

▪ OPERATING TIMES POLICY

HALF DAY: 06H00 – 15H00

FULL DAY: 06H00 – 18H00

- WE ARE OPENED FOR 48 WEEKS OF THE YEAR.
- FOR 2015, WE OPEN ON TUESDAY, **13TH JANUARY** AND CLOSE ON **15TH DECEMBER**.
- THE SCHOOL WILL BE CLOSED ON ALL PUBLIC HOLIDAYS.
- FOR 2015, WE WILL BE CLOSED ON THE FOLLOWING DAYS: **MONDAY, 15 JUNE 2015;** AND **FRIDAY, 25 SEPTEMBER 2015.**
- PLEASE DIARISE THESE DAYS AND ARRANGE FOR ALTERNATIVE CARE IN THIS TIME.
- PLEASE REMEMBER THAT IF YOU COLLECT YOUR CHILD AFTER THE SET HOURS, YOU MAY HAVE TO PAY A LATE COLLECTION FEE.
- IF YOU ARE DELAYED, FOR ANY REASON, TO COLLECT YOUR CHILD, PLEASE CALL US TO INFORM US.
- PLEASE BE PROMPT IN FETCHING YOUR CHILD AS A FINE WILL BE LEVIED FOR LATE COLLECTIONS. IT IS IMPORTANT FOR PRE-SCHOOL CHILDREN TO ARRIVE ON TIME AS CLASS BEGINS AT 08H00.
- IT IS VITAL THAT ALL GRADE 0 LEARNERS ARRIVE AT SCHOOL BY 07H15 AS CLASS BEGINS AT 07H30 FOR THEM.

▪ **AGE GROUPS**

• **Nursery School: (Downstairs)**

Your infant/toddler will be allocated to the appropriate group.

Birth up to 15 months INFANT NURSERY

From 16 to 30 months TODDLER GROUP
(LITTLE YELLOW)

From 31 to 45 months NURSERY SCHOOL
(BIG YELLOW)

• **Pre-School: (Upstairs)**

Your child must be the required age on 01/01.

3 turning 4 years GRADE 000
(GREEN GROUP)

4 turning 5 years GRADE00
(BLUE GROUP)

5 turning 6 years GRADE 0/R
(RED GROUP)

NB: YOUR CHILD WILL BE ASSIGNED TO THE AGE-APPROPRIATE GROUP BY SCHOOL MANAGEMENT'S DISCRETION.

St. Gerard's ECD Centre's Uniform Policy

- Uniforms are compulsory for Pre-School Children viz. Grade 000, Grade 00 and Grade 0.
- Nursery School (Big Yellow) will need to purchase Uniforms as well.

Our Summer Uniform is:

- Unisex T-Shirts (Red With Royal Blue Sleeves and neckline with Blue Embroidery)
- Unisex Shorts (Royal Blue with Red Embroidery)
- Pinafores (Red with Blue Embroidery)

Our Winter Uniform is:

- Unisex Navy Blue Track Suits with a Half Zip
- We do have Black Leather Grand Pa shoes available for sale. However, if you choose to buy your own shoes for the child, please ensure that it is a comfortable slip on and avoid lace ups which can become perilous if your child cannot tie them by themselves. Rather, opt for Velcro straps instead.
- The Uniform Price List Is available at the Office.
- All Clothing Items have to be clearly marked.
- School Bags are to be supplied by the Parent and clearly identifiable.

• 2015 FEES POLICY A

Full Day (6am-6pm)

Half Day(6am-3pm)

This Policy will only apply to Pre-Schoolers

There will be NO Toiletries, Stationery supplied, nor Registration paid. Fees paid will include ONE compulsory On-Site Extra Mural activity; (except Swimming).

PAYMENT OPTION 1: 1 X ANNUAL PAYMENT

FULL DAY: R 21 000

HALF DAY R 17 500

PAYMENT OPTION 2: 12 X MONTHLY PAYMENTS

FULL DAY: R 2 100

HALF DAY: R 1 750

• 2015 FEES POLICY B

**Full Day (6am-6pm)
Half Day(6am-3pm)**

There will be Toiletries and Stationery supplied by Parent, and Registration of R600 paid. Fees paid will not include any Extra Mural activity.

