

## Information Brochure: Policies, Guidelines and Requirements

### School Hours:

- 👤 Paulshof Educare Centre operates from Monday to Friday from 7.00am to 17.30pm.
- 👤 The school calendar follows that of the Gauteng Department of Education, in that we offer four school terms.
- 👤 The school remains open during holidays and charges a nominal fee should you wish your child to attend the Holiday Care Programme. The school only closes during the December / January holiday and for one week in June / July.
- 👤 Paulshof Educare Centre reserves the right to close early on occasion for staff development, team building or social events. Parents will be timeously informed of such closures and we thank you in anticipation for your support in this regard since it ultimately improves the service we offer you and your child.
- 👤 Parents and caregivers are requested to please collect pupils promptly from school. A penalty for late collections will automatically be added to your monthly school fee invoice. Anyone who collects a child late will be charged R100.
- 👤 For your convenience, three options are available with regards to the duration of your child's school day:

Option 1: Morning Programme: 7.00am to 13.00pm

Option 2: Extended Day: 7.00am to 14.30pm

Option 3: Full Day Care: 7.00am to 17.30pm

### Age Groups:

Paulshof Educare Centre caters for the needs of all children from birth up to and including Grade 0.

## Attendance Policy:

Regular attendance at school is essential in order for a pupil to reach and achieve to his/her full potential. A formal attendance register is taken each morning for all pupils enrolled at the school. Should pupils be absent, parents are asked to please inform the school by 8.00am.

## Health Policy:

Control of communicable illness among the children is of prime concern to your child and the overall wellbeing of the pupil body.

A child may not attend school if he/she has:

- 👤 Uncontrolled diarrhoea (more than 3 stools in a few hours) or vomiting more than once in a 24 hour period.
- 👤 Mouth sores, with drooling, unless a health professional determines that the child's illness is not communicable.
- 👤 A skin rash with fever unless a health professional has approved that the child may be at school.
- 👤 Pink eye (Conjunctivitis) with a discharge until 24 hours after the treatment is started.
- 👤 Scabies or head lice until 24 hours after treatment is started.
- 👤 Any contagious diseases until a health professional gives written permission to return (e.g. TB, mumps, impetigo, hepatitis A, chicken pox, measles, German measles (rubella), shingles or streptococcal (strep) throat infections)
- 👤 A fever over 38 degrees with other behavioural signs of illness such as crying, lethargy, drowsiness, wheezing, coughing.
- 👤 A breathing rate over 50 per minute (applies to a small child).

If medication needs to be administered to your child, please ensure that it is handed to the class teacher and that you have signed the required medical indemnity form.

### Hygiene, Injuries and First Aid Policy:

A formal "Injuries Record" will be kept at school in which all injuries will be recorded together with a detailed account of what happened. Minor injuries will be recorded in the Chitchat Books. In the unlikely event of a more serious injury, parents will be contacted immediately to inform them thereof. Since staff members are CPR and First Aid trained, your child will be well taken care of until professional medical care arrives.

The school has a well-equipped First Aid kit which is regularly checked and supplies replenished. Gloves are used when working with injuries. Medicines are stored in a locked cupboard, out of the reach of children. A medication register is kept for all medicines, including homeopathic medicines, administered.

Aftercare children are required to bring their own blanket each Monday for nap time. This will be sent home on Fridays for washing. All mattresses are disinfected on a weekly basis. All linen in cots is washed at least twice a week. Babies do not share cots or linen. The school will provide all required linen and blankets for babies. We will ensure that hands are washed regularly and sprayed with hand sanitizer. All toys and equipment are regularly washed and disinfected.

All pupils are required to wear hats and sunscreen when playing outdoors. The hats may be left at school and will be sent home on Fridays for washing. Please label your child's belongings with his/her name to prevent precious teaching time being wasted searching for lost property.

