

Important information

The following important information offers all the details pertaining to the preschool rules, expectations and code of conduct. It is vital for all preschool parents to read and understand the details in order to assist us in implementing a professional service to our families.

1. School Rules

1.1 DROPPING AND COLLECTING

Children are please to be at school to begin the first ring at 08h30am. Children who arrive late often feel awkward and embarrassed if they walk into the classroom during the first ring and this is also frustrating for the teacher who has to stop to welcome the child.

Children may NOT be dropped off outside the school or the pre-school gates. Parents (or guardian) are required to take them personally to their classroom and deliver them to the teacher or a teacher assistant. Please make sure that the gate is locked behind you. Do not let your children open the gate or teach them how to open it !!

Parents must fetch their children from their classroom and sign them out with their teacher. Any child not collected from their classroom by 1h00pm will join the aftercare group to wait for you. Please note that children not collected by 1h00pm will be charged for aftercare. Please make sure that your teacher knows if someone other than you is collecting your child!! If the school is not notified about someone other than a parent fetching the child, the parent or alternative caregiver mentioned in the Contract of Enrolment will be contacted telephonically to verify. The child will not be released until contact has been made.

1.2 SIGNING OUT

Parents/Guardians are required to sign their children out of the classroom when collecting them from school. Please ensure you sign EVERY DAY. Once the child has been signed out, they are your responsibility.

1.3 AUTHORISING OTHER PEOPLE TO COLLECT

Should mom or dad not be collecting your child on a specific day, please tell your teacher and record in the sign out book. Alternatively mom or dad must contact the teacher or aftercare teacher to notify them accordingly.

IF YOU HAVE A REGULAR PERSON other than yourself collecting your child like a nanny, a caregiver, another parent, aunty etc we ask that you include this person when filling in your Enrolment form. We ask that you ALWAYS inform your teacher or the aftercare teacher or the office of your adhoc arrangements. We cannot stress enough the importance of keeping us informed about family affairs and who is / is not authorized to collect on your behalf.

2. COMMUNICATION AND DOCUMENTATION

2.1 Pigeon holes

A pigeon hole is allocated to each child in the school and can be found in your child's classroom. This is how we communicate with you – all notices / newsletters / party invitations are placed in your child's pigeon hole in your classroom. Please check this on a daily basis. If you have more than one child at the school, we will communicate via the eldest child's pigeon hole.

2.2 Newsletters

Newsletters are sent out monthly via email with necessary dates to diarise and details of upcoming events. Hard copies will be available upon request if you don't have email facilities.

2.3 Notice Boards

Please check the notice board at the entrance regularly for urgent upcoming events and details of the weekly plans. Each teacher has either an easel or notice board inside / outside their classrooms with details that are class specific, so keep a lookout for these too.

2.4 Messages

Messages about plans for the day must be communicated to your child's class teacher when you drop them off. If plans change during the day, please call let your teacher or aftercare teacher know.

2.5 Personal information

Parents are asked to keep the school updated when any personal information changes e.g/ cell numbers, email addresses, etc. This is to enable us to contact you in an emergency.

2.6 Emergencies

We ask for a list of people to contact in the event of an emergency and we are not able to reach either mom or dad in this event

2.7 Inoculations

Your child must have received inoculations against Diphtheria, Tetanus and Whooping Cough before being admitted to the school. A copy of your child's clinic card must be handed into the school office before your child starts with us. Should your child not be immunized, please attach a letter from your General Practitioner stating the reason.

3. AFTERCARE

An aftercare facility is available until 15h00pm during school terms. Please pack a light lunch for your child should you utilize this service. Casual use of the aftercare can be arranged on a daily basis. The sign out policy and rules regarding authorized people only collecting, also applies to aftercare collection.

4. OPEN DOOR POLICY

Parents are welcome to discuss any problems concerning their child or the school with their class teacher or alternatively with the Principal. Should you feel it necessary to make an appointment to discuss issues, please do not hesitate to do so. Can we appeal to parents please to bring their grievances directly to us instead of discussing them with other parents as this always leads to additional problems?

5. WASTE MATERIALS

Waste materials such as empty boxes, old magazines, buttons, cotton reels, silver paper; old Christmas cards, etc are most useful at school. Paper and cardboard is always needed. Waste products may be brought to the school anytime. Please make sure all materials brought are clean.

