our School. You as a parent are responsible to send a nutritious meal/lunch box daily for your child.
- Please supply:
  - One lunch box for 10h00
  - Another lunchbox for 13h00.
  - Your child must eat breakfast at home.
- **The following requirements are to be met:**  
**CONTAINER/COOLER BOX:**

- Every child must have a cooler box (small) for their lunch boxes. This prevents food (especially meat like Chicken, Vienna's, and Polony) to become spoilt in the summer months.

**LUNCH BOX:**

- A clean **marked** lunch box that your child can open and close by him/herself.
- A plastic juice bottle that seals properly or a sealed box with juice or flavored milk.

**CONTENTS OF LUNCH BOX:**

- The food must be nutritious without any sweets or **tidbits**.

**Examples:**

- A sandwich, preferably brown bread, meat pie, two-minute noodles (must be cooked at home) etc.
- Cut fruit, raw vegetables e.g., carrots, cucumber, or tomato wedges.
- Left-over food e.g. macaroni and cheese, rice and mince (We supply a teaspoon) We heat it up for them in the kitchen.
- Sealed yogurt

**FRIDAYS ARE "SWEETIE DAYS":**

- You are allowed to include a sweetie, chocolate or crisps (Simba's) **ON FRIDAYS only** with your child's lunchbox (but not replacing the food)

## 6. ATTENDANCE / WITHDRAWAL FROM SCHOOL

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- The school must be notified if your child is absent for more than THREE DAYS.
- Children with irregular attendance will not receive a progress report.
- **ONE CALENDER MONTH'S WRITTEN NOTICE** must be given when your child leaves the school. You are still responsible for the notice month's school fees. We do not except notice "with immediate effect", and you will be held accountable for the notice months fees, whether your child attends or not.
- **If you do not give notice, your child's fees will accumulate, and you will still be held responsible for the outstanding fees. A month's notice will be added to your account.**
- Application for children expires annually.
- Parents must thus apply in August for re-admittance the following year.
- **If your child "DISSAPEARS" (you withdraw your child without notifying us) a month's notice will be added to your account as well as you will be handed over to LEXMED DEBT MANAGEMENT to collect the funds on our behalf. Please take note that they will add interest as well as legal fees to your account.**
- **October, November and December will NOT BE ACCEPTED AS NOTICE MONTHS.** If you do want to take your child out of the school during this time school fees have to be paid up to December.

## 7. CLOTHES

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**ALL CLOTHES, SHOES, BAGS AND LUNCH BOXES MUST BE MARKED CLEARLY.** A waterproof marker can be used for this purpose.

- **Although the staff tries their best to keep your child's belongings safe, we do not accept any responsibility for any lost items.**
- **JEWELLERY:** We do not take ANY responsibility for jewellery lost (Earrings, watches, ear studs etc.)
- Children should be dressed in clothing they can easily manage by themselves: without belts and complicated buckles, strings or bows to fasten or any complicated fastenings; pants with elastic around the waste so that children can easily undress themselves to use the toilet and shoes that they can easily manage on their own.
- Children should be encouraged to dress within socially acceptable limits and to wear comfortable and washable play clothes to school. Learners should not be sent to school in expensive, fancy or revealing clothes nor clothing with violent, discriminatory or undesirable slogans or logos. Our daily activities often include messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes.
- Please allow them to go barefoot in summer. Girls should not wear high heeled footwear as these hampers them during running and climbing activities. Long dresses and fancy clothes hamper movement and can be dangerous on gyms.
- We provide aprons for each child to protect clothing during wet and messy activities. However, clothes do occasionally get wet and soiled. To thus prevent the child's distress and embarrassment we require **an extra set** of clothing to be kept in his/her bag daily.

### **LOST/UNMARKED CLOTHES:**

- Please check the lost property rack on the stoep in front of the office where all unmarked clothes will be left. Please do not phone the school to look for your child's belongings.

## 8. TOYS FROM HOME

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- **NO** toys may be brought to school. Toys break, get lost and causes conflict.
- The school has many age-appropriate play materials for children. These materials are specifically selected to help children to learn to share, negotiate, plan and initiate activities. We therefore request that toys are not allowed from home as these cause distractions. Please teach children to leave toys at home.
- **TOY DAYS:**  
At the end of each term, we have Toy Days when the children are allowed to bring a toy from home to play with, at the school.  
The arrangements of these days will be given through to you in that specific week's' newsletter.  
Please do not send any expensive toys or bicycles to school during those times. We do not take

any responsibility for lost or broken toys.

- Occasionally a new child will need the security of something from home. (Teddy bear, blanket, etc.) This situation should be discussed with the teacher so that appropriate arrangements can be made.