### Little Baker's Day:

The objective behind Little Baker's Day is to provide pupils with a very simple introduction to the concept of money and buying and selling. Each week, on a Friday, a pupil will be asked to be the baker. They will be required to provide a tasty, nutritious treat for each of the pupils in their class. Pupils are encouraged to assist their parents in preparing their treats. Examples of such treats are fruit kebabs, sandwiches, mini viennas and cheese skewers, popcorn, homemade cupcakes etc. The little baker then gets to wear the baker's hat and "sell" his goods to his friends - an occasion the children enjoy immensely. The other members of the class are requested to bring R10 to school, payable to

the class teacher, to purchase their treat. All money collected for Little Baker's Day is allocated to fundraising. I am sure that parents will agree that this is a far simpler means of fundraising as opposed to the time-consuming task of organizing large fundraising activities.

### Birthdays:

Birthdays are a special occasion for both young and old alike. For this reason, we do everything possible to make your child's birthday a memorable one. The birthday boy or girl's name will be displayed on a Birthday Board and will wear a birthday hat during their celebrations. Parents are requested to provide a simple cake to be enjoyed during the birthday ring. Other snacks such as popcorn, crisps and non-carbonated drinks may be included if you so wish. Should you wish to provide party packs, these will only be handed out at the end of the school day. Parents are most welcome and are cordially invited to attend the birthday ring. Parents are requested to please make the necessary arrangements regarding time, number of pupils etc. with the class teacher.

### Robotics and Decoding:

We all stand in awe of the remarkable developments taking place in education and the world in general, therefore early exposure of our children to it will be of great benefit to them, particularly when they enter the primary schools.

### Introduction to the Library:

There is no greater gift an adult can give a child, than to introduce them, no matter how young they are, to the wonderful world of books! For this reason, weekly visits to our library are part of our academic programme. Pupils will each receive a library bag. They will visit the library on a Friday and choose a library book. Parents are encouraged to read this book to their children over the weekend and return it to school in the book bag on Tuesdays. Class teachers will keep a record of books leaving the school premises and parents will be required to pay for or replace the book in the event of it getting lost or damaged. Pupils are expected to be au fait with the use of a library by the time they reach the primary schools, therefore this exercise will stand them in good

stead for the future. It also teaches the child responsibility to care for the book and to return it timeously. Pupils should be encouraged to associate Tuesdays with "library book day".

### Daily Requirements for the School Day:

#### For the Tiny Tots (Bambinos):

(Birth to two years)

- 👶 Nappies
- 👶 Wet Wipes
- 👶 Bum Cream
- 👶 Ready mixed formula in bottles
- 👶 A bottle or cup for water
- 👶 Two changes of clothes
- 👶 Cereal, milk and lunch should the child be too young to eat from the school's menu
- 👶 You are most welcome to send an item of comfort such as a dummy, a favourite blanket or toy to school for soothing or settling purposes.
- 👶 The tiny tots will be fed their breakfast at school should you require this.
- 👶 Potty-training is included in the daily routine.

#### For the Bigger Tots:

(Grade 0000 to Grade 0)

- 👶 A change of clothing
- 👶 Parents are encouraged to dress their children in older clothing so that they may enjoy all aspects of play time during the school day. The benefits of a child playing in sand and with water cannot be over-emphasized. Other occasions will be afforded to the pupils when they are able to dress up smartly for the school day.
- 👶 Included in the school fees is a mid-morning snack, a cooked lunch and an afternoon snack. Should parents wish to supplement this, they are most welcome to send a lunch box containing nutritious snacks, for example, cheese, yoghurt, viennas, savoury biscuits, fruit juice, etc. Sweets, cake and carbonated drinks are not permitted.
- 👶 These pupils are expected to have eaten breakfast by the time they arrive at school.

### Stationery:

Stationery is included in school fees. Your child will be issued with all the stationery he/she requires.

### Entertainment Levy:

The entertainment levy is included in school fees. In the event of an excursion, the signed indemnity form on the child's Application Form will be binding for the duration of the child's enrollment at Paulshof Educare Centre.

### Transport:

Paulshof Educare Centre offers a limited transport service within the Paulshof area from school at 1.00pm on a regular or ad hoc basis. Transport fees are payable to the teacher providing the service. Please contact the office should you wish to make use of this service.

### Show and Tell:

The only occasion on which a pupil is permitted to bring a toy to school, is for Show and Tell. Class teachers will inform parents as to which day of the week they intend doing this activity. Please do not allow your child to bring toys to school on any other day as this leads to fighting amongst the children and lost and broken toys. The school will not accept responsibility in this regard.

