

## CHILDREN ON NAPPIES POLICY

*The nursery school opens at 6h50 and closes at 14h30 for the half-day children.  
Full day closes at 17h30.*

1. Babies must be clean and neat when you bring them to the baby room.
  - a. Always say goodbye to your child and reassure him/her that you will return. Please hand your child over to the teacher on duty.
  - b. Breakfast is served at 8h00. If your baby comes later, he/she will forfeit his/her breakfast.
  - c. Please ensure that your child is fetched on time. R50 per 15 minutes per child will be due after 14h30pm (3/4 Day) and per 15 minutes after 17h30pm (Full Day).
  - d. Collections after 6pm will be fined R200 per incident
  - e. The school will be closed on weekends and public holidays
2. Please supply requirements that you use at home for example powder, baby lotion etc. Your child's requirements are kept separately in a cupboard and used only for your child and then replaced by you when needed.
3. Please mark all items.
4. You must please supply the following requirements:
  - One face cloth
  - Two sets of clean clothes- in case of an emergency
  - A plastic bag daily for nappies and dirty clothes
  - Wet wipes - ± 1 Packet per month
  - Bottles – as used by your own child
  - Trainers – if needed for potty training
  - Hairbrush
  - Please supply us with empty plastic shopping bags, if you have any at home
  - At least **nine nappies** must be supplied for every baby per day.

5. Tuition fees have been divided into 12 instalments. The first payment is due on the first school day. Monthly payments are payable in advance within seven days after the commencement of the month, and the last payment for the year is payable on or before the 7<sup>th</sup> of December.
6. All fees must be paid in at the school office between 7h30 and 15h30. Money for outings etc. will be received by your child's teacher.
7. Each child will be issued a Communications Book at the beginning of the year. Teachers and parents are to use this book daily to communicate.
8. If your child is ill or away, please notify the teacher. If your child is on any medication it must be given to the teacher. The Medication Administration Chart at the back of the Communications Book must be filled in and signed.
9. When your child has a birthday, it is custom to bring cupcake or party-packs for his/her group. Please arrange it with his/her teacher.
10. Please bring any problems or special circumstances concerning your child to the teacher's attention. She may be able to help, and it would certainly enable her to understand your child better.
11. Please ensure that the school has the correct address and TELEPHONE numbers of the parents at all times in case of emergency.
12. Should you wish to terminate the service of the nursery school, it must be done in writing and **one (1) calendar month before the date of termination**. If not, you will be held responsible for the month's fees. No oral notice will be accepted.
13. Please bring any complaints, concerns or comments to the teacher concerned. Please do not speak to other teachers or parents, as this will not alleviate any problems.

***We believe in an open relationship between parent/guardian and teachers and request that you will immediately discuss any problem or uncertainties that you may have with us. This will ensure a happy and secure environment for parents, children and teachers.***