



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

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## Admissions Policy

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### Aims and Intent

Tic Toc Nursery School exists to provide a safe, developmentally appropriate environment for ECD centre aged children. Our focus is to provide the children with an excellent and stimulating early care and education experience, which promotes the child's social, emotional, physical, and cognitive development. Our goal is to ensure that the child's mind is primed their life-long learning.

The aim of Tic Toc Nursery School is to make our ECD centre accessible to, and inclusive of, all children and families from all sectors of the local community through open and fair practices.

Cognizance is taken that we have to earn enough money to pay the salaries, and all other ECD centre expenses as well as continuing to maintain and even improve the facilities. Therefore, Tic Toc Nursery School charge parent's fees for their child/ren to attend this ECD centre.

As an ECD centre working in a community, we like "pay it forward". For this reason, per annum, we allow about 20 under-privileged children to attend, this number varies per year.

### Key Facts

1. Tic Toc Nursery School is licenced to care for and educate 314 children from age 3 months to 6 years. The school year at Tic Toc Nursery School is from January to December.
2. We follow a 4 Term school calendar, although we are open during school holidays.
3. Tic Toc Nursery School offers the following services:
  - a. Half day care with lunch (06:30 am to 14:00 pm)
  - b. Full day care with lunch (06:30 am to 18:00 pm)

### Operating Days and Opening Hours

1. We are open during official school holidays.
2. We are closed on all public holidays and long weekends.
3. If the public holiday falls on a Thursday or Tuesday, the ECD centre will be closed the next day, Friday, or on the preceding day, Monday.
4. **Opening Hours:**
  - a. Half Day, Monday to Friday: 06:30 am to 14:00 pm
  - b. Full Day, Monday to Friday: 06:30 am to 18:00 pm
5. From approximately mid-December to first working day in January each year the ECD centre closes completely for maintenance and so that our dedicated staff can have a good rest with their families.

## Charges and Payments

1. Tic Toc Nursery School operates on a fixed term fee structure.
2. The required CPA (Consumer Protection Act) documentation forms part of the legal agreement to be signed between Tic Toc Nursery School and the parent/s.
3. Fees are payable monthly over 12 months, bi-annually or annually, on or before due date.
4. Discounts:
  - a. 7.5% discount for fees paid annually.
  - b. 5% discount for fees paid bi-annually.
  - c. 22% discount on the fees of the second child, and any subsequent children, that the family has in the ECD centre at the same time.
5. ECD centre fees are increased once a year in January.

### 2024 Fee Structure

Care	Monthly (over 12 months)	Bi-Annually (5% discount)	Annually (7.5% discount)
1 <sup>st</sup> child - Full Day	R 2 700	R 15 390	R 29 970
2 <sup>nd</sup> child - Full Day	R 4 800	R 27 360	R 53 280
1 <sup>st</sup> child – Half Day	R 2 200	R 12 540	R 24 420
2 <sup>nd</sup> child – Half Day	R 3 950	R 22 515	R 43 845

### Annual Additional Charges

Service	Amount	Charged When
<b>Stationery</b> (Excluding Babies)  These charges are levied, upon enrolment, at a pro-rata rate for children who join during the course of the year.	R 500	Tic Toc Nursery School purchases the stationery in bulk and therefore we are able to get better prices. We also purchase good quality, age appropriate stationery that works. Inadequate stationery such as crayons that break because of their tight pincer grips, or scissors that don't cut, frustrate the children and prohibit their development.
<b>Toiletries</b>  These charges are levied, upon enrolment, at a pro-rata rate for children who join during the course of the year.	R500	Tissues, cream, soap, sanitizer, toilet paper and sunscreen for the year are also included in the toiletries charge.
<b>Christmas Present</b>	R 0.00	At the end of every year Father Christmas comes to the ECD centre to give small presents to the children. The school sponsors these presents.
Nappies, wet wipes, vaseline, barrier cream	R 0.00	Nappies, Vaseline, and barrier cream are to be provided by the parents of the babies.

## Late Collection Fee

1. A fine of R10 per minute will be levied if a child is collected from the ECD centre after 06.01 pm.
2. This fine will be added onto your monthly statement.

## Classroom Structure

1. When there are two classes of the same age group the children are divided up by whether they are born before or after 30<sup>th</sup> June.
2. Tic Toc Nursery School provides tuition in English and Afrikaans (Grade RR & R only)
3. Tic Toc Nursery School does accept children with disabilities.
4. Tic Toc Nursery School is advertised widely in places accessible to all sections of the community.

