



235 Cowey Road

Morningside

Tel: 031-3094255

Email: admin@happyfeetprep.co.za

HAPPY FEET PRE-PRIMARY AND DAYCARE CENTRE REFERENCE GUIDE

MISSION STATEMENT

Our aim is to provide a safe and secure environment which focuses on the social, emotional, physical and educational development of a child in the absence of their parents and whilst under our care through a highly dedicated and highly trained team of child practitioners following a structured, well planned and balanced curriculum.

SCHOOL HOURS

School Gates open at 07h00 and school closes at 17h00.

The school day begins at 8h00 sharp and teachers will be on duty from 07h00 in their respective class rooms.

DISMISSAL HOURS

School closes at 13h00 for half day students.

School closes at 17h00 for full day students.

Please ensure that your child is collected promptly as delays cause undue distress and concern on their part.

Children who are not collected timeously will be taken to after care at an additional cost to the parents.

AFTERCARE AND HOLIDAY CLUB

We offer an after care facility that runs from 12h30 until 17h00. Scholars up to the age of 12 (twelve) years are most welcome and are charged on an ad hoc basis.

A structured holiday programme is provided during the school holidays.

Happy Feet Pre-Primary and Daycare closes from approximately the 15th December until the 15th January annually. This will be communicated well in advance to all parents.

DROP OFF/COLLECTION POINT

In terms of our mission statement to ensure the safety of the children we encourage parents to use the 11th Avenue entrance to the school. This point is monitored and access controlled and only those persons authorized to collect pupils will be allowed entry.

We try our best not to disturb our neighbours with too many cars especially at peak times. To alleviate this assistance will always be present at the gate who will receive your child and escort him/her to their classroom. We encourage parents to avail of this option. Initially little ones are anxious when leaving mom and dad but we encourage them to come in independently as soon as possible.

NOTICE BOOK AND NEWSLETTERS

Notice books must be brought to school daily and all notices must be initialed by parents/guardian daily.

Newsletters will be placed in the child's notice book from time to time.

CLOTHING/UNIFORMS

All children to be attired in a multiform of black bottoms and red tops.

School logo'd tops are available at a nominal cost.

The school uniform is compulsory for all grade "R" pupils. The uniform comprises of black bottoms and a school logo'd top.

Please send your child to school in suitable attire that is not too restrictive bearing in mind the outdoor activities and toilet routine of the children. Please ensure that all clothing, including shoes, lunch boxes and juice bottles are clearly marked.

Lost or missing items can be found in our lost property box located at the front of the school.

Happy Feet school bags are part of our uniform and can be purchased from the office at a nominal cost.

TOYS

No toys are to be brought to school under any circumstances unless expressly requested by the teacher for a specific occasion.

Any toys brought to school will be kept in the principal's office and returned in the child's bag. The school will not be held liable for any loss or damage thereto.

Show and tell will be held once a week and children are encouraged to bring items of interest such as books, post cards or something from nature. Please help them to remember a few facts so that it may be shared with the rest of the group.

BIRTHDAYS

Birthdays will be celebrated within the child's group. Activities will be held which will make them feel special and boost their confidence and sense of importance.

Please supply cupcakes or a suitable cake to be shared. Teachers will liaise with parents with regard to a suitable date. Please try wherever possible to be a part of this special day.

EXCURSIONS

The school will from time to time arrange appropriate educational outings for the children.

Parents will be advised timeously and an indemnity form is to be completed. Cost attached to these excursions will be over and above normal fees paid.

SECURITY

Whilst a walk-in access point is available via Cowey Road for most instances this will remain closed and we encourage the use of the 11th Avenue entrance / exit point which will also be closed during the day.

NUTRITION

A healthy food policy is followed by the school and to this end we request that parents provide a mid-morning snack box and a bottle of juice. Please do not include sweets, chips, soda's or junk food. Spill proof bottles to be used please.

REPORTS

These are sent out on a bi-annual basis in June and December.

PARENT/TEACHER INTERACTION

The progress and development of each pupil is carefully monitored and recorded and it is therefore imperative that a strong link is maintained between home and school and parents and teachers.

Parent interviews are held on a regular basis and parents will be advised accordingly.

Parents may request to have one on one interviews with the teacher/principal should the need arise.

DISCIPLINE

Parents will be expected to assist the teachers should their children need to modify their behavioural patterns.

Firm boundaries will be set for all children in line with their age groups.

In case of poor behavior the child will be addressed accordingly and the issue discussed and in need the parents contacted for further discussion.

We subscribe to the policy of "time-out" depending on the age and comprehension of the child in question.

EXTRA MURALS

These are as follows:-

- 1) Swimming
- 2) Bio Ball
- 3) Soccer
- 4) Dance
- 5) Pottery

These may change from term to term, parents will be advised accordingly. Details of these activities will be sent out at the beginning of each new term. Parents are requested to pay by direct transfer into the extra mural teachers banking accounts. The school does not take any responsibility for payments in this regards.

FUNDRAISING

Whilst fundraising events will be kept to a minimum, these will be held from time to time and we encourage all parents to get involved at this time with ideas and assistance on the day. Proceeds of these functions will have a specific purpose and will be for the benefit of all.

PUