



PARENT GENERAL INFORMATION

School times

Growing Minds Play School opens at **07h00** and closes at **17h00** Monday to Friday. Children must be accompanied by an adult into the school and handed over to the person on duty each day and not left at the gate to enter by him / herself. Likewise, children must be fetched personally. Breakfast is served at 08h00 therefore please make sure your child arrives before 08h00. The gates will not be opened should your child arrive after 08h30.

Parents are requested to make every effort not to be late for collection as it upsets a young child terribly if all the other children leave and he/she is kept waiting. An R80 penalty fee for late collections will be charged. Should you contact us to say you are running late, this penalty will not apply. If it happens more than twice in a month, the penalty fee will apply.

Security at home time

Please understand our concern regarding the collection of your children at home time. We will not allow a child to be picked up by anyone other than a parent (or a chosen 'pick up' person given on the Enrolment Form), unless prior arrangement has been made. If you have arranged for your child to go home with someone else, please let us know by way of a note in your child's notebook. If it is a last-minute decision (e.g. you are stuck in traffic), please phone the school.

School uniforms

Boys and girls wear the same uniform. Growing Minds Play School uniforms are to be worn every day for all children 2 years and older.

Summer: Growing Minds t-shirt, Growing Minds navy shorts/skorts and school hat (no hat no play)

Winter: Growing Minds long sleeve shirt and Growing Minds full tracksuit

Footwear for both girls and boys

Summer: Sandals – parents are free to choose SUITABLE sandals for your child.

Please consider the following when buying sandals:

- Sandals should have a solid back or back strap that supports the child's foot
- The child should be able to manage the sandals independently

Winter: Covered shoes with Velcro flap fastenings

Children are not allowed to wear:

- Slip slops
- Shoes with high heels
- Lace-ups (unless your child can tie bows proficiently)



Ages

Growing Minds Play School offer 4 different age groups:

Little Lambs: 4 months – 1 year

Happy Hippos: 1 – 2 years

Terrific Tigers: learners turning 3

Clever Caterpillars: 4 – 5 years

ClassDojo

All our daily activities are captured in class and posted on our ClassDojo system keeping our parents in touch with everything their children are getting up to in the classroom and on the playground. Parents can message directly with the class teacher on the ClassDojo app. The teachers post videos of exciting lessons and activities keeping our parents abreast of all themes, curriculum work and events daily.

Communication Policy

There are regular newsletters emailed home as well as items of interest on noticeboards in the classrooms. Our Growing Minds broadcast WhatsApp group is a highly effective means of communication for reminders and general information. Linda Marais, our Principal is always available on the school property Monday – Friday 8:00am – 3:00pm, should you have any queries or concerns.

COVID-19 Protocol

As we are still amidst a global pandemic, we adhere to all the restrictions and regulations as set out by the Department of Social Services. Parents are not permitted to enter the gate when dropping or fetching their children. The staff will take your child's temperature as well as the parent's temperature upon arrival. Should any child have a temperature above 37.4 or if they have three or more COVID-19 virus symptoms (dry cough, runny nose, high temp, lethargy, loss of taste, loss of smell, etc) they will unfortunately not be allowed to attend school until they are feeling well again. All children over the age of 3yrs need to wear a mask and a visor.

Baker – Baker

Friday is Baker – Baker day where the children take turns to bring 'treats' to school to share with their friends. This is an opportunity for you and your child to have some quality time together and bake / make something special for the class. Please may I ask for Baker Baker to be homemade rather than purchased. The children love to share their 'baking' story with their friends. A list will be sent out with the dates that are applicable to your child.

Anti-waste

Monday is our anti-waste collection day. Please see below a list of items collected:

- Corks and bottle tops
- Fabric off-cuts
- Buttons



- Ice cream sticks
- Plastic bottle tops
- Wallpaper off-cuts
- Pieces of string & wool
- Shiny paper, X-Rays
- Sponges, toilet rolls etc.

