



## School policy

### 1. INTRODUCTION

Please be sure to carefully read over the School Policies, as it covers very important policies and procedures that not only govern and form part of our contract with you, but also pertain to the care of your child. Please be sure to read the manual thoroughly and share necessary information with your child so that they know what to expect at the center as well as what will be expected of them.

### 2. CURRICULUM & PHILOSOPHY

Lots 2 Learn Pre-Primary assists in helping children to acquire a strong foundation in the knowledge and skills needed for school readiness and success. We believe an effective preschool environment is a place where children feel well cared for and safe. Our Pre-Primary is a place where children are valued as individuals and where their need for attention, approval, and affection are supported. In this environment, children can discover the world that surrounds them and develop the capacity to connect with others.

We want you to feel that you are a part of your child's life here and to understand more about what we do every day. In our program, we incorporate a creative curriculum. Our philosophy is that children should be allowed to grow at their own pace and to learn in ways that help them become confident in themselves as learners.

#### 2.1 Our curriculum has four goals:

- To help children learn about themselves and the world around them
- To encourage children to feel good about themselves and capable as learners
- To lay a firm foundation of literacy by developing a culture and love for reading; and to build literacy skills which will eventually produce well-rounded, creative thinkers and independent children
- Develop confident, well-spoken and responsible future leaders through our leadership activities.

Our classrooms have been arranged to make it a safe place for children to explore and to learn. Children's toys and materials are placed on low shelves & drawers. This makes it easy for children to select the items that they enjoy. It also helps them learn how to make choices and be independent. All children have a place to keep their personal belongings. This lets them know they are a valued part of our classroom community.

When you visit, you will notice that we have a schedule that we follow. This lets the children know what comes when. It helps them feel secure when they know what to expect. The schedule also allows for the times when we all do things together, such as music and circle time, and times when the children are doing things on their own, such as playing in the Learning Centre.

We plan many activities for the children to assist in the development of these goals. We build with blocks, make-believe, put puzzles together, read books, tell stories, play with sand and water, draw and paint, dance to music, and play outdoors. All of these activities are aimed at helping the children to do things on their own and to be curious and interested in all that's going on around them. We talk with them, ask questions, and answer their questions to help them learn new words and to express their ideas and feelings.

We value working in a partnership with parents. Open and honest communication is the key in the development of your child. Please help us operate our school in a professional manner by carefully reading through the school policies and filling out all of the necessary enrolment paperwork. It is important that you are aware of all of our policies, as we want you to be able to make your decision about childcare based on the terms that we provide.

Again, thank you for considering Lots 2 Learn Pre-Primary. We look forward to providing your family with the best possible care for your child and an enjoyable learning journey.

### **3. ADMISSIONS & ENROLMENT**

Lots 2 Learn Pre-Primary serves children ages **2yr – 6 years**. We reserve the right to make age exceptions to this policy per contract, if we have slots available that are within our capacity limits. Our contract is valid for 1 academic year and enrolment takes place annually. **School fee payment record as well as parental participation are some of the factors that will be considered before re-enrolment for the following year.**

#### **Lots 2 Learn Pre-Primary Admission Policy**

Children entering our Grade R programme must be 5 turning 6 years old in their grade R year. This means that they will enter Grade 1 in the year they turn 7 years old. We are aware that the

government allows children to start grade R 1 year earlier (4 turning 5yrs) however, in our experience, the children are not emotionally ready to make the transition to a more formal learning environment at this age.

**Full participation in all school activities and programs is compulsory.**

**By signing this contract, you also give Lots 2 Learn Pre-Primary permission to use your child's photos taken during school activities for marketing purposes including on social media etc.**

#### **4. ENROLMENT PROCEDURES**

In order to enroll your child at Lots 2 Learn Pre-Primary, there is necessary paperwork that will need to be completed prior to the beginning of care. We will not assume care of your child (ren) if necessary, paperwork, fees and supplies are not received. All information will be kept confidential and is for our records only.

##### **4.1 Paperwork**

The following paperwork must be filled out and returned to us by the first day of care.

- Signed application form and contract.
- Up to date Immunization Record
- Parent's ID copies
- Proof of Residence
- Copy of Medical Aid Card
- ID of the person collecting the child i.e Transport driver ID (if not collected by the parent)

#### **5. ANNUAL ENROLMENT FEES**

The following fees must be received prior to your child's first day. Care will not commence unless the stated fees below have been received.

