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POLICY AND PROCEDURES

Cool Winds Pre-Primary is a Christian-based Centre for children from 12 months up to the age of 6 years. The Centre realizes the importance of learning and social interaction during the very early stages of life and therefore undertakes to provide babies and children with quality care in a loving, friendly, safe, playful and stimulating environment. Every child is provided with individual attention, by experienced and qualified teachers and assistants, to ensure that he/she develops to his/her full potential.

Partnership with Parents

We strive to build a trusting partnership with the parents. Communication is the foundation of this relationship.

Program and Curriculum

Children are driven to explore, to test and to practice their new skills. They learn about the world through exploring things around them, through their actions and experiences. Children follow weekly/bi-weekly themes in class. Children are able to develop on a Cognitive, Social, Emotional and Physical level. Teachers provide age appropriate activities and experiences that will stimulate curiosity and exploration. As the first two years of a child's life are critical for language development, all staff will use several language stimulation techniques to encourage the emergence of language.

School Hours

The Centre will be open Monday to Friday from 7h00 to 14h00. The school is NOT open on Public Holidays. Aftercare services are available, Monday to Friday, from 14h00-17h30. Parents must collect children not later than 17h30. A penalty fee of R100 is payable, per day, if a child is not collected by the closing time of the Centre.

School Fees

- 1.. Annual fees are due and payable in advance on or before 28/29 February. Parents are however permitted to settle fees in 12 monthly instalments. This needs to be indicated on the School Fee Payment and returned to the school on or before 28/29 February. If the enclosed agreement to pay school fee is not handed in at the school on or before 28/29 February, then the full school and/or aftercare fees for the year will be due and payable.
2. Siblings enrolled at the Centre will receive a discount of 7.5% on the annual school fees.
3. No school fees are credited if a learner is absent from school, regardless of the reason.
4. Learners must be signed out upon collection. In not doing so the school will accept that the learner has been at school for a full day and charged accordingly.
6. Late collection fee from aftercare will be R100 per day.
7. Stationery must be supplied by the parents in January every year. Lists are published in October/November of the previous year.
8. A placement fee of R1000 is payable annually by 31 October to secure a child's space for the following academic year. Once paid, this amount is non-refundable.
9. THE SCHOOL HAS THE FULL RIGHT TO:
 - a. refuse a learner from attending school and/or aftercare, if the learner's school and/or aftercare fees are no paid in FULL.
 - b. offer a learner's place to another learner on the waiting list, if the learner's school and/or aftercare fee account is not paid in FULL.

Holidays

The Centre operates throughout most of the school holidays. The Centre is closed for 4 weeks during the December/January holiday Term dates are aligned with government school term dates. There will be a Mid-year break of 10 days, during the June/July school

holidays. These dates will vary each year and will be printed on the calendar issued to parents at the beginning of the year. Please note that the school is permitted to incorporate any other days on which it will be closed. These dates will however always be published on the Calendar issued to parents in the beginning of each school year.

Collection from school

Only parents are permitted to collect a child from school, unless the parents have given written consent to the school to allow their child to be collected by someone else. Kindly supply the school with the ID document or Driver's license of the person permitted to collect your child. The responsible person will be requested to provide proof of identity upon collection. We would also need a copy of their ID or Driver's license on file, should the person become responsible to collect your child on a more regular basis. Please make sure that the person collecting is informed of the security code for the pedestrian gate, to allow entrance into the building. **When collecting your child, ensure that your child is signed out. Registers are available for this purpose. Siblings are not permitted to sign children out from school.**

Injuries and accidents

The Centre undertakes to do all possible and to take all precautions to prevent injuries and accidents, but will under no circumstances be liable for injuries or illness sustained by the children while in the care of the Centre, irrespective of what the circumstance may be. In case of emergency, first aid will be administered by staff. Parents will be notified immediately.