Birthday Rings

In every child's life, their birthday is an exciting event and day. Parents are welcome to bring along a cake and some party treats on your child's birthday. A special birthday ring is also arranged where parents are encouraged to stay for this special time. Dates will be placed in the notebooks.

Change of details

Please update us on any change of address, telephone numbers and any other information that you think we should know about to keep all children's files up to date.

Sickness or accident

Our staff at Growing Minds Play School maintain up to date First Aid qualifications and have extensive knowledge of child illnesses and symptoms. For the safety and well-being of all, we are unable to accept your child if he/she is unwell. A child with a runny 'yellow or green mucus' nose, a persistent cough, a temperature, or contagious illness should not be brought to school.

Should a child develop symptoms whilst at school, parents will be notified immediately to collect their child. It is expected that a parent or emergency contact will collect within one hour of being contacted.

Please contact the school if your child will not be attending due to ill health as we track illnesses and symptoms closely to reduce the risk of contamination and spread of illness. Please notify the school before 09h00.

If your child injures themselves during school, it will be written in our accident / incident book. The injury will also be noted in your child's notebook. Parents will always be notified by the Principal of the accident / incident, irrespective if it is minor or major.

Medication

No medication is to be placed or left in a child's school bag. Growing Minds Play School will not administer any medication to any child as it is not permitted in terms of legislation.

Should we require administering in an emergency, written permission must accompany any medication and our Medication Form must be completed giving staff approval to administer any medication.

Emergency Procedures:

The personal safety and security of children, staff and visitors is of prime importance. Emergency procedures, drills and evacuations are carried out on a regular basis to ensure that the staff and children are aware of, and understand, such evacuation and emergency procedures. Parents who are on site



during such a drill are required to participate fully. Exits are clearly marked, and evacuation procedures are displayed on the wall of each classroom. These practices are always talked through with the children to avoid concern.

Extra Murals (all extra murals are an independent service offered to Growing Minds and take place during the course of the morning)

Monday:

- **Speech**
- **Soccercise Starz** provides an early training platform for children aged 2-5 years old where they will learn various skills, not only in soccer, but other sports that involve playing with a ball.

Tuesday:

- **Swimming lessons**

Wednesday:

- **Shongololo Shakers** is a fun and unique music and movement class for kids. This great programme promotes language development, encourages spatial awareness and inspires a life-long love of music, rhyme and stories.
- **Ballet / Modern and Hip Hop Dance (Dancing Kids)** is on offer for both boys and girls from the age of 2 years and up.

Thursday:

- **Clamber Club** is for all children aged 2 – 5 years. Clamber Club is an extensive, exciting, and specialised gross and sensory motor programme that gets children moving.

Friday:

- **Swimming lessons**

There will be no extra murals during the school holidays (holiday club).

School/Public Holidays

Growing Minds Play School is closed on all Public Holidays. We follow the KZN school calendar. All parents will receive a School Calendar which will stipulate the term dates, holiday club dates and the dates on which the school is closed



Account Structure 2021

Full Day (07h00 – 17h00): R3700 per month (inclusive of a cooked breakfast and a cooked lunch / complimentary individual and class photo)

Half Day (07h00 – 12h30): R3250 per month (inclusive of a cooked breakfast and a cooked lunch / complimentary individual and class photo)

3 Mornings per week (07h00 – 12h30): R2800 per month (inclusive of a cooked breakfast and a cooked lunch)

The following Terms and Conditions are applicable:

School Fees and Payment

All school fees are payable over 12 months (including December) in advance, on or before the **1st day of each month**. Fees are calculated for the year and are paid as 12 equal payments. This means January, July and December are *full fee months* even though they are not full school months.

January school fees are payable by no later than the 27 December of every year along with the Stationary fee of R550.

Accounts are distributed via email on the 25th of each month and are payable upon receipt.

There is a R850 non-refundable Registration Fee which is payable as soon as your child enrolls at Growing Minds Play School. It is an administration fee only and does not form part of your child's fees. Enrolment will only be confirmed after all paperwork and the Registration Fee is finalised.

A R550 non-refundable annual stationary levy will apply for each New Year. This will be included on the January invoice.