- Non-refundable annual enrolment fee
- First month's school fee
- Your child needs to be dressed in their school uniform
- Stationery fee as stipulated in the contract

*\*\*Please refer to the contract for specific amounts of the above items*

## **7. REQUIRED SUPPLIES**

### **Once a year toiletry supplies (please note this will be needed every year)**

- Extra-large cot mattress cover (bought at TOYS R US/ Baby BOOM)
- Flees (in winter)
- 12 baby soft toilet rolls
- Box of facial tissue
- 500ml Disinfecting hand washing soap
- 500ml hand sanitizer
- 1 ream of typak print paper

### **What to pack in your child's bag on a daily basis**

- Complete change of clothes including socks & underwear (in case your child gets wet)
- A packet of wipes
- Preferred cream/ petroleum jelly for your child's face
- Please ensure that your child's bag is big enough to fit an A4 folder/book
- A healthy fruit – A fruit cut into bit size pieces will do
- **Preferred immune booster to be given daily at home**

*\*\*All items coming to school and all uniform worn must be clearly marked.*

## **8. OPERATING HOURS**

- Monday to Friday 6:30 am to 5pm
- Breakfast is served from 8:30am. No breakfast will be served after 8:45am. If you bring your child after 8:45 please ensure that he/she has been fed at home.
- The school program ends at 15:00. The children will be doing extra curricular activities from 14:00 till 15:00. Except on a Friday where the school program will end 14:00
- Lots 2 learn has a firm closing time and a penalty fee will be charged for late pick-up.
- A Late Pick-up Fee of R 50.00 per half hour or part thereof is Payable to the teacher on duty when you pick up your child. Please come with the R50 when you come pick up your child and hand it over to the teacher that will be supervising your child. Please notify your child's teacher as soon as you realise that you notice that you are running late.
- We are open all year round including during school holidays. The centre will be closed on all public holidays and 'school holiday' (that is usually on a day before/after or between public holidays) as well as 2<sup>nd</sup> week of December until the second week in January of the following year. Even though we don't close during school term holidays. We encourage children to also

have resting days during school, to visit loved ones, play and relax. During school holiday, formal curriculum will pause to make provision for children who are away. Children who come to school have a holiday program.

## **9. WITHDRAWAL FROM SCHOOL**

A one calendar month notice is required to withdraw your child from the center. Full tuition payment for the notice period is required at the time the Notice of Withdrawal is submitted whether or not your child will be present during the notice month. Full school fees need to be paid for the month prior/during to notice period.

**NO WITHDRAWALS WILL BE ACCEPTED FROM THE MONTH OF OCTOBER ONWARDS.**

## **10. EXPULSION**

In the event we should ever find it necessary to end our business agreement, we will also give the parent a one month written notice. Except for reasons such as, (but not limited to):

- Destructive, uncontrollable or violent behaviors from the learner or parent
- Habitual tardiness in pick-up of child
- Excessive late arrivals
- Excessive absences without notice
- Lateness of payment or non-payment
- Lack of Parental Co-operation, Involvement and Participation
- Failure to maintain required supplies for child (ren)
- Failure to comply with required enrolment and health forms
- Any act from either a child or parents that may bring the school into disrepute.

These situations will be grounds for **immediate expulsion**. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by the centre. All personal items must be removed from the preschool upon termination of services. Due to space constraints, any personal belongings not picked up after **30 days** from said termination date will be donated to the local charity.

## 11. 2024 SCHOOL FEES

**It is both parents' responsibility to ensure that school fees is up to date. The school can not help parents with parenting plans.**

- A non-refundable enrolment fee is payable yearly on admission.
- Fees are payable for 12 months in advance and no refunds will be considered for periods in which the child is absent for any reason including but not limited to illness and holidays.
- Monthly fees are due no later than the date indicated on the application form.

ITEM	
Registration /enrolment fee (non refundable)	R 500
Monthly school fee	R 1100
Stationery fee	R 500
School uniform	R 400
<b>Total payable on registration</b>	<b>R 2 500</b>

A late payment fee is applicable to all school fees paid after the last day of the month.

**Should payment not be received on the agreed upon date:**

1. Child care will be discontinued until all outstanding fees are settled.
2. R120 late penalty fee will be added to the school fees after the **3<sup>rd</sup>** of each month and R50 per day from there onwards till total fees are paid. Please inform the school should you wish to make payment on the 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> day of the month.
3. Should fees not be paid for the second month, this will constitute breach of contract, resulting in immediate termination thereof. The "notice month" fees (equivalent to one month's fees) plus any due amounts and collection/legal fees will be added and handed over for collection.
4. The parents will be listed with the Credit Bureau for a minimum of 5 years and no further correspondence will be entered into.

A sibling discount of 50% will be given off **the registration fee** of the second child, provided that both children are enrolled for full day care.

As you already know, Lots 2 Learn is a full fee-paying private school, in which fees are payable for 12 Months. After careful consideration, we have drafted a new policy that introduces a change in the payment schedule for December fees. To ensure better financial planning for both parents and the school, we are implementing an advance payment system for December fees.

Under this revised policy, the December payment will be divided into two instalments, with the first installment due in **July and the second in August (or sooner)**. It is essential to note that all December fees must be settled by the end of August. This adjustment is aimed at fostering a smoother financial process for all stakeholders and ensuring the seamless functioning of our educational programs. A reminder that a notice needs to be given 30 days (a full calendar month) should you wish to deregister. Last day for notice to be considered is the 31<sup>st</sup> October.

Payment structure is as follows

Month	Payment due
January	R1100
February	R1100
March	R1100
April	R1100
May	R1100
June	R1100
July	R1 650
August	R 1 650
September	R1100
October	R1100
November	R1100
December	Fees already paid in JULY and AUGUST

Parents are welcome to pay for the December fees earlier than July and August.

Preferred Method of Payment:

1. Debit Order
2. Electronic Transfer
3. ATM Deposit
4. Card payment at school

**\*\*PARENTS WHO PAY VIA DIRECT DEPOSIT INSIDE A BRANCH MUST INCLUDE THE ASSOCIATED BANK CHARGES TO ENSURE THE SCHOOL RECEIVES THE FULL SCHOOL FEE AMOUNT.**

**\*\*FOR SAFETY REASONS, NO MONEY WILL BE ACCEPTED AT SCHOOL**

**\*\*KEEP ALL YOUR RECEIPTS FOR YOUR OWN RECORDS.**

**\*\*NO CHILD WILL BE ACCEPTED INTO CARE IF SCHOOL FEES ARE NOT UP TO DATE**



*It remains the parent's responsibility to ensure that the fees reflect in the school's bank account in time regardless of due dates falling on weekends and public holidays.*

## **12. OPEN DOOR POLICY**

Our doors are always open! Should you wish to discuss any matter with the teacher or Principal, kindly let us know.

## **13. Fundraising**

It is **compulsory** to participate in ALL activities organized by the school. The school will need your support in fundraising activities that will help at different times of the year.

A continuous fundraising event that will take place the whole year is civvies and fun Fridays.

13.1 Fun Friday is on the first Friday of the month for R20. This will include civvies, jumping castle entry and a treat. The money is to be given to the child to pay the teacher. This is part of learning how to handle and be responsible with money. As well as to deliver a message from you to us.

Other exciting fundraising activities will happen throughout the year and will be communicated on the **year plan**. Please take note of the year plan as it will allow you to plan ahead financially.

## **14. ARRIVAL PROCEDURE**

On arrival, your child's temperature will be taken. If your child's temperature is too high, you will be asked to wait 5-10 min cool off period before the temperature is taken again. Should the temperature still be high, you will be asked to take your child home.

The child will leave their bag outside the classroom and go into the class where they will be welcomed by a teacher.

**NO PARENTS MAY PARK IN THE PASSAGE.**

**PLEASE ENSURE THAT YOU PARK FACING THE CORRECT DIRECTION OF TRAFFIC**

**PLEASE AVOID PARKING FOR EXTENDED PERIODS DURING PICK-UP AND DROP OFF.**

## **15. DEPARTURE PROCEDURES**

You may collect your child from the gate. Please Park in the lane closest to the school fence and facing the correct direction of traffic.

Occasionally, you may wish to send someone other than yourself to drop off or pick up your child for the day. Be sure to notify any persons doing so of the drop-off/pick-up time procedure. Always notify us should there be someone other than you dropping off or picking up for the day. Give the person collecting the child a **secret code** that you will also share with the teacher to confirm that the arrangement.

Any persons taking your place for drop-off/pick-up times should be listed on the Application form under **“Persons authorized to pick up my child”**. If they are not listed, a written authorization from you is required. We will not release the child without your approval for both the protection of your child and ourselves.