This structure will apply to Nursery, Toddler Group and Nursery School, as well as to Pre-schoolers

PAYMENT OPTION 1: 1 X ANNUAL

PAYMENT

FULL DAY:	R 18 000
HALF DAY	R 15 500

PAYMENT OPTION 2: 12 X MONTHLY

PAYMENTS

FULL DAY:	R 1 800
HALF DAY:	R 1 550

METHODS OF PAYMENT:

1. ALL FEES MUST BE PAID IN ADVANCE BY THE END OF THE PREVIOUS MONTH FOR NEXT MONTH.
2. CHEQUES WILL BE MADE PAYABLE TO **ST.**
3. **GERARD'S PRE-SCHOOL.** WE WILL ACCEPT POST-DATED CHEQUES AS WELL.
4. PLEASE MAKE AN ELECTRONIC TRANSFER TO OUR BANK ACCOUNT.
ACCOUNT: **ST. GERARD'S PRE-SCHOOL**
ACCOUNT NO.: **051720507**
BANK: **STANDARD BANK BLUFF 043326**
5. PARENTS WITH 2 OR MORE CHILDREN RECEIVE A 10% DISCOUNT.
6. PLEASE DO NOT PAY BY CASH AT A BANK/AUTOBANK AS YOU WILL HAVE TO PAY US THE CASH DEPOSIT FEES WHICH WILL BE BILLED TO YOU IN STATEMENT.
7. WE DO HAVE A SWIPING FACILITY, BUT YOU WILL BE BILLED THE HANDLING FEES.
8. ALL PAYMENTS MADE AFTER THE 7TH OF THE MONTH WILL BE CHARGED A LEVY OF **10%** FOR LATE PAYMENT.
9. ALL CHILDREN WHO ARE COLLECTED BEYOND THE OPERATING TIME PERIOD WILL BE CHARGED AN ADDITIONAL R50 PER DAY.
10. IF YOU ARE UNABLE TO PAY YOUR CHILD'S FEES BY THE END OF THE MONTH, PLEASE UNDERSTAND THAT WE WILL DEREGISTER YOUR CHILD. HOWEVER, PLEASE COMMUNICATE WITH US IF YOU FALL BEHIND ON YOUR PAYMENT.
11. **A ONE MONTH WRITTEN NOTICE OF RESIGNATION IS REQUIRED; OR A PENALTY OF HALF THE MONTH'S FEE WILL BE CHARGED.**

• **NUTRITION POLICY 2015**

- A hot, cooked breakfast is served at 07h00 TO 07h45;
- Biscuits/cake and juice is served at 09H30 TO 10H00;
- A fully balanced, nutritional bi-weekly lunch is served from 11h30;
- Afternoon snacks of Sandwiches/ extra cake/ extra lunch/ fruit and juice is served at 14h30 TO 15H00 and from 16h30 to 17H30, we serve sandwiches or fruit.
- All foods purchased are according to Halaal/Kosher standards, and are carefully selected to avoid tartrazine preservative content.
- It will be appreciated if you would inform us of any special dietary restrictions/ preferences for your child as we will make alternate arrangements for him/her.
- Any food allergies must be stressed and brought to the Principal's/Secretary's attention and must be documented in the Enrolment Form.

For the infant nursery group, meals will be discussed with parents.

• **SCHOOL MENU**

Breakfast:

We serve a full cooked breakfast every day. If your child does not want the porridge, we substitute with cereal.

Porridge is Jungle oats, Maltabella and Mealie meal. Cereal is Rice crispies, Cornflakes Weetbix.

Morning Snack:

Normally Marie Biscuits and Juice. If there is a party, the children do get a piece of cake.

Lunch:

All lunch is served with seasonal fruit and buttered bread daily.

Dessert is served weekly: either ice-cream or jelly and custard

All meals are Halaal. We serve no beef or pork. Vegetarian children are served with soya.

Afternoon snack:

Jam and peanut butter sandwiches are served on white and brown bread with juice.

Late Afternoon snack:

Sandwiches, biscuits, cake or the Extra Lunch is served

Week 1

Lamb Mince Cottage Pie
Soya mince Cottage pie
Spaghetti Napolanese
Chicken-A-La-King with rice
Soya chicken
Sausage Rolls
Spinach and Feta rolls
Fish Fingers and Chips/Mash
Veggie Fingers and Chips/Mash

Week 2

Lamb Mince Casserole and rice
Soya Mince Casserole and rice
Macaroni and Cheese
Chicken Polony, Baked Beans and Potato Salad
Soya polony
Lentil and pumpkin stew with rice
Chicken Hot dog rolls and Chips/Mash
Soya Hot dogs

▪ **EXTRA-MURAL ACTIVITIES**

- The school offers a Venue for a variety of extra-mural activities, which will enable your child/children to develop their skills and channel their energies.
- These non-profit activities are charged individually by each Private Tutor. Time and fee schedule will be made available on application. Please indicate if you are keen to enroll your child/children for any of the activities.
- ACTIONBALL
- ACTIVE ENGLISH
- BALLET
- MONKEYNASTICS
- SUPER STARZ SPORTS ACADEMY
- SWIMMING (Off-Site Activity)
- Please remember that if your child's school fees are in arrears, your child will be banned from any extra-curricular activity.

▪ **BAKERMAN**

- Every alternate Friday is Bakerman day.
- A child from each class/age group gets nominated to bring along an item of baking i.e. a cake; biscuits; queen cakes etc. for cake sale.
- Every child must bring along a minimum of R2.50 to buy from the "Bakerman".
- This activity develops a child's understanding for the value of money. This is also a parent-child interaction activity from which you will benefit.
- Please ensure that your child has his/her required funds every Bakerman Friday. You will receive reminders.
- After-care children will be exempt from being a Bakerman except during school holidays; however they will be allowed to purchase anything.
- An extra R10 will be invoiced to you each month and we will give your child the money to purchase.

▪ **BIRTHDAYS**

- An extremely exciting day in any child's life.
- Birthdays can be celebrated at the school with the class group.
- Arrangements must be made with the principal and teacher where the parents/guardian provide the cake, party packs etc.
- Parents are allowed to attend the Birthday Party, which is done at 10h00. However, prior notice needs to be communicated to the School.
- The school is offering the premises as venue for parties and functions at a calculated cost.
- **BOOKINGS TO BE DONE AT LEAST TWO WEEKS IN ADVANCE.**

▪ **COMMUNICATION POLICY**

TALK TO US: It is important to keep the lines of communication open between parents and teachers, as together, we are responsible for providing the best possible Pre-school experience for your child.

At St. Gerard's, we have developed several ways of maintaining contact with parents. You can call, sms, email us and write in your child's notebook.

NEWSLETTERS: School newsletters are published monthly and sent home in the Notebook with each child. We ask that you read them as they contain important information about upcoming events. We also include notes to each class regarding happenings.

NOTE BOOKS: At the beginning of their school life, each child is given a little note book, which is a major source of contact between home and school. If a parent needs to alert staff to anything or wants to make an appointment to see a staff member, this book should be used.

Our staff check these books every day and respond to any notes, and communicate with parents and prepare them for the following week's activities. Parents are asked to initial or sign each entry, to confirm that they have read their child's notebook.

PARENT-TEACHER MEETINGS: There are a number of opportunities for parents to discuss their child's progress. At the end of the first and third term, parents are invited to attend individual Parent/Teacher meetings. At the end of each term, parents receive a written progress report. In addition to the scheduled evaluations, parents may at any time request a meeting with the child's teacher.

In general, we ask that matters of concern between parent and teacher are not discussed in front of the child as they need to feel secure in the good relationships that they have with adults that they know and trust.

▪ St. Gerard's Safety Policy 2014

- No child will be released to the care of a relative, friend or acquaintance without prior notice or arrangement. Also, a child will not be sent off with any person who may have consumed ALCOHOL.
- Upon arrival, Children must be brought to the door of the school, unless collected from you personally by a staff member and must be collected from the door when leaving, unless brought to the car by a staff member.
- Guardians' details and particulars must be handed to the office and if possible a photograph also.
- Notification must be done for all children not attending for the day by **09h00**; including after care children as well.
- The school must also know of all alternate transport arrangements made if parents/ guardians will not be fetching the child. We will not release your child to anyone unfamiliar. ALL PARENTS MUST IDENTIFY THEMSELVES WHEN CALLING FOR INSTRUCTIONS FOR ALTERNATE COLLECTION ARRANGEMENT. A PASSWORD WILL BE ISSUED AND THE PERSON FETCHING YOUR CHILD MUST KNOW THE PASSWORD.
- Children are not to be left unattended outside the school.
- We have no access from the playground to the rest of the yard.

- The school must be notified of any change of contact details. This will ensure your child's safety in cases of emergency when you need to be contacted urgently.
- We have very familiar and reliable shuttle-service providers who can be contacted to transport your child/children. They operate from all surrounding areas and all sections of the Bluff. If you have alternate transport arrangements, please inform us of whom they are.
- All paint used at the school is carefully selected so that it is Lead -free and VOC free.
- The Premises is monitored by CCTV camera systems.
- We are contracted to Park Patrol Security who monitor our alarm systems and are on an immediate call out system.
- Children are supervised at all times in the school building and playground.
- Our school building is safe and secure and equipment is subject to regular inspections.
- We have a Fire Clearance Certificate and Fire Drill procedures take place each term.
- We will look after your child and ensure their safety and well-being whilst in our care. However, as in all situations where children are playing together, there are sometimes a few bumps and bruises which are immediately attended to.

▪ **St. Gerard's Hygiene Policy 2014**

1. Children must bring a daily bag with at least two sets of spare clothes. Long hair must be tied up into ponytail/s or plaited if long enough. This is for hygiene reasons and will prevent the spread of nits and lice. Remember to keep fringes at an acceptable length so that it is not visually impairing.
2. All items brought to school must be clearly marked with child's name as the school will not be responsible for lost items.
3. If the child may have contagious viral symptoms, we may request that the child be quarantined for a brief period so that the health of the rest of the children is not at peril.
4. Smoking on the premises is forbidden, whether it is inside the building or in the yard.
5. Every child must bring a bag containing at least two sets of clothing WITH UNDERWEAR. All items must be clearly identifiable. Please check your child's bag daily to see if they have returned with all items of clothing. The school will not be held responsible for the mislaying of belongings that are not marked. After-care children must have a set of clothes to change into.
6. All nails must be kept short and clean. We carry out a weekly inspection of hair and nails and may request that you child's nails get trimmed. Please ensure that your child bathes daily and changes into a fresh set of clothes and keeps their hair clean as well.
7. School uniforms are compulsory for Yellow group and older. A uniform list will be available from the office.

Please ensure that these items are clearly marked as we will not be responsible for mislaid unmarked items.

- 8.** Long hair must be tied up into ponytail/s or plaited if long enough. This is for hygiene reasons and will prevent the spread of nits and lice. Remember to keep fringes at an acceptable length so that it is not visually impairing. Alternatively, the long fringe can be contained by simple hair grips and/or hair bands.
- 9.** An allocated area in the wash room downstairs is set up for toddler nappy change. If your child is not potty trained, please supply a daily stock of disposable nappies, creams, Vaseline, etc.
- 10.** Bottles must be clearly marked. Formula must be supplied with instructions. Each child will have their own container to store their supplies in.
- 11.** All full day, and children remaining after lunch, must have a rest. The school provides mattresses, covers and blankets. Covers are laundered and changed daily. Mattresses are sterilized weekly.
In the Baby Nursery, Summer covers and Winter blankets are provided.
These items are also laundered daily.
- 12.** All children are escorted to the washroom for toilet purposes by the teaching staff and nannies. Here, they are all washed before they eat and after playing in the playground. They are wiped and changed and prepared for home. Children will not be left unattended in the washroom. It is essential that the parent send at least two sets of clothing for the full day child and one set for the half day child.