Health and Safety

When a child becomes ill at the Centre, parents will be contacted. *Children will be sent home sick, if the following symptoms are present:*

Vomiting, Diarrhoea, High Fever, Eye Infection, Excessive Coughing or any skin rashes that may indicate the start of a contagious child illness.

Children with symptoms of illness should be kept home. Parents will be notified of any communicable or serious illness at the Centre. Before a child returns to the Centre, after having a contagious condition, parents must check with a medical practitioner that it is safe for him/her to return. It is the parent's obligation to supply a medical certificate stating that the child can return without danger of infecting others.

Medication

Only prescription medicine will be administered by staff at the school. Medicine must be handed to the teacher personally and the required dosage, frequency, child and doctor's details, name of medication and date of the prescription, must be specified on the Medicine Form supplied by the teacher, upon request.

Immunizations

Legislation requires each child to have scheduled immunizations. Please ensure that your child's immunizations are up to date. Copies of Vaccination Cards will be requested annually.

Hygiene

All toys, bathrooms, working surfaces, tables and chairs are disinfected after use. Staff follows a regular hand washing routine to ensure proper hygiene.

Absenteeism

Parents are responsible to inform the Centre should your child not attend school on any particular day. **If children are absent, for whatever reason, the full amount of school fees are still payable.**

Nappies (if applicable)

Please provide sufficient disposable nappies (6-8 per day), cream to be applied with each nappy change as well as wipes (+/- 2 big packs to be used per month). Please mark all items clearly. Details of nappy changes will be recorded daily.

Potty/Toilet Training

As day care providers and educators, we are sensitive to toddlers showing an interest in toilet training. We would love to play an important role, together with parents, to help teach children proper toilet training practices. We do however realize that the child should be developmentally ready to be toilet trained and that toilet training is a process and does not always happen overnight. We would therefore like to urge parents to talk to us freely about toilet training and communicate to us, when you notice signs at home indicating that your child is ready to start toilet training. It is the partnership between the teachers and the parents, which will determine the success of the toilet training process.

Signs of Readiness:

What are the physical signs of readiness?

- Has regular, soft, formed poos at relatively predictable times, and doesn't poo during the night.
- Has dry periods of at least one or two hours, or wakes up with a dry nappy after a nap. This shows that his/her bladder muscles are developed enough to hold her wee in and store it.
- Can pull his/her pants up and down with only a little help.
- Shows an interest when you go to the bathroom.

What are the behavioural signs of readiness?

- Shows a wish to please, and enjoys praise.
- Demonstrates a desire for independence.
- Shows signs of discomfort when his/her nappy is wet or dirty.

What are the cognitive signs of readiness?

- Can understand and follow simple instructions and requests, such as "Do you need a wee?" or "Where's the potty?"
- Has words for wee and poo.
- Shows awareness that he's/she's having a wee or poo. He/she may stop what he's/she's doing for a minute, or go somewhere else, or tell you that he's/she's had a wee or poo.
- He/she may tell you he/she needs to have a wee or a poo before he/she does it.

We have some basic rules regarding potting training. These rules have been carefully compiled to ensure that the process run smoothly and stress free for both children and teachers:

- Once a child shows an interest in toilet training and a decision is made, between the parent and teacher, to start toilet training, parents must please send pull-ups to school. Although the child will be taken to the toilet regularly during the day, the pull-ups will ensure that accidents are limited and children are not overwhelmed by a sudden discomfort of wet or dirty clothes. The teachers are very committed to help your child learn proper toilet training practices, but at the same time they have a number of children in their care and are not in a position to change a child's clothing continuously due to regular accidents during the day. Children being toilet trained are taken to the toilet at the same time and same place every day. Your child will start recognizing the routine and will love the ritual and predictability thereof. They also get the opportunity to pull down their training pants (pull-up) and then pull it up again. This is a vital step in the toilet training process.
- It is important that a minimum of 3 extra sets of clothing are sent to school daily. Children are still experimenting in using the toilet properly and often their clothing may get wet during the process.
- Children must please be dressed in comfortable clothing that is easy to remove when going to the toilet. Please do not send them to school with belts or clothing items with buttons. Once your child remains dry for part of the day, parents will be asked to send panties/underpants to school.
- When being toilet trained, children must please still have wipes at school. This is vital in case of occasional accidents.
- Children will still have to wear a pull up/normal nappy during nap times. Their bodies are still too immature to reliably wake them up when napping or during night time sleeping. The teacher will however check your child's pull up/nappy after nap time. If the nappy is dry for a few consecutive days, one could attempt allowing a child to nap without a pull-up or nappy.