6. CLASSROOM ETIQUETTE

6.1 Parent representative

The preschool has its own elected representative who will be responsible for co-ordinating any class social function and any other preschool social functions. He/she is also appointed to liaise between parents and the board to enhance communication and facilitate conflict resolution.

6.2 Toys

Bringing toys to school often results in tears, especially when they are broken; Please leave them at home. If school equipment finds its way home, please return it. Ensure that the child is aware that you are returning it; it is not stealing at this young stage.

6.3 School Bags

Each child must have his / her own named school bag or case, which contains a change of clothing. This teaches your child to look after and put away his / her belongings. All clothes should be properly marked to avoid losses. Please don't send your children to school in their best clothes – this inhibits their enjoyment of messy play. A lost property box is kept at school. Whilst we try to make sure that missing items of clothing are recovered, the school cannot be held responsible for any losses.

6.4 Nappies

Those children who are not toilet trained are welcome at the school. Parents must supply all the necessary spare nappies, wet wipes, powders and creams – these are kept at school. It is recommended that a spare pair of pants be left at school in the event of "accidents". Soiled pants and cloth nappies will be rinsed and returned home in a plastic bag. Each teacher has her own way of running her classroom; your teacher will explain the classroom routine in detail at Expectation Evening.

6.5 Potty Training

Potty training is directly linked to the child's emotions and should be initiated by the parents at home before it is attempted at school. Once the child has started potty training at home and has had two weeks of "exposure" to toilet, please speak to your teacher and we will stand alongside you at school. We have two baby toilets to assist our children in potty training.

6.6 Sun Hats

NO HAT NO PLAY!! It is compulsory that all children wear hats outside during playtime. Marked hats should be sent with your children and left at school. The teacher will ask you to take them home to be washed when the need it. Sun cream is not provided; please remember to apply it to your children before school. During hot summer months when children may enjoy swimming in the Bath Shells, we recommend that you send extra sun block in school bags.

6.7 Food and Water

The children must bring a healthy mid-morning snack to school. Please ensure a healthy snack is packed and refrain from packing sweets or chips. Should any of the children in our school be allergic to nuts, we will ban nuts and all nut products. This will include Nutella and Peanut Butter. We will advise parents should this rule apply.

7. REPORTS AND ASSESSMENTS

7.1 Reports

Confidential progress reports are issued to the parents twice yearly. There is a mid-year report issued in June and then an end of year report. These follow a period of intensive individual assessments by the teachers. Please could parents note that because of our assessment criteria, there is a generic component to our reports.

7.2 Assessments

Assessments are done by the teachers in the classroom twice a year. If a speech, occupational therapy, play therapy or physiotherapy assessment is suggested to your child, please take this recommendation seriously and arrange for it to take place. We endeavour to assist where ever possible, including sourcing the correct therapist to assist your child in whatever way needed.

8. EXPECTATIONS

We have a number of school events and functions which we expect parents to participate in and embrace with as much enthusiasm as we do! It does take a certain level of commitment but we believe it contributes enormously to our school.

8.1 Bakerman – every second Thursday

Every second Thursday is Bakers Day. Bakers Day works on a roster basis. When it is your child's turn, you are requested to supply something special like biscuits / cake / a savoury that is theme related to each child in the class. The rosters are sent out at the beginning of each term. The idea behind Bakerman is that the children participate in the making and creating with you so please don't feel that you have to send masterpieces to school! (Parents do not attend this ring).

8.2 Birthday Rings

The teacher does a special birthday ring in the classroom for your child, as close as possible to the actual birthday. Please arrange a suitable day and time with the teacher and we ask that you provide a plate of treats or a cake for the class. Parents are welcome!

8.3 Show and Tell – Tuesday

This takes place on a Tuesday morning and children are required to bring something from home related to the theme to show the class. This builds their confidence as they talk in front of their class and emphasizes and enhances their learning. You will be notified when it is your child's turn.

8.4 Show and Learn – Wednesday

This is a perception and numeracy ring for our children aged 4+ only. Children are given an ice cream container and are asked to bring specific items each week which they use in their numeracy ring on a Wednesday. Your teacher will go through this in details with you at the Orientation Evening at the beginning of the year.