Fundraising / Termly collections

Growing Minds Play School has 1 Fundraiser, 1 Family Fun Day and a book and puzzle collection during the year.

Term 1: Puzzle Collection: R60

Term 2: Book Collection: R70

Term 3: Family Fun Day

Term 4: Art Raffle

If we are notified of an activity we think our children will enjoy and benefit from, parents will be asked to contribute to this. It is a nominal amount and will only be once a term.



Potty Training

Children who are not potty trained must supply nappies, wipes and bum cream daily in their school bag. Growing Minds Play School will assist in the potty-training process and will offer some useful tips. However, for the system to work it is important for parents to work in conjunction with us and reinforce the method and training at home. This is an incredibly special and delicate time.

Sun Protection Policy:

Staff encourage our children to use 'sun safe' practices, such as applying sun cream and wearing their Growing Minds wide brimmed hats when outside. We have a No Hat No Play policy. Parents are asked to apply sunscreen to their child before dropping off in the mornings. Staff will reapply sunscreen before going outside in the afternoon. Please ensure roll on sunscreen is always in your child's school bag.

Toiletries

All parents are requested to please supply the following at the beginning of **each term**:

- 4 packs of wet wipes (80 wipes per pack)
- 2 toilet rolls
- 1 x 200ml hand soap dispenser (anti-bacterial)

Labelling of all items

Please ensure that all items of clothing, school bags, bottles etc. are labelled with your child's name. Should it not be labelled, and we are unable to identify which child it belongs to, it will be placed in the lost property box. Please be reminded that Growing Minds Play School takes no responsibility for lost or broken personal items.

Open Door Policy

Growing Minds Play School always has an open-door policy. Should you have any concerns or queries, please write a note in your child's notebook, please send an email or a private message to Linda and she will respond accordingly.

Continuous feedback is given to all parents throughout the year. Parents and family are most welcome into the school at any time. Parent participation sends strong, positive messages to your child that you support them and are a part of their Early Learning environment.

Code of Conduct Policy

At Growing Minds Play School parents and guardians are encouraged to be in partnership with the school to ensure the best possible outcomes for all children. Effective family-school partnerships are based on mutual trust and respect, and shared responsibility for the education and care of young children at our school. We ask that you partner with us in the following areas to ensure the best outcomes for all children within our care.



A commitment to Growing Minds Play School by:

- Supporting the school's policies and practices
- Working positively in partnership with the school
- Maintaining an attitude of mutual respect and courtesy in supporting the values of the school
- Communicating openly in a spirit of cooperation and trust; making appointments, where possible
- Informing staff of any changing family situations that may impact upon your child's learning

Requirements

The following need to be placed into your child's school bag **everyday**:

- Minimum 5 nappies / 3 undies / panties
 - Bum cream and 1 pack of wet wipes (please replace when finished)
 - Growing Minds school hat (no hat no play)
 - Sun cream (roll on is easier to apply)
 - Spare school t-shirt and shorts
 - Change of clothing for home time
 - Zip lock bag for dirty / wet clothes
 - Water bottle (please label clearly)
 - Healthy snack
 - Mask / Visor (please always pack a spare one daily)
 - Hand sanitizer
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- No toys are to be brought to school unless it is theme related
 - Parents are to provide the following important documents once your child has been enrolled to Growing Minds Play School:
 - ✓ A certified copy of your child's immunization card
 - ✓ 2 recent coloured ID photos of your child
 - ✓ A certified copy of both Parents/Guardians identity documents
 - ✓ A certified copy of your child's birth certificate
 - ✓ Signed Enrolment form
 - ✓ Signed Account Structure form
 - ✓ Signed Indemnity form
 - ✓ Signed Annual Consent Certificate form
 - ✓ Signed Social Media Consent form
 - ✓ Signed Medical Form
 - ✓ Signed Safety and Control Policy for COVID-19 Pandemic
 - ✓ Signed Health Questionnaire

Management Structure:

Owner: Tracey Lezar **Principal:** Linda Marais