During time of family stress or changes, such as moving or starting a new school, it is not a good idea to start toilet training. It is also not advisable to attempt potty training during the winter. It might be best to wait for warmer weather when success will be more likely.

Bottle feeds/Dummies (if applicable)

Please provide at least one feeding bottle filled with the correct formula daily. (Bottles may be filled with measured out boiled water. Milk powder can be supplied separately in a special milk formula container which can easily be emptied into the bottle with water). All feeding bottles and bottle caps must be clearly marked and the teats must be covered. These will be stored in our milk fridge until used. After use bottles will be rinsed and returned to you for sterilization. The Centre does not sterilize nor prepare bottles.

From the age of a year, children need 500 ml milk in 24 hours. Milk should not be given less than an hour and a half before the next meal as it will spoil the appetite for other foods which are essential for a balanced diet.

Children can start drinking from a cup from a very young age. Please restrict bottles for toddlers (toddler: between one and two years)

Between one and two years children should have three meals consisting of solid foods and 2 nutritious snacks a day and be drinking diluted juice or milk from a cup. If children drink too much juice or milk, it will spoil their appetite for solids, and they can become malnourished or anemic as they will not get the wide range of nutrients necessary for balanced growth and development. Dummies to please be sent to the Centre in a suitable container, marked clearly.

Extra clothes/Sun Hat

At least 2 complete sets of extra clothing to be sent to the Centre daily. All items must be marked clearly. Soiled clothes will be returned every day in a plastic bag supplied by the Centre. Each child should be sent to the Centre with a sun hat preferably with an all-round rim. School branded wide brimmed sunhats are also available to purchase from the school, depending on availability, at **R120. Hats are kept at school throughout the year.**

Sun Protection

Parents must please send sunscreen to school. The tube or bottle must be clearly marked. Sunscreen will be applied before children go outside.

Stationery

All children are required to have their own stationery. Parents need to send stationery to school on the first school day. Stationery lists will be sent out to parents in October/November each year. **All individual stationery items must be clearly marked with your child's name on, before sending it to school.**

Toys

Children must please NOT bring any toys from home.

Food

The Centre supplies breakfast, lunch, and snacks. See Menus for more details. Children should eat meals prepared by the Centre. If a child has an allergy for any of the menu items, this may be replaced by a food item sent from home. Bibs are supplied by the Centre, for the use of children in the younger age groups. Please do not unnecessarily send extra food items to school, as children do get more than sufficient meals/snacks during the day. **No unhealthy food and sweets to be sent to school.**

Children who is not yet eating solid food, should have food sent from home.

Linen and Mattress Covers

From the age of 1 year, children sleep on mattresses. The Centre provides mattresses, mattress covers, pillows and blankets which are washed and changed weekly. Parents are however responsible to provide a book/pillow bag in which the child's pillow is placed. Pillow bags may be purchased from the school at **R100**. All Pillow bags must be clearly marked and is regularly sent home to be washed.

Masks

Children from the age of 2+ years need to be encouraged to wear masks, which can be purchased from school at R70 each. Parents must please wear masks when dropping off or collecting children.

Extra Mural Activities

The following activities are available during the mornings:

Rugbytots, Action Ball, Ballet, Little Readers, Drama

Please ask for more details at reception, or visit our website: www.coolwindspreprimary.co.za.