



★ **Baby & Toddler Centre** ★ **Nursery School** ★ **Grade R**

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RULES & REGULATIONS

(Kindly return signed original to Tic Toc Nursery School)

To ensure the smooth running of the school and in the children's main interests, parents are invited to follow the rules and regulations listed below.

Clothing

1. We kindly request that all clothing (including underwear, socks, shoes and hats) be clearly marked. Remember to check the "Lost Property" table in the front of the school for any missing items.
2. Every child must have a change of clothing provided on a daily basis.
3. Please discourage your child from wearing costly jewelry or clothing that could be mislaid or lost.
4. Parents are requested to see that their child is dressed practically. Children are encouraged to be independent and it must be easy for them to remove and put on their clothing. Layer dressing is a sensible option in winter.
5. Every child must bring a suitcase to school daily so that they pack their belongings away safely.
6. Please check your child's clothing daily and ensure that all articles belong to him/her.
7. Please return any foreign article you may find and we will return it to the rightful owner.

Visiting Times

1. Parents/Guardians are welcome to visit their child or the school at any time during the day. You and your child need to know that the school is an extension of the family home and that you are always free to visit.
2. Do however, bear in mind that the class teacher does have a programme to follow and other children for whom she is responsible. If you wish to see the class teacher or the principal for an express purpose please make an appointment outside formal teaching time; we will be more than willing to facilitate open communication.

Sickness

1. It is our policy at Tic Toc Nursery School that parents are notified immediately when their child becomes ill. Where the child has a fever and is miserable, we ask that the child be taken home and we suggest that the child be taken to a doctor and then kept at home until he/she is better.

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2. Apart from the child being miserable at school, the situation is unfair to other children and the staff, who are unnecessarily exposed to infection. This also perpetuates the cycle of re-infection of other children, and also undermines the good work of those parents who act responsibly when their own child is ill.
3. The staff at Tic Toc Nursery School have strict instructions to contact the parents of sick children and ask them to take their sick children home if needed. We require the full co-operation of all parents in this regard.

This is required of parents:

1. React promptly to calls from staff when your child becomes ill.
2. Not send your child to the crèche when he/she is ill.
3. Take your child to the doctor.
4. Ensure that all medication is taken.
5. Obtain a doctor's note to say when the child is no longer infectious and fit to return to crèche.
6. Responsibly treat all in your family who may be ill, including domestic workers.
7. Ensure that you have a backup plan for someone to care for your child when he/she is sick at home.

Although parents know their children best, we encourage you to keep you child at home under the following exclusion guidelines:

8. Uncontrolled diarrhoea and/or vomiting
9. Mouth sores, with drooling, unless a health professional determines the child's illness is not communicable
10. Skin rash with fever unless a health professional has approved that the child may be at school
11. Pink eye (conjunctivitis) with a discharge
12. Scabies or Head lice
13. Any contagious disease until a health professional gives written permission to return
14. A fever over 38° with other behavioural signs of illness
15. Green mucus is a definite indication that there is an infection (bacterial/viral)
16. Please inform us if your child is not coming to school for any reason. Please also inform us if your child is hospitalized for any reason.
17. The school must be notified immediately of any infectious illnesses that your child has contracted, as soon as you become aware of it.

Medicines

1. All medicines must be written up daily by the parent/guardian. We will not accept medicines and medicinal instructions from any child. No medicines will be administered unless written up on the Medicine Information Sheet. No medication for symptomatic relief will be administered at school. (except fever medication)
2. The medicine must be clearly marked with the child's name and dosage.
3. **Never leave medicine in your child's bag.** It is your responsibility as parent/guardian to take the medicine out of your child's bag, and to hand it to a teacher. You are requested to please collect the medicine at the end of each day, unless it is medication for a chronic condition, vitamins or for emergency use.
4. **If requested you might be asked to provide a medical certificate when your child returns to school after having contracted any contagious illness.**
5. In the event of an emergency the school reserves the right to obtain medical assistance from any medical doctor available, and the resultant cost will be the responsibility of the parent/legal guardian of the child. We will however attempt to contact both the parent/s/guardian/s and the nominated family doctor prior to proceeding with the above steps.

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Disruptive Behaviour

Where a child's behaviour causes disruptions, Tic Toc Nursery School will approach the parents in order to find a solution. Where the disruptive behaviour continues, Tic Toc Nursery School reserves the right to discontinue any services to the parent(s)/guardian(s).

Food, Toys and Money

1. No food, sweets, bubble gum etc. may be brought to school unless it is that child's birthday, or unless it has been previously arranged with the child's teacher.
2. As toys and books are provided by the school, the children may not bring their own from home, unless for the interest of the teacher, or for a specific class activity.
3. All reasonable precautionary measures will be taken in order to ensure the safety of any property entrusted to Tic Toc Nursery School. The responsibility is placed on the parent(s)/guardian(s) to ensure that no valuables are sent to school with the child(ren). The parent(s)/guardian(s) agree to make an alternative arrangement with the school before any toys or other valuables are sent to school.
4. Your child may not bring money to school except when requested to do so and always in a sealed envelope or bank bag (Coins can so easily become lodged in a young child's throat.)
5. The teacher will keep all food and toys brought to school without prior permission, for that day. They will be handed to the parent at the end of the day.

Gates and Doors

All security gates and doors must be closed behind you for the safety of all the children.

Lifts

1. The school must be advised as to who will be fetching your child from the school every day, by completing the attached "Consent to Collect" form. Under no circumstances will children be allowed to go home with anyone other than the specified person/s.
2. If you wish to participate in a lift club it is your sole responsibility and will not be arranged or co-ordinated by the school.
3. If a child is going to go to the home of another child straight from school, the school must be notified in writing or verbally by the parent/guardian.

Extra-Mural Activities

There will be extra-mural activities hosted for the children on the premises of Tic Toc Nursery School. All reasonable safety measures will be employed in order to ensure the safety and wellbeing of your child. Note that these extra-mural activities are not included in the monthly school fees, and you will be responsible for any such activities that you sign your child(ren) up for.

Personal Details

Should a parent or legal guardian change their e-mail address, physical address, work telephone number, cellular number, home phone number or both, we request that you notify us immediately. **Failure to keep your contact information up to date may have serious consequences in the event of an emergency.** We urge all parents/guardians to be responsible and involved.

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General

1. Should your child have a disturbed night or an upset on any given day, please inform one of the staff members, so that we are able to deal with the situation in as sensitive a manner as possible.
2. Should there be difficulties at home that could affect the child emotionally or otherwise, it is important that you share this information with the class teacher as she needs to know how to address any changes in the child's behaviour.
3. Please remember that some children settle down to a new environment easily and some do not. It may take days, weeks or even months for a child to settle into a new routine and learn to accept new people.
4. It is best to be loving but firm and make your departure as swift as possible. Attempts to coax the child and to give one last hug can often make matters more traumatic for all parties.
5. Please remember that some children bite, scratch, hit, spit or swear as they develop from toddlers to preschoolers. While we aim to prevent such incidents as far as possible, on occasion your child may become the "victim" of such behaviour or even the aggressor.
6. Please understand that we do discuss the incident with all parties concerned. We do not approve of any form of corporal punishment and will institute other tactics to change this negative behaviour where possible.

I HAVE READ AND UNDERSTAND THESE RULES & REGULATIONS, I AGREE TO BE BOUND BY IT.

1. FATHER/ GUARDIAN FULL NAME: _____

SIGNATURE: _____

DATE: _____

2. MOTHER/ GUARDIAN FULL NAME: _____

SIGNATURE: _____

DATE: _____