## Accessibility of Information about Tic Toc Nursery School

1. Spoken form (interview with the Principal / Vice-Principal and word of mouth)
2. Telephonically
3. Electronically on our website [www.tic-toc.co.za](http://www.tic-toc.co.za)
4. In the event a foreign national, who does not speak the language, wishes to enrol their child/ren, if we have a member of staff who speaks and understands the foreign language, we will ask that member of staff to assist with translation and interpretation during the initial interview. When the child is enrolled the member of staff who speaks the language will help ease the child into settling well.
5. Tic Toc Nursery School is sympathetic to emergency admissions if we have space available.
6. Children may join the ECD centre at any time of year. Where possible we recommend that new children start at the beginning of a month or week.
7. Tic Toc Nursery School operates a waiting list and takes the following into account when a child from the list is admitted:
  - a. Date on which application was made for that particular class.
  - b. Siblings previously or already in attendance at Tic Toc Nursery School.
  - c. The balance of the group as a whole.
  - d. Only once all paying children have been allocated a place in a class, non-paying children will be considered if there is space in an appropriate class.

## Nutrition

Tic Toc Nursery School employs cooks who prepare the meals. We are thus fully prepared to take religious eating considerations and food allergies into account.

## Babies

Tic Toc Nursery School does not provide food for babies who are on formula and/or specialised baby foods. These are brought to the ECD centre by the parents each day.

1. A fresh bottle is made up before each feed so parents of children on formula supply it in powder form together with clean bottles every day.
2. Breast milk in bottles may be provided daily and will be stored in the refrigerator and be warmed up before a feed.
3. As soon as the child is able to eat solids, as prepared by the ECD centre kitchen, the parent stops bringing baby food to the ECD centre.

## All other children

1. **Breakfast:** A breakfast of jungle oats or mealie meal is provided every morning (Monday to Friday) from 7.00 am – 8.00 am.
2. **Snacks:** The following snacks are prepared Monday to Friday:
  - a. **Morning snack at 10.30 am** – brown bread sandwich with a filling of jam, marmite, syrup, honey or cheese and rooibos tea (served warm with sugar and milk).
  - b. **Mid-afternoon snack at 3.00 pm** – brown bread sandwich with a filling of jam, marmite, syrup or honey and rooibos tea (served warm with sugar and milk).
3. A nutritious **Lunch** is provided every day (Monday to Friday) from 12.00 pm to 1.00 pm.
4. At Tic Toc Nursery School, we do not force the children to eat.
  - a. Tic Toc Nursery School is a nut-free zone and peanut butter, or other peanut products, are never served.
  - b. Tic Toc Nursery School also takes cognisance that dairy is not always that good for children and for this reason we use minimal dairy products.
  - c. Cool, fresh water is available to the children every day, in their classrooms and also on the playground.

## Security

### Children Visiting Each other

Many of the children visit each other in the afternoons and, indeed, social interaction outside of the ECD centre is encouraged. However, if your child is going home with another child's parents during the week, please notify to office as they will not be allowed to leave the premises with anybody, whether we know them or not, without your permission.

### Access control

1. **Security Guards:** We are in the very fortunate position to have 4 Security Guards during peak morning drop off times as well as peak afternoon collection times. The remainder of the day we have one permanent security guard on duty.
2. **Magnetic Lock:** The front gate to the ECD centre is secured with a magnetic pin code lock. Parents will be issued with a code for the keypad in order to open the gate. The code is changed on a monthly basis and parents will be notified of the change.
3. **CCTV Camera:** There are numerous CCTV cameras positioned at all the gates, driveway, entrances, and classrooms. The various monitors are in the office and all activity is recorded every day.
4. **Electric fencing:** The premises are surrounded by electric fencing. We have made sure that the outdoor climbing apparatus is positioned in such a way that the children cannot possibly reach the fencing.
5. **Registers:** Daily Class Registers are taken at the start of the day, by the class teacher, before first ring.

### Extra Mural Activities

1. At Tic Toc Nursery School, we offer numerous extra mural activities, namely Swimming, Physkidz, Computers, Dancing, Playball, Play This Way, Hip Hop, Drama, Thrass and Ballet. The organisers of these extra mural activities sub-contact to the ECD centre and as such raise their own invoices and collect their own fees. **These extra murals fees must be paid directly to the contractor.**
2. We have an indoor heated swimming pool on the property of Tic Toc Nursery School. Swimming lessons are an optional extra activity. Swimming fees will be added onto the monthly fee statement issued by Tic Toc Nursery School should you want your child to participate in swimming lessons.