8.5 Library

Parents are encouraged to donate a book to the school Library in celebration of your child's birthday. Should you wish to donate a book, please hand them to your teacher at the occasion of your child's birthday or birthday ring and the teacher will read the book to the class at story time during that week (please put your child's name inside the cover).

8.6 Extra Murals

We endeavour to offer a variety of extra murals at the school. The details of various options will be on offer at the beginning of 2014. Please refer to the Extra Murals Chart.

8.7 Photographs

An official photographer takes class, individual and sibling photographs and graduation photos at the school. Parents will be informed of dates well in advance.

8.8 Parent Interviews

Towards the end of Term 1, we conduct "parent interviews". This is a focussed time spent with your child's teacher where they are able to report back on their progress. These interviews take place during the week (later afternoon/early evening). You will be notified well in advance of these interviews and you will be required to book a time slot suitable to you. **NO CHILDREN ARE TO ATTEND** these interviews please.

8.9 Orientation Evening

We have an Orientation Evening during the first term. The teachers will talk to you about what to expect from your child and the school during the year. It is a most beneficial evening for all so please make every effort to attend.

8.10 Special Persons Day

Every year, each preschool child is asked to invite a "special person" to join them at school for a ring in the classroom. Given our circumstances in Tofo and Inhambane that most of us are so far from family and friends, we request that the parents let us know if you have a special person visiting so that we can arrange this ring.

9. CODE OF CONDUCT - Preschool

The code of conduct below promotes the Mission Statement of Kingfisher Lake International Children's College and works towards a standard of behaviours expected of and required from all stake holders. The code of Conduct is to be presented to all parties concerned on signature of the Contract of Enrolment. Signature by parents and/ or guardians of the Contract of Enrolment indicates an acceptance of the Code, as does the employment contract for teachers.

9.1 STAFF

Our academic staff members, by their acceptance of employment at Kingfisher Lake Preschool, are committed to:

- Be in their classrooms by 07h45
- Dress in an appropriate manner
- Utilise their professional skills for the purpose of educating the pupils
- Maintain contact with the parents regarding their children
- Provide care to the best of their ability to whoever requires it within the school
- Maintain a professional relationship with parents and colleagues
- Be well prepared, attend prep meetings and teacher training when the school requires it
- Discipline within the parameters as set out by the school in the discipline code below
- Praise and encourage pupils
- Be sensitive to the individual needs of the pupils

9.2 PARENTS

Parents are required to undertake to:

- Get children to school in time for the first ting at 08h30
- Provide children with necessary equipment / items to participate in school activities
- Respect and uphold the discipline structure as per the discipline code below
- Attend school functions and participate in the school events listed in the School Rules
- Support teachers in their efforts to educate their children
- Be aware at all times of the whereabouts of their children and take responsibility for them once they have been signed out of the classroom
- Keep the school informed of any changes to the contact details and personal information as specified in the Contract of Enrolment
- Communicate with the school regarding other parties fetching their children from school
- Do everything in your control to ensure that children are safe at school and in the parking areas (closing gate, not sending dangerous items to school)

9.3 CHILDREN

Although our children are young, we expect them to:

- Respect the school, the property, its equipment, its teachers and each other

- Gain knowledge about the world they live in
- Participate in class activities and follow teacher’s instructions
- Not hurt their fellow students
- Care for others who are not as fortunate as themselves

10. DISCIPLINE CODE – Preschool

At Kingfisher Lake Preschool, the discipline code is very basic and is built around the “Code of Conduct” for the preschool as set out above. Consequences of breaking the code of conduct are predetermined and consistent. While there are sometimes consequences for a pupil’s behaviours, the emphasis will always be on positive reinforcement. We have listed the expectations of behaviour and if we have a set consequence, it will be listed.