## 9. DEPARTURE TIME

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- At the security guard by the gate, you will find a sign out register which the person fetching the child must sign, daily.
- If you are sending someone to collect your child that is not stipulated on the registration form, you **MUST** inform us. **WE WILL NOT GIVE YOUR CHILD TO SOMEONE ELSE!!**

## 10. NEWSLETTERS

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- Your child will receive a newsletter in a colored, A4 plastic envelope every second Tuesday.
  - Please bear with all the letters as this is the only way for us to communicate with you as a parent.
  - Please read these letters attentively and return the envelope with the tear off slip on Wednesdays.
- A fine will be charged for lost envelopes

## 11. BIRTHDAY CELEBRATIONS

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- A birthday is an important occasion in the life of a child. Parties are more than welcome but you are under **NO obligation** to have a party at school. We make it a special day for them whether you send party things or not.
- Please arrange in advance with the teacher.
- **Suggestions:**
  - Party packs
  - Cupcakes or a cake
  - Cool drinks
  - NO balloons, sherbet or suckers are allowed
- The class party will be held from 10h00- 11h00. Party snacks must be at school by 10h00. It disturbs our educational program if it is dropped of later. It is impossible to have a party later than that as the children are getting ready for sleeping and after care and our Half Day children go home by 12h30.

## 12. PROBLEMS

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- All problems will be dealt with in a private and sensitive manner.
- Please inform us of any emotional problems at home e.g., death in family, new baby, divorce etc.

- You are welcome to come and discuss any problems, regarding your child. Please make an appointment in advance as we need to arrange for someone to be in the class with the children while we discuss your child with you.

### **13. BABIES/TODDLERS (15 MONTHS TO TWO YEARS OLD)**

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- Parents are responsible to provide the following for their own child:
  - Nappies (no material nappies accepted)
  - Bottles and milk formula
  - Wet wipes
  - Bum cream
  - Extra set of clothes in bag daily
  - Extra face cloth if preferred
- MARK everything clearly
- Please discuss your baby with the teacher if you have any special needs
- POTTY TRAINING: The staff member will let you know when she is starting with potty training as well as what is needed additionally from you during this time (Jockeys, etc)

#### **LUNCH:**

The staff must help the little ones to be fed. Please put in food that your baby can eat by themselves when possible. They get frustrated when they must wait to be fed! A sandwich cut in smaller pieces works well.

### **14. DISCIPLINE**

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- “Train up a child in the way that he should go and when he is old, he will not depart from it”
- Our aim is to have well-behaved, happy children. Parents and learners are expected to abide by the school’s policy and to respect rules.
- Obedience to rules serves as preparation for becoming law abiding citizens in future. Our staff and the school’s property should be always treated with respect.
- Children will be inspired by their parents as models in respecting the school as an institution.
- When parents disregard our policies, learners will not adhere to rules either.
- Acceptable behaviour is encouraged by positive verbal encouragement and by adults modelling behaviour.
- Respect for the next person, the apparatus and the environment are encouraged. The democratic right of every individual is pinpointed.
- The policy: “We do not hurt anybody” is always applied.
- Parents should encourage children to behave non-aggressively and to refrain from hurting others at the school. The golden rule: do unto others as you would have them do unto you, applies. Please do not teach your child to retaliate!
- Children need to learn to take responsibility and be accountable for their actions and for the

consequences their actions might have on others and on the environment. It serves no educational purpose to shift blame for transgressions and to find excuses therefor. Transgressions provide teaching opportunities.

- Adult follow-through is an important component of positive discipline. The child learns that adults mean what they say and that adults follow through with firm and kind action.
- Misbehaviour will be dealt with in a fair and just manner appropriate to the age of the learner.
- Parents must remember that whilst children's narratives might sometimes be true, they might be one-sided or out of context and in some instances, they might not be factual or true.
- Behaviour challenges will be discussed with parents in order to find a suitable manner in which to motivate children to behave in an acceptable way.
- In cases where children persist with unacceptable behaviour, which is detrimental to other children, they will have to be withdrawn from the School.
- No profanities, swearing or harsh language will be tolerated. Violence, threats of violence, blatant disrespect, disorderly conduct, and endangering others will be regarded as serious infractions for which learners may be expelled.

## 15. PROGRESS REPORTS

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- We encourage parents to maintain open communication, discuss concerns and we welcome any positive suggestions.
- Teaching staff can unfortunately not discuss a child's progress during school hours and we request you to make an appointment with the appropriate teacher for after 13:00.
- **Progress reports:**
  - are sent out twice a year (June and December) for the 15month – Grade RR children
  - Quarterly for the Grade R children. (4x a year)
- Parents are welcome to discuss their child's progress from time to time during the year when teachers will be available during parent's evenings.

## 16. CLASS PLACEMENTS

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- The school may, at its discretion place children in groups or move children to different groups to the best interest of the child.