3. At Tic Toc Nursery School, we have the following **compulsory** extra murals. These fees will automatically be added onto the monthly fee statement issued by Tic Toc Nursery School.

<u>Extra Mural</u>	<u>Class</u>	<u>Monthly Cost</u>	<u>Payable</u>
Pump Power	GR RR	R 65	Feb - Nov
Playsport	GR R	R 65	Feb - Nov
Thrass Reading Programme	GR R	R 140	Feb - Nov

4. Play time is very important and it is not recommended that children do more than three extra-murals, nicely spaced out, so as to not overwhelm them.

## Communication

Tic Toc Nursery School uses the following methods to communicate with parents:

1. **WhatsApp:** Our most important method of communication with you is via WhatsApp. Kindly read the messages and keep abreast of current matters.
2. **Email:**
  - a. At Tic Toc Nursery School, we try to be as green and eco-friendly as we can and wherever possible we therefore also communicate with parents through WhatsApp or Email.
  - b. Invoices and statements are sent through email, unless there is not one in which case, we will give the parent a printed copy.
3. **Our website:** (www.tic-toc.co.za) Parents will be able to find past newsletters, themes, menus, and photographs as well as general info about the ECD centre.
4. **Facebook:** We post photos and news almost on a daily basis.
5. **Reports:** Progress reports will be handed out four times per year, at the end of every term.
6. **Parent Feedback:** We feel it is of utmost importance to rectify any situation as soon as it surfaces and therefore do not have a specific parent feedback time and date. We will contact you immediately to make an appointment to discuss the matter at hand.

## Sun Hats and Sunblock

1. Children are encouraged to wear a sun hat on the playground but is not compulsory.
2. Sunblock is applied at Tic Toc:
  - a. Before first play time.
  - b. After nap time at about 14:00

**Parents are requested to apply sunblock every morning before bringing your child to school.**

## Medical Matters

1. In terms of the National Health Norms and Standards, only children who have been vaccinated, or are in the process of their vaccinations, may be admitted to Tic Toc Nursery School.
2. 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.
3. 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.
4. 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:**

- React promptly to calls from staff when your child becomes ill.
- Not send your child to the school when he/she is ill.
- Take your child to the doctor.
- Ensure that all medication is taken.
- Obtain a doctor's note to say when the child is no longer infectious and fit to return to school.
- 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 your child at home under the following exclusion guidelines:**

- Uncontrolled diarrhoea and / or vomiting.
- Mouth sores, with drooling, unless a health professional determines the child's illness is not communicable.
- Skin rash, spots and rashes, ringworm, and impetigo.
- Weeping ears.
- Pink eye (conjunctivitis) with a discharge.
- Scabies or Head lice.
- Any contagious disease until a health professional gives written permission to return.
- A fever over 38° with other behavioural signs of illness.
- Green mucus is a definite indication that there is an infection (bacterial/viral)
- 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.
- The school must be notified immediately of any infectious illnesses that your child has contracted as soon as you become aware of it.

5. All Tic Toc Nursery School staff have up to date First Aid Certificates.
6. No medication for symptomatic relief will be administered at school. (except fever medication)
7. The medicine must be clearly marked with the child's name and dosage. Under no circumstances will we administer any medication that is not specifically prescribed for your child.
8. ***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.
9. Parents are requested to ask their doctor to prescribe medications that are administered once, or possibly twice, a day and can be done at home.
10. If a child is on long-term medication, e.g., asthma pump, the parents give to the ECD centre a letter indemnifying the ECD centre, management, the staff, and everybody at the ECD centre from any reaction the child might have to the medication.
11. If a child has allergies and an antihistamine or Epinephrine auto-injector is kept at the ECD centre, management will keep an eye on the expiry date of the antihistamine medication and inform the parents when a new one is needed.
12. Without the Medication Administration Control Sheet having been properly filled out and signed, no medication will be administered to that child. Instructions will not be taken over the telephone.
13. Our full medical policy can be viewed in the Health and Safety Policy.
14. 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 parents / next of kin / guardian/s and the nominated family doctor prior to proceeding with the above steps.

