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General School Policies

1.1. Introduction

Prestige Plus Nursery school offers early learning, the best childcare while providing loving, relational care and exceptional education to children ages 3 months through to 6 years.

Each child's educational journey is personalized. Preparing the little ones to actively serve the world with their unique talents and gifts.

Our Philosophy:

To ensure the children are developed:

- Socially they learn to accept others.
- Emotionally they learn to develop a positive self-concept.
- Physically they learn to become aware of their own body
- Spiritually they learn how to respond to God's love
- Intellectually they discover a love of learning.

1. Accidents and Incidents Policy

All accidents and incidents no matter how minor will be recorded in the incident/accident files in the correct manner by all staff concerned. Should the need arise, an Incident Investigator will investigate the matter further and a report shall be written. If a child arrives with an injury (which occurred at home), this will be reported to the office immediately and an Accident Report Form will be filled in.

2. Admission Policy

On admission to Prestige Plus Nursery School, parents or guardians are required to fill in a registration/application form. This asks for details regarding any special health needs, doctors' details, medical history of the learner and learning barriers.

- The parents must complete and sign the Application Form for admission of a learner.
- An enrolment agreement must be completed for each individual child.

The Application Form together with the additional documents described below must be delivered to Prestige Plus Nursery School on or before the day your child is to start.

- o Copy of child's birth certificate
- o Copy of each parent's ID document
- o Copy of child's clinic card
- o Copy of medical aid card showing child's name

- A non-refundable once off registration fee of R800.00 is payable before your child starts at Prestige Plus Nursery School .
- Failure to fully complete the prescribed Application Form in full shall render the application null and void.
- Providing misleading information and/or misrepresenting facts in the prescribed Application Form shall render the registration null and void.

3. Children's Birthdays

Birthdays can be celebrated with cupcakes/cake and/or a party. Party packs to go home is optional. Any of these options are to be supplied by the child's parents.

4. Cleanliness of Equipment and Toys

Tables and chairs are wiped down before and after mealtimes with an appropriate disinfectant. Suitable cleaning equipment is made available to staff for such purpose. Toys are washed and cleaned on a regular basis.

5. Collection of Children Policy

- If someone other than yourself is to collect your child, please notify the school.
- Children to be accompanied by their parents or transport to the security gate and handed to the staff member on duty. No child to be dropped in the parking area or in the road.
- Late collection of your child/ren inconveniences staff and overtime payments will be due to them (R150.00 for every 30 minutes or part thereof). Children are to arrive at school no later than 08h00. Late arrivals disrupt lessons and class activities.

6. Contractors Policy

Where possible, no construction and maintenance will be conducted during school hours. If work is conducted during school hours, the children will be segregated from construction. A school appointed person or management will continually inspect the progress of the work in alignment with agreed safety standards. Equipment is removed from the work area as soon as the work is completed. Where repairs are conducted on the playground, the area is thoroughly inspected after the work has been completed to look for dangerous items (Nails, tools, sharp objects etc.).

7. Disability Policy

Prestige Plus Nursery School is currently not equipped to admit children with disabilities but we are open to admissions

7.1. Discipline Policy

STAR RULES:

- Safety first.
 - Toys belong to everyone.
 - All play together.
 - Respect & kindness for all people & things.
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- These simple, logical, and positively stated rules are learned by all children. Having a clear understanding of the school rules helps children understand acceptable social

behaviour. Providing engaging and developmentally appropriate choices for children also minimizes discipline issues.

- Our goal is to help children learn to be caring, sharing, safe and respectful. If a situation arises when we feel that a child is not behaving in that manner, rather than 'punish' a child, we use the situation to teach them important life skills. Our first response is to stop the undesirable behaviour. We then talk individually with the children involved and why the interaction was not appropriate. It is important for children to learn to work things out and communicate with each other. Our role as teachers are to guide them and keep them safe. Learning to work out a disagreement with another person is a skill for life.
- Time-outs are used only when a child needs to be removed to ensure the safety of all children. At no time will any child be subjected to shaming or corporal punishment. If there are discipline issues that require more attention, it is our goal to communicate with parents immediately and help work out ways to improve the situation

8. Emergency Situations

An emergency action plan is in place and is practiced regularly with all children. This plan includes threats of fire, bomb and other safety related aspects. Nothing is to be placed under any fire safety equipment such as fire extinguisher (this includes but is not limited to children). Children will be evacuated from the building with the supervision of staff and meet at the assembly point where all children will be accounted for.