WHO	OFFENCE	CONSEQUENCE
Parent	Leaving the school gates open	Security risk to children. Please be vigilant in this regard. The consequences are self explanatory
Parent	Teaching your child the school gate code and allowing them to open or swing on the gates	If your child is witnessed opening the gate by a teacher, YOU will be reprimanded
Parent	Getting to school late	Your child will feel embarrassed walking into a ring that has already begun. If this happens regularly, your teacher will discuss this with you.
Parents	Failure to sign children out at the end of the day, 3 x	Principal will contact you directly
Parents	Collecting children late from Aftercare	If children are constantly collected late, the school reserves the right to revoke your right to use aftercare.
Pupil	Breaking off branches or throwing sand or stones	Teacher will discuss with child
Pupil	Biting	“Biting Powder” 1 Verbal warning and then ‘biting powder’ will be given. The tip of a teaspoon is dipped into baking powder and the teacher puts the spoon into the child’s mouth. The powder foams and it usually doesn’t happen again! The parent will be notified.
Pupil	Hurting another pupil or the teacher physically and / or hurting another pupil emotionally	Children 0000 children are put into the ‘thinking chair’ near to the teacher, for a few seconds and asked to apologise. Grade 000 children are put on the thinking chair away from the teacher, for a short period of time and they are encouraged to discuss (teacher assists). Grade 00 and Grade Rs children are sent to a talking chair and must resolve the issue themselves with the teacher observing. This process is to help with conflict resolution which is a very necessary life skill.

11. NOTICE FOR FIRST TIME PARENTS

The child's anxiety over leaving home each day will be lessened if he / she senses there is a strong bond between home and school – we like to get to know our parents.

Reassure your child that you will be collecting him/her. If you appear tense or worried, the child will act accordingly.

Do not become upset by your child crying when you leave. This does not mean they are unhappy. It is very common that children experience problems when parting from their mothers between the ages of 1 and 4. They normally settle down well when the parting moment has passed and they find something interesting in the classroom. Please feel free to phone your teacher during the morning to check upon your child.

All children adapt to the nursery school environment in different ways:

- The child who walks into school, waves goodbye to mommy and daddy and never sheds a tear.
- The majority who are tearful and cry for the first few days or weeks and then settle down to their new environment. This normally takes approximately 3 weeks.
- The 10% who walk into the school initially quite happily and a week or so later begin to cry: "I don't want to go to school". Normally nothing different or horrible has happened at school. What has, in fact happened is that the child has realized that going to school (which up to now has been thought of as a super place to visit) has become an everyday event. In this case, discuss it with the teacher, but a little understanding and firmness is needed and the child will settle as happily as before.
- Please note that when you return to your child, you may well find them crying again. As children start to leave school at lunchtime, they become agitated, worrying about being "left behind". This does not mean they have been in this stage all morning.
- Baby regression – thumb sucking, dummies, a comforter of sorts may be necessary, which is fine. They will wean themselves quickly.
- Mondays or after school holidays are "new days" and we find ourselves going back to square one and the settling period starts again.

12. POLICY REGARDING SICK CHILDREN & HAIR LICE

Children of this age are often ill, we therefore ask that you co-operate accordingly:

- Sick children are miserable and do not gain anything from being at school, they are far better off at home
- When two and three year olds first come to school, their immunity is often poor and will build up as they get older. For this reason they get sick and no sooner come back to school than they catch something else. This is why it is important to keep children at home if they are infectious in any way.
- If the teacher notices that your child is not well, you will be asked to take your child home.

Children presenting with the following conditions should not be sent to school:

- Children on antibiotics must stay at home for at least 48 hours after which they may return as long as they do not have a fever.

- Children, who have a temperature during the night before, should be kept at home even if they beg to come. The fever often returns later in the day.
- Vomiting and diarrhoea.
- Thick mucus or a cough with phlegm. Please teach your children to blow their noses and put their hands in front of their mouths when coughing or sneezing.
- Nits or lice. Please do NOT send your child to school with nits or lice. Should the teacher find either on your child, we will ask you to collect your child immediately from school. Only after the nits and lice have cleared completely will your child be allowed back to school. If we find that lice are a problem at the school, we will request that ALL children are treated at home before returning to school.
- Ringworm must be treated with an anti-fungal ointment and be covered. It is highly contagious.
- Impetigo must be treated with antibiotics by the doctor and covered. It is highly contagious.
- Conjunctivitis (pink eye) is very contagious. The eyes must be totally clear before being sent back to school.
- Chickenpox. Keep your child at home until all the spots have dried up and no new spots have occurred for two days. This usually takes about two weeks.
- Hand foot and mouth – children must be kept at home until all blisters are gone as it is highly contagious.