## 17. JEWELLERY AND OTHER VALUABLES

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- Please do not allow children to bring jewellery or valuables. The school does not take responsibility for loss of or damage to valuables.

## 18. HEALTH AND SAFETY

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- It is our desire to keep the children and adults at the School as healthy and safe as possible.
- To do this we need your co-operation. Children with symptoms of illness (runny nose, red eyes, fever, vomiting or diarrhoea) should be kept at home even if it is suspected that it was contracted at the School. This will prevent the illness spreading and will help the child to regain his health. No child with lice is allowed to attend school.
- When a child becomes ill at the School, parents will be contacted.
- Parents will be notified of any contagious or serious illness of children or adults at the School. Before a child returns to the School after having a contagious disease, the parent must check with a medical practitioner that it is safe for him to return.

### **Please note:**

- It remains the obligation of parents to supply a medical certificate as proof that a child may return to the School without danger of infecting others when a child has symptoms or upon returning after having been absent with a contagious condition and the School may insist on such written proof.
- Legislation requires each child to have certain immunizations. Please ensure that these are done at the required ages. Babies from the age of 6 months should have a measles immunization as this disease is very contagious. Please obtain medical advice in this regard.
- The School undertakes to do all possible and to take all precautions to prevent injuries and accidents, but will under no circumstances be liable for any injuries or illness sustained by the children while in the care of the School, irrespective of what the circumstances may be.
- Minor bruises, scratches, etc. are normal in growing up and the School does not guarantee that children won't be hurt.
- Damage to the terrain, building or equipment of the School, will be for the account of the parent.
- Chains, necklaces, and scarves are dangerous as children can be strangled. Please make sure that clothes do not have ties around the neck area.
- In case of a medical emergency, first aid will be administered by the staff. The parent will be notified immediately. If medical attention is required, the staff will call the local ambulance service who will stabilize and transport the child to the emergency department of the nearest hospital or consulting rooms or staff will transport the child themselves.
- No medication will be routinely administered at the School (e.g. Vitamins).
- **Only prescribed medicine by a DOCTOR will be given.**
- If a child has to take medication the following procedure should be followed:
  - parents must personally hand the medication to a teacher

- it must have been prescribed by a medical doctor
  - it must be in a container clearly labelled by a pharmacist with instructions regarding
    - the dosage
    - time and frequency of administration
    - the child's name
    - the prescribing doctor's name
    - the name of the medication
    - the date of the prescription
- Parents should complete and sign the medication book supplying the details above (To be found on the piano in the medicine baskets in the foyer)
- **No refunds on school fees** will be made in case of children being unable to attend due to health reasons.
- The required notice period will be applicable in the event of a learner being unable to continue attendance due to health reasons.

## 19. CONCERNS AND PERSONAL APPOINTMENTS

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- Parents who have concerns regarding our staff or service have a responsibility to bring it to our attention without delay so that it can be attended to immediately.  
The School should be given reasonable time to rectify problems. Positive suggestions are always welcomed.
- Parents who feel that their concerns have not been adequately addressed by the teaching staff are welcome to discuss concerns with the principal. Please do not leave concerns lingering. We rely on your feedback and input for the wellbeing of the children and the school.
- Honest and sensitive communication between parents and staff is encouraged.
- Concerns should be discussed in a mature way and care should be taken that children are not within hearing distance as it is not beneficial for children to hear these conversations.

## 20. ADMINISTRATION

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- Teaching staff only deal with educational matters. They will not be able to assist with ANY financial matters. Please feel free to discuss administrative matters with the secretary or with the principal. Only the principal has the jurisdiction to make financial arrangements or concessions.
- The School's e-mail address is
  - **Admin:** [kwaggakleuters@lantic.net](mailto:kwaggakleuters@lantic.net) or [eprinsloo@lantic.net](mailto:eprinsloo@lantic.net)
  - **Principal:** [Ingrid.strydom@pilog.co.za](mailto:Ingrid.strydom@pilog.co.za)

## 21. WASTE ITEMS

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We constantly require the following waste materials, and it will be highly appreciated if you can provide us with whatever you have from time to time. Items such as:

- computer paper, used paper of which the one side is still clear, cardboard, old building plans or other plan paper
- boxes: cigarette, toothpaste, shoe, chocolate
- wool, pieces of fabric, lace, bottle tops, corks, ribbon
- used magazines, used Christmas cards, old stationery, old files
- old calendars with or without pictures, used gift wrap
- empty purity bottles
- lids of all sizes and shapes
- empty ice-cream, yoghurt and margarine tubs
- old appliances for children to disassemble, e.g. old radio
- old x-rays

A hearty welcome to our School. We are looking forward to a positive and healthy partnership with you to the benefit of your child. Your kind co-operation is appreciated and of great value.

Yours sincerely

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Ingrid Strydom  
Principal