## **Children's Clothing and Other Belongings**

1. The onus is on the parents to mark their children's belongings as Tic Toc Nursery School is not responsible for lost or missing items. It is almost impossible to know what belongs to who if articles are unmarked.
2. Older children must have a change of clothing provided on a daily basis in their school bags.
3. Please discourage your child from wearing costly jewellery 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 own clothing. Layer dressing is a sensible option in winter.
5. Every child must bring a bag 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.

## **Food, Toys and Sweets**

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.
4. The responsibility is placed on the parent(s)/guardian(s) to ensure that no valuables are sent to school with the child(ren).
5. The parent(s)/guardian(s) agree to make an alternative arrangement with the school before any toys or other valuables are sent to school.
6. 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.)
7. 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.

## **Transport / Lifts**

1. The school must be advised as to who will be fetching your child from the school in the event of parents / guardians not being available, by completing the Consent to Collect section of the Admission Form.
2. Under no circumstances will children be allowed to go home with anyone other than the specified person/s.
3. 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.
4. 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.
5. Should your child make use of scholar transport, kindly ensure that we have contact details of the transport owner as well as the drivers.

## **Birthday Parties**

1. Tic Toc Nursery School permits short birthday parties to be held at the ECD centre.
2. Prior arrangements need to be made with the child's class teacher.
3. The birthday party will take place during morning snack time, after the creative activity and before first outdoor time.
4. Please do not bring any boiled (hard) sweets, marshmallows, suckers, or nuts. All that is needed is a small cake because children really do not enjoy baked cake (only ice cream cake), a few soft sweets and crisps.
5. Under no circumstances whatsoever will we allow normal balloons, as they might pop and cause a choking hazard. Only foil balloons will be allowed.
6. The parents and family of the child are welcome to attend the short party and take photographs.
7. Parents are welcome to organise a jumping castle or clown. These activities will be made available to all the children / or only the relevant class at the ECD centre in a controlled fashion.
8. Many parents have the birthday parties at home and issue the invitations through school. When you receive an invitation, please do reply to the host so that she can know how many children she needs to cater for.

## Recycling

In our creative activities we use many weird and wonderful items such as buttons, cardboard rolls, polystyrene containers, magazines, egg boxes and shells, seashells plastic cool drink and milk bottles, straw, cardboard tubes, feathers, ribbons, pinecones, polystyrene trays, dress-up clothes/hats/scarves/gloves, the list is endless. Please bring any recycling materials. We can never have enough and will recycle what we can't use. We also participate in the Tops & Tags initiative where we collect bottle tops & bread tags for those people less fortunate than ourselves to receive a wheelchair.

## Charity

Each year Tic Toc Nursery School supports one of the charities, and the parents' support has always been phenomenal. The way it works is that when you have a clean out in your home, please bring the goods (kitchen utensils, clothing, toys, etc.), to school and when the load is large enough the charity sends their driver to collect it.

## 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.

## Policies

At Tic Toc Nursery School, we have all the required policies, and then some more. The purpose of our policies is to document the procedures at this school and inform the staff so that they can act promptly and sensibly in many situations. Our policies are available upon your request or a printed version in the office. The policy list is:

- Admissions Policy
- Behaviour Guidance and Discipline Policy (the children)
- Biting Policy
- Child Protection and Anti-Abuse Policy
- Children's Rights, Entitlements and Responsibilities Policy
- Complaints Policy
- COVID-19 Prevention and Control Policy
- Disability and Inclusion Policy
- Discipline and Grievances Policy (the staff)
- Electronic Communication, social media, and Children's Policy
- Emergency Preparedness and Evacuation Procedures Policy
- Head Lice Policy
- Health and Safety Policy
- HIV and AIDS Policy
- Human Resources Policy
- Infection Control Policy
- Medical, Health and Safety Policy
- Nappy Changing and Toilet Training Policy
- Nutrition Policy
- Outings and Excursions Policy
- Protection of Personal Information Policy



## 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 in 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.

### Declaration:

I/we, the undersigned:

1. Do hereby declare that I/we have read and understood this, Admissions Policy.
2. Do hereby agree to accept and abide by the terms and conditions governing Tic Toc Nursery School, with which we declare ourselves fully acquainted.
3. Do hereby declare that all the information provided in this Admissions Policy is true and correct.

This done and signed at \_\_\_\_\_ on the \_\_\_\_ Day of \_\_\_\_\_ (Month) 20\_\_\_\_ .

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2