- 13.** Administering of medication shall be done by the teaching staff personally according to set instructions from the parent/guardian. All medication instructions are to be entered into the medication register, signed by the parent/guardian. Notes to be recorded in child's notebook.
- 14.** Toilets are cleaned 5 times daily, using child safe cleaners. Cleaning materials are kept safely out of reach of children.
- 15.** Floors and surfaces are mopped 3 times daily. Mops and brooms are renewed monthly.
- 16.** The Kitchen is cleaned regularly daily. New Sponges are used daily for dishes and swabs are changed daily.
- 17.** Kitchen staff must use a head cover and staff handling food must wear gloves.
- 18.** The school and grounds are sprayed monthly for crawling insects using child-safe, odourless chemicals.
- 19.** We try our best to keep children's faces and noses clean daily. We use fresh wet wipes each time per child. We do not repeat the use of the same wipe or tissue for another child.
- 20.** Hand wiping Towels in the bathrooms are changed twice daily and laundered daily.
- 21.** Children are cleaned up after they return from the playground. Feet are showered in a cubicle using a hand shower. A new paper towel is used daily to wipe dry the feet.
 - Minor accidents are treated at the school. You will be communicated about injury incidents.

▪ PARENTAL CODE OF CONDUCT

Teach your children to clean up after themselves.

Children can be taught to clean up at an early age, which develops good organizational habits and encourages independence. Every Pre-school teacher hopes that you teach your child this important skill.

Easy on the vulgarity

Teachers hear plenty of unpalatable words spoken by Pre-schoolers. Parents are typically horrified to discover their child cursing at school. This vocabulary often gets reinforced early on by amusement from family. It takes a tiny, occasional repetition to keep a set behaviour going strong. Explain to your child why it is bad manners to swear. Remember that your child's language is a reflection on you. So if your child does swear, stop the giggles and explain why a word is unacceptable and most important, Control Your Mouth and those in the company of your child.

Leave as quick as possible

It is important to make a quick exit after dropping off your child at school. If your child is upset, lingering is likely to make them more upset. A crying child is a distraction to the rest of the class. It is normal for children of all ages to become distressed when left on their own in an unfamiliar environment. How parents deal with their child's reaction can influence how the child will deal with new situations now and in the future.

Save Time with Elasticated and Velcro fastenings

Time is of Essence in a classroom with 1 or 2 adult supervisors. Tying shoelaces and fastening buttons and long zipper items are time consuming. Teachers prefer shoes and clothing with elastic and Velcro manoeuvres, which are easy to manage. Save cumbersome fasteners like buttons and press studs etc., for home and the weekends to practice fine motor skills out of school.

Ditch the phone.

Put your phone away when dropping off and picking up your child. It is important to give your Little One your full attention during this time of transition. If you are in a phone conversation, you miss the opportunity to say Goodbye and Hello properly.

What is not theirs, must be returned.

If your child returns home with items that do not belong to them, please kindly return these to the school. Children often get side tracked by certain toys or books etc. It is important to correct this habit as soon as it begins. Likewise, if your child returns home without one of their belongings, please report this to us and we will try our best to locate the item.

Hold up on the Smoking:

Please avoid smoking in a vehicle where you are going to put your children into when you collect them. Not only do you pollute the Reception area, but you subject your child to the smoke. In fact, please avoid smoking in front of your children as this makes them secondary smokers. Let alone you not having any regard for your own body but having scant regard for your child (who is flesh and blood, or your own DNA and Genes) is sheer disrespect. It is a medical fact that Smoking dilutes Genes. It is also fact that a child will have poor EQ and IQ and will be ADD, if a parent cannot manage their own coping mechanisms.

Manicure your Parenting Style:

Please do not be a Prosecutor Parent and rather Partner with us when we inform you that your child may have a weakness in their development. When we discover a weakness, it needs to be acknowledged and acted upon by obtaining a secondary Professional opinion so that we can assist by managing this aspect of development. Remember that this is only for the benefit of your child. Our goal is to maximise your child's potential. We both have to work with the child to develop him/her holistically. It is not only the school's responsibility to instil knowledge and values but Parents and the School are a team. Remember that you are your child's first Teacher, then the School.

Manners for Minors;

Last but not least, it is vital to include Manners in your daily conversation at home. Speech at home must be polite and clearly communicated. Please include plenty of **praise** for your child at home in daily conversation. You will be shocked at how well children respond to positive re-inforcement.

"Nobody is a bad parent but you can strive to be better"