To make drop-off time an easy transition for both you and your child, please carefully read through the following policies:

Though we are very open to any questions or concerns you may have about your child, drop-off and pick-up times are generally not the best times to discuss these concerns in depth. Instead, please feel free to use the available communication channels.

## **16. COMMUNICATION**

We recommend parents to download and install **WhatsApp** on their cell phones for any immediate communication through our broadcast lists and groups. This helps us communicate important notices directly to your phone.

*Please note that the school WhatsApp group is strictly for school-related communication only. No viral messages may be posted. If you need to inform your teacher of your child's absence, please send a message directly to the school number (not on the class group).*

### **15.1 Teacher - Parents Communication Book**

A communication book is provided for each child when schools reopen. Please ensure to make use of this method of communication with the school and sign on a daily basis. Kindly check the school calendar regularly to stay up to date with upcoming activities. Please ensure the message book is covered and your child's name is clearly written in the front cover.

### **15.2 Queries / Complains / Compliments**

We strongly encourage parents to feel free to communicate any concerns/ dissatisfactions and complements through to Teacher Reneilwe-Neo Moremi for immediate action (072 170 0394) as these help us improve our services, correct any deviations and give credit where it is due.

## **17. SEPARATION**

It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. Please be very brief (no more than 3 minutes) during these transition times. The longer you prolong the departure the harder it becomes for your child. A smile, cheerful good-bye and a reassuring word that you will be back are all that is needed in the morning. In our experience, children are nearly always quick to get involved in the activities as

soon as the parent leaves.

**Please do not leave without telling your child goodbye.** Young children's separation anxiety is often closely tied to fears of abandonment. It is important that they know that you will be returning for them at a designated time. By saying goodbye to your child, you are reassuring him or her that you will return and that you are not abandoning them.

It is never suggested to “sneak out” – this will only add to your child’s anxiety.

## 7. BOUNDARIES

This is also a time of testing when two different authority figures are present (the parent and the provider). All the children will test to see if the rules still apply. During arrivals and departures, we expect parents to back up our rules.

## 8. UNIFORM

It is **compulsory** for all children enrolled for full day care to wear the prescribed **full** uniform to school Monday – Thursday. Uniform can be purchased from the school. Fridays are civies day for everyone. When dressing your child, please keep in mind that we do many “messy” activities such as painting, water play, playing outdoors, etc. Please do not dress your child in clothes you would not like to be soiled. Though we try our best to keep the children’s clothes clean, sometimes this is not always possible.

## 9. BEHAVIOUR MANAGEMENT

Spanking or any other form of physical punishment **is strictly prohibited**. Discipline shall not be associated with food, rest, or toileting. Children shall not be subjected to discipline that is severe, humiliating or frightening. ***The goal of discipline is to help children see the sense in acting a certain way.*** This is a time consuming task and it is important we remain realistic in the expectation of the behaviour of each child. In the same manner, we do not allow parents to administer any form of physical discipline to their children on the schools premises.

The child’s developmental age and stage must be taken into consideration.

We have rules in place to ensure safety, comfort, and happiness for all. We use positive reinforcement and guidance based on individual needs and development. We like giving choices and giving praise for positive behaviour. Distraction and Re-direction are common practices used for Behaviour Management.

As a last resort, we will use supervised “shadowing” (the child will remain at the teacher’s side, one minute for each year of age) or “time-out” to allow the child time to calm down. Privileges may

also be removed if it is age appropriate.

The “time-out” method will not be used for children under 2 years of age as this is not developmentally appropriate practice. Very young children should not be isolated, nor should they be ignored or left without proper stimulation.

Toddlers who do not understand why their behaviour is unacceptable will be gently directed to more acceptable behaviours or activities.

We will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or us as a provider, please discuss them with the principal openly and honestly. Comments and suggestions are always welcome.