9. Environmental Hazards

The property of Prestige Plus Nursery School is inspected at least once every three months for signs of beehives, hornet nests and/or rodents.

10. Environmental Policy

All chemicals are stored in the storeroom which is always kept locked . Access is restricted to staff only. A suitable fire extinguisher is placed within 10 meters of this

area.

11. Extra-mural Activities

A large variety of extra-murals are offered including Mini Chef Lessons , French Lessons, Soccer, and iPad Fun lessons . These extra-murals are incorporated in the lesson plans and included in your monthly school fee.

12. First Aid Policy

Please see Health, Medication, and Illnesses Policy

13. Food Preparation Policy

- We serve a cooked breakfast, cooked nutritious lunch and afternoon snack each day.
- Sweets and cold drinks are discouraged in favour of teaching our children healthy eating habits.
- Cooking ingredients are stored in a suitable, access-controlled cupboard. Food stores are inspected regularly for expired or "off" food products. Products are inspected by the cook before use. Expired substances are discarded immediately. Foods are prepared in a clean environment and are prepared properly in alignment with age group

14. Health, Medication, and Illnesses Policy

- Please call if your child will not be attending school that day. If a child has contracted a contagious illness, please keep him/her at home.
- Medicine
- Medicine can be administered at Prestige Plus Nursery school if the medicine register has been filled in by a parent. All medicines are kept in the medicine box in the kitchen, or if required in the fridge. All medicine is to be handed to the member of staff on gate duty and details to be signed into the Medicine Register by the parent. On departure it is the parent's responsibility to request the medicine. Prescribed medicine must be in the child's name, not be expired and have the original pharmacy label.

- Illness

- We reserve the right to refuse entry to a child who is displaying signs of illness as stated in National Health Act, 2003 (Act No. 61 of 2003). Children who are ill must stay at home until they have recovered. In the event of a child with a high temperature (above 38°C), parents will be contacted to collect the child as soon as possible.

Permission may be requested to give the child a single dose of Panado Syrup. This information will be recorded in the Medicine Register and Parent Call Book and parents will be required to sign this when collecting their child. Parents are also requested to send an email to the school email address giving permission in writing.

If a child has any form of injury or isn't well, it will be reported to the office immediately and recorded in the incident file. No sleeping children will be accepted, and staff will need to do the "Signs of Life" test. In the event of an allergic reaction, parents will be contacted and if necessary, an ambulance will be called, which parents will be liable for.

- Any special dietary requirements such as allergies or medical history will be identified at Registration and recorded. The Health Department and parents will be informed of any outbreaks of notifiable or communicable diseases. Prestige Plus Nursery School reserves the right to close for any number of days should there be a reported communicable disease.

First Aiders

- Prestige Plus Nursery have a minimum of two employees trained in Level One First Aid.

- First Aid equipment is kept in the Classrooms and a portable first aid bag is hung in the classrooms above for quick access. Parents will be informed immediately of any head injury to a child.

- In the event of a serious injury, parents will be contacted, and the child will be taken for medical treatment. If the school is unable to reach the parent, the school has the right to decide. Parents will be liable for all medical and ambulance costs. An incident/accident report will be filled in.

- All staff are aware of the normal precautions for avoiding infection and follow basic hygiene procedures. Any spilt blood or other body fluids will be cleaned up promptly

using disposable gloves and the area will be cleansed with a suitable antiseptic solution.

- First Aiders are trained in the correct first aid procedures for a choking child or infant.

Toilet Training

- Potty time only happens in a designated area and not in a general area of Prestige Plus, Nursery School. Spills are cleaned up immediately.

Vegetation Policy

There are no poisonous or dangerous plants on Prestige Plus Nursery School property. Children at Prestige Plus Nursery School are educated on the risk of consuming plants, berries, roots etc.

Nappy Changing Policy

Parents of children still in nappies need to supply 5 nappies daily (not all will be used every day), wet wipes and bum cream as asked by his/her teacher. Nappies may only be changed on the nappy changing station and not on any other surfaces (including tables and mattresses). Children's wet wipes and bum cream are kept close to the nappy changing station, so teachers never leave children unattended on the raised surface.