### Menu:

<u>Monday:</u>	Tuna and Pasta Bake Jelly and custard
<u>Tuesday:</u>	Spaghetti Bolognese served with seasonal vegetables
<u>Wednesday:</u>	Vienna and vegetable risotto Jelly and Custard
<u>Thursday:</u>	Chicken and vegetable casserole served with rice
<u>Friday:</u>	Macaroni Cheese Ice cream / Little Baker Day treats

There may well be occasions when pupils will enjoy something different for lunch. This will usually occur on a Friday. For example, should the theme being studied, be "Proudly South African" we might well let pupils have vetkoek filled with savoury mince or a boerewors roll for lunch, so that they may experience traditional South African food. When pupils participate in cooking and baking activities, we will allow them to make their own pizzas which we will then bake, and they can enjoy them for lunch.

### School Meals:

- 🍽️ All snacks and meals are included in the school fees.
- 🍽️ The school provides a mid-morning snack consisting of sandwiches.
- 🍽️ We encourage the drinking of water.
- 🍽️ A cooked lunch and dessert is provided for all pupils.
- 🍽️ An afternoon snack consisting of sandwiches and biscuits will be provided for pupils who attend Aftercare.
- 🍽️ It is the responsibility of parents to inform the school of any allergies or food sensitivities the child might have.
- 🍽️ Parents are required to provide the food for any special dietary requirements.
- 🍽️ Pupils will be required to sit at a table to eat where table manners and social graces will be reinforced.
- 🍽️ Whilst Paulshof Educare Centre is a non-denominational school, we do give thanks for the food we are about to receive.
- 🍽️ Pupils are required to make a conscious effort and will be encouraged by teachers to eat at least a fair portion of their lunch before they receive dessert.






### Internal Extra-Mural Activities:

The following activities are included in the monthly school fee payment:

- 🍽️ Introduction to Robotics and Decoding
- 🍽️ Library
- 🍽️ KidzKoaching (an extra-mural activity) presented by Coaching Concepts
- 🍽️ Cooking and Baking
- 🍽️ Show and Tell
- 🍽️ Music and Movement





### External Extra-Mural Activities:

All communication and payment for extra-mural activities is directly between parents and the extra-mural provider. The following Extra-Mural Activities are offered at Paulshof Educare Centre during school hours, however they are presented at times which do not interfere with the academic programme:



-  Music Box
-  Dance Mouse
-  Little Kickers
-  Swimming
-  KidzKoaching (included in school fees)

These extra-murals are subject to change on an annual basis

### Academic and Developmental Assessment of Pupils:

-  Term One: Parent - Teacher Meeting
-  Term Two: Detailed Formal Reports
-  Term Three: Parent - Teacher Meeting
-  Term Four: Formal Reports

### Channels of Communication:

-  The education of a child is the joint responsibility of parents and the educational institution. Since the aim of both teachers and parents is unquestionably to always do what is in the child's best interests, communication is of the utmost importance.
-  One of the most effective means of communication between parents and teachers is a quick word in the mornings when you drop your child at school. This provides the teacher with an opportunity to give the parent a quick update on their child's progress, to express a concern about their child, to perhaps comment on a particularly good piece of creative work or, on a lighter note, to bring a smile to their face with an amusing comment their child might have made. From the parent's perspective, this would be the opportunity to inform the teacher that the child enjoyed a particular activity the previous day, make arrangements for the child's birthday ring or let the teacher know that the child is a bit off colour.



- 👤 Whilst the school maintains an open-door policy with regards to communication, should a situation arise which requires an extended discussion, parents are required to make an appointment to see the class teacher.
- 👤 Should a child experience any learning difficulties, it will be the principal and teacher's responsibility to inform parents of their concerns and make the necessary recommendations regarding auxiliary services to support the pupil. The enrollment of pupils in and the cost of learner support programmes remains the responsibility of the parents.
- 👤 Every pupil will be issued with a notebook which will be called a "Chitchat Book". This book will be an important means of communication between parents and teachers. It will contain reminders about forthcoming events, notes from the class teacher, details of minor injuries, for example, a grazed knee, etc. Parents are more than welcome to write a note to the teacher in this book with any queries or concerns they might have pertaining to their child or the daily routine. Parents are requested to please sign the book to acknowledge receipt of the communication from the school.
- 👤 Parents will regularly receive newsletters from the school keeping them updated about pupil activities, staff news, news of upcoming events, etc.
- 👤 A cellphone message or e-mail will be used to convey reminders or emergency messages to parents should the need arise. Please ensure that the school has your correct contact details at all times.
- 👤 WhatsApp groups have been created to facilitate communication between the principal, staff and parents.
- 👤 Please respect the privacy of staff members after school hours.
- 👤 Please refrain from requesting mobile phone numbers from staff members.
- 👤 All emergencies after hours should be directed to the principal / owner who will then relay such messages to the class teacher.

### Safety and Security:

For your peace of mind, the following precautionary measures have been taken to ensure the safety of you and your child:

- 👤 The school has an alarm and is linked to armed response.
- 👤 The school property is surrounded by walls and has an electric fence.

- 👮 Each teacher will carry a panic button in the unlikely event of an emergency.
- 👮 No child is ever left unattended or unsupervised.
- 👮 In the event of your child going home with someone other than the person who usually collects him/her, including grandparents, friends, aunts, etc., the school must be informed otherwise your child will not be released.
- 👮 Children who are transported by teachers will be buckled up with safety belts and/or properly secured in their car seats.
- 👮 Secure on-site parking.
- 👮 Automated front gate which is remote controlled.
- 👮 No child is permitted in the parking area besides when being dropped or collected.
- 👮 Savika Protection security officers will be present at the school gate from 7.00 - 8.00am each weekday morning when parents drop their children at school and at lunch time from 12.45pm to 1.15pm when children are fetched from school after the Morning Programme. They will also on occasion be present from 5.00pm to 5.30pm for collection of Aftercare pupils.

### School Uniform:

- 👮 Pupils are expected to wear a hat on a daily basis during outdoor play.
- 👮 Pupils are required to wear the school T-shirt on special occasions when representing the school, for example, on excursions, fundraising activities, when visiting other schools, on days when entertainment/shows are presented by outside organizations. Reminders in this regard will be sent to parents.
- 👮 It is compulsory for pupils to wear their school T-shirt on the day on which they have their KidzKoaching lesson, that is, Mondays.













### Discipline and Conduct:

Parents rate pupil safety and discipline very highly. We know that parents are interested in knowing some of our "ground rules" and that they will support us in every way possible. Discipline at Paulshof Educare Centre is firm, yet fair and kind, and is viewed as part of the educational process. Discipline is approached as an opportunity for problem-solving in that a pupil is taught why the specific

behaviour is inappropriate, the natural or logical consequences of such behaviour and is encouraged to make more appropriate decisions in the future. Since our objective is to prepare the pupils for primary school, they will be taught what is considered to be desirable and acceptable behaviour in the classroom and on the playground, and in so doing, teach them self-control and a sense of responsibility to themselves and to others.

### Code of Conduct for Paulshof Educare Centre

I need to always obey these rules to enjoy a happy, safe day at school:

-  I will help to keep my classroom and the playground clean and beautiful by throwing litter in the dustbin.
-  I will not throw stones or other objects around that may hurt my friends.
-  I will respect, listen to and obey the teachers.
-  I will play with only one toy at a time and pack it away when I am finished
-  I will use my "inside voice" in the classroom and not yell, shout or run around while I am inside.
-  I will respect my friends on the playground and obey the rule of sharing and taking turns.
-  I will work quietly in the classroom so that my friends can concentrate on their work.
-  Good manners are very important so I will always remember to say "please" and "thank you".
-  Fighting, hitting, biting, kicking, punching, scratching, rough play, spitting and bad language is not allowed at my school.
-  I will line up and wait quietly in the line when my class leaves the classroom.
-  Bullying is not allowed.
-  I will keep my hands, feet, body and objects to myself.

Responsibility Achievement Honesty Co-operation Safety Respect Kindness

"Take care of Yourself. Take care of Others. Take care of Your School."