## **10. CENTRE RULES (PLEASE SHARE THESE WITH YOUR CHILD)**

Rules are in place for the health and safety of the children. We also believe rules help in developing a child’s own sense of self-control. We teach respect for other people and respect for property, and achieve this through compassion and consistency. Please take the time and review the following with your child (ren):

- **No Gum, Sweets or toys from home**
- Walking feet used Indoors (no running indoors)
- Helping Hands - keep hands and feet to ourselves
- Quiet Voices - use inside voice indoors
- Furniture is to be used properly - not for climbing or standing
- Always clean up after yourself
- No mistreatment of toys (throwing - kicking)
- **No roughhousing or wrestling**
- **Children must sit at the table when eating or drinking** (no walking around with cups or food)
- Always tell the truth
- Always use good manners
- **Follow directions given by parents or teachers**
- **Bulling will not be tolerated**

## **11. DAMAGE TO PROPERTY**

Children are expected to be respectful to personal property and furnishings (including personal belongings of other children in care). Normal wear and tear is anticipated. However, parents will

be responsible for intentional damage to property (including toys) through destructive behaviour. Reimbursement is due with the following month's tuition.

## **12. HEALTH & ILLNESS AND COVID -19 SAFETY MEASURES**

For the wellbeing, health and safety of our kids, parents must go through the following important information to ensure the kids are ready for school each day and during the Covid- 19 pandemic. Doctors' office will be limited if we follow these excellent hygiene practices on daily basis.

- Keep your child at home if they are showing any signs of illness. Under no circumstances will a child showing any sign of illness be allowed at school.
- Parents must inform the centre if their child suffers from any ailment, contagious illness or incurable illness.
- Medication should be administered at home. The centre does not allow any medicine at school and no medication must be placed in the child's bag.
- If a child contracts a disease or any contagious sickness, the parents must remove the child from the centre immediately & the child will not be allowed back until all signs of the illness

have cleared up. For the safety of the other children in our care, we reserve the right to request a doctor's certificate to confirm that a child is fit to return to care.

- Parents must inform and update the school regularly if their child has any allergic reactions.

### **12.1 Hygiene Practices at Home**

- Teach your child to maintain good personal hygiene at all times.
- Remind your child regularly not to touch their eyes, nose or mouth without washing their hands first. Do not get impatient or tired of this life saving measure, they will get the hang of it with no time.
- Practice wearing a face mask or face shield until communicated otherwise.

### **12.2 What to do at home before you send your child to school**

- Check your child's bag. No toys or books from home may be brought to school. Only snacks, changing clothes and an afternoon mask must be in the bag.
- Keep your child at home if they are showing any signs of illness. Under no circumstances will a child showing any sign of illness be allowed at school. You will be required to come fetch the child immediately when notified that your child is ill or injured.

- Wash your hands before leaving your home to come to school.

### **12.3 Enrolling your Child with Lots 2 Learn Pre-Primary**

- Returning your child to school is voluntary.
- Children with known underlying health conditions that may place them at a higher risk category may not sent to school unless (only during covid-19 pandemic) a medical practitioner has given written authorization that it will be safe for the child to go to school.
- Should your child develop symptoms while at school, they will be isolated in the sickroom. You will be contacted to collect your child without delay (within an hour).
- Parents will not be allowed on the premises, except under exceptional circumstance.

### **13. MEALS**

The Centre provides healthy Breakfast and Lunch for all the children. Parents are required to only provide a fruit for snack time for their little ones. If your child is collected at or after 15:30pm please include an additional snack. The following are not allowed: Sweets, Chocolates fizzy drinks and juice. Please inform the school if we should not include your child in the breakfast meal. If not, we will assume that they need to eat, even on a full stomach.

### **14. BIRTHDAYS**

Birthdays are celebrated according to the parents' desire. Birthday celebrations are not compulsory. All children are sang to in class on their birthdays. Parents are welcome to send party packs and cake/ cupcakes to school but it is not compulsory. Please communicate with your teacher regarding your plan to send treats to school to avoid having too many parties on one day.

### **26. INDEMNITY**

By signing the contract, the parents/guardian indemnify the school against any claims arising out of any injury or as a result of any illness or disease contracted at the school, or any loss or damage in respect of the clothes, possessions or property for the duration of the contract during school hours or activities outside the school premises. Although we take daily precaution to ensure safety, the staff at Lots 2 learn preschool cannot be held liable for any injuries, loss or damage. By signing the contract, the parents/guardian grants the staff their permission to sign for the necessary medical attention that may occur and that the cost thereof will be paid for by Parents or Guardian.

**The terms and conditions stated in the policy document form part of our contract.**

**Please cut and return to school.**

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I \_\_\_\_\_ parent of \_\_\_\_\_ have  
read and fully understand the above information. I will do my best to support the school and my  
child through this academic year

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Parent 1-print name and state relation

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Parent 2- print name and state relation

Date \_\_\_\_\_