Electrical Policy

Prestige Plus Nursery School holds a valid Electrical Compliance Certificate. All unused electrical plug points always have safety protectors. All Prestige Plus Nursery School staff to inspect all electrical outlets daily.

Drain Policy

All drains to have protective covers on to prevent access to children. Covers are inspected monthly by the Health and Safety Officer.

General Hygiene Policy

Cleaning staff have been appointed for the management of hygiene. A cleaning

schedule has been created for the facility and bathrooms. There are sufficient toilets and wash hand basins for the number of children as per by-law requirements. All bathroom and toilet equipment is inspected on a monthly basis and repairs are made as required. Management conducts regular spot checks to confirm conformance. Toilet paper, hand soap and hand drying facilities are always available. Individual hand towels are provided for children which are washed once a week by Prestige Plus Nursery School

15. HIV/AIDS Policy

No one with HIV infection should be denied the opportunity to receive education or to work as an educator if they can do so. HIV infection does not pose a significant risk to others in school so long as the necessary precautions are followed, so, there is no reason to deny infected educators and learners the same rights as others. The law does not allow learners or educators (or any employee) to be forced to have HIV tests – Prestige Plus Nursery School will abide by this ruling. Genuinely voluntary disclosure of a learner's or educator's HIV status will be welcomed. Educators who are given such information must be prepared to treat it as confidential and ensure that no unfair discrimination follows from it.

16. Kitchen Policy

Access to the kitchen is restricted to staff only. Children are physically restricted access to the kitchen by means of mini burglar door on the 2 entrances. The main electrical plug point for the stove is switched off when not in use to prevent it from being switched on accidentally. Only competent staff shall operate the stove and other hot equipment. All kitchen equipment is placed onto a register and is inspected on a regular basis (visually inspected daily by the cook and a formal inspection at least once every 6 months by management). Damaged equipment is taken out of service and is replaced immediately. Equipment shall be stored in closed cupboards or drawers within the access-controlled kitchen.

17. Language Policy

Prestige Plus Nursery School is an English medium school.

18. Parent Information

- It is the parent's responsibility to see that updates are given of change of address and telephone numbers to Prestige Plus Nursery School.

- **19. Parents' Right to Custody**

- Should the Parents' right to custody of the child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply Prestige Plus Nursery School with a court order to such effect. Prestige Plus Nursery School will not be held liable for rendering possession of the child to a parent who may longer be entitled thereto if Prestige Plus Nursery School did not receive proper notification.

20. Parents Visitation Policy

As per Section 61 of the South African School Act 84 of 1996, Parents have the right to visit the school where their children have been admitted but such visits may not disrupt any of the school activities therefore Prestige Plus Nursery School do not permit visitation at any time of the school day.

21. Paths of Communication

Prestige Plus Nursery School have an open-door policy. However, for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern, they should make an appointment to address the teacher concerned first. If there is a need for further intervention, they may then make an appointment with the Principal or Committee. Please approach the Principal or Committee with any confidential matters directly.

22. Playground Policy

- Please see Supervision Policy regarding supervision in the playground. All playground equipment is placed onto a register. This equipment is checked daily by staff and monthly by the Health and Safety Officer. Playground equipment that is

seriously damaged is taken out of the playground areas to prevent children from gaining access. For repairs, please see Contractors Policy. Suitable, lead free paints are used when painting equipment. Teachers to ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation.

- Each class will be allocated a separate day which they may play in the sandpit. The sandpit is kept covered when not in use by the children. The sand is regularly treated with coarse salt to keep it clean.

23. Progress reports

Progress reports for your child are sent out in June and December (Termly for Grade R and RR).

24. Religion Policy

The South African Schools Act (Act 94 of 1996) upholds the constitutional rights of all citizens to freedom of conscience, religion, thought, belief and opinion, and freedom from unfair discrimination on any grounds whatsoever, including religion, in public education institutions. Within this constitutional framework, we, Prestige Plus Nursery School has a responsibility to promote the core values of a democratic society, through the curriculum, through extracurricular activities, and in our approach in general. These core values include equity, tolerance, multilingualism, openness, accountability, and social honour.

25. School Bags and Clothing Policy

A school bag must be brought to school daily with a clean set of clothing (nursery school children). Please mark all clothing. We are not responsible for any loss or damage. Please dress your child in suitable old clothes. New and expensive clothes only get damaged. Learning through play is our aim and play is dirty. Parents to ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation. Children are prohibited from bringing toys, sweets, cell phones, weapons and chewing gum to school. If a cell phone or similar electronic device is brought on to the property of Prestige Plus Nursery School Care by

children, no employee will be held responsible for any loss or damage.

25. School Closures Policy

The school has the right to close for any length of time (e.g., political riots etc.). The school will be closed on all public holidays and for approximately 3 ½ weeks during December/January school holidays. We may incorporate 4-5 weekdays during the year, along with the public holidays to make an extra-long weekend or two. You will be advised in the first newsletter of the year (January) of such possible closures.

Prestige Plus Nursery School reserves the right to close for any number of days should there be a reported communicable disease?

26. School Fees Policy

- Fees are payable in advance on or before the 7th of each month. Fees are payable even if your child is ill or on holiday or for any other reason. If the fees are not paid by the 7th of each month, a penalty of R150.00
- Per week/ per day child will be charged as per above mentioned .Should your child be taken out before the expiry of the month; no refund will be made. One full calendar months' notice in writing on the first day of the month is required for termination of enrolment.

27. School hours

- Monday – Friday: **06.30am -17.30pm Full day**
- Monday – Friday: **06.30am -14.30pm Half day**
- Sundays and Public holidays: **Closed**

28. Smoking Policy

Prestige Plus Nursery, in recognition of Health, Safety and Environment concerns, is committed to providing and maintaining a safe and healthy working and teaching environment for all its employees, children, parents, and visitors. Act 23 of 2007 Section 2: No person may smoke any tobacco product in a private dwelling if that private dwelling is used for any commercial childcare activity, or for

schooling or tutoring. Prestige Plus Nursery premises are designated SMOKE FREE. All employees, parents, contractors, and visitors are requested to abide with this Policy when performing activities at Prestige Plus Nursery .The Smoking Policy is made clear to every visitor and employee by way of signage. All employees are required to report any non-compliance of the Smoking Policy immediately to management. Any breach of this policy will lead to a fine of R200 as imposed by law.

29. School toys

All play toys and tools are suitable for the intended age group. A register of all toys and educational equipment has been created for each class. All equipment is visually inspected daily by the teacher and a formal inspection is done quarterly.

Broken or dangerous toys are taken out of the classroom immediately and are either discarded or repaired as soon as possible. Any toys that increase the risk of strangulation is prohibited. Classroom facility is inspected daily by the teacher and a monthly basis by the Health and Safety Officer. Damages are to be reported immediately to management so repairs can be arranged. All defective equipment to be removed from the classroom immediately.

30. Sleep time Policy

Children are provided with mattresses to be used during sleep time. The mattresses are inspected daily by the teacher and monthly by the Health and Safety Officer for damages. Parents are to supply a blanket for his/her child to use during sleep time. Mattress covers are washed every 2 weeks by parents .

31. Staff Cell phone Policy

To ensure the effectiveness of teaching, care, and supervision of the children, Prestige Plus Nursery School ask that employees leave cell phones at their desks and not be taken into the playground as children need to be watched without staff been distracted. If cell phones are taken into the playground a verbal warning will be issued. Prestige Plus Nursery School landline number must be given to family for emergencies. Calls on cell phones at other times may be quickly answered and

messages may be checked.

32. Supervision

Children will be always supervised (this includes but is not limited to mealtimes and sleep times).

33. Training of Staff Policy

Only competent persons are permitted to conduct work on Prestige Plus Nursery School premises. Any unskilled staff members are always supervised by a competent person as required by the Occupational Health and Safety Act. Prestige Plus Nursery School staff are regularly sent on necessary training to constantly improve their knowledge and skills.

34. Weather Policy

Should the weather not be appropriate for outside play, the children will be brought inside to watch movies, play with blocks or any inside activities. Fresh water is available to all children and staff always. Staff and children are encouraged to drink regularly during very hot conditions. Parents are to provide a bottle of suitable sun block at the beginning of each term for each child.

Regards

Charity Mphaphuli -Nwuba

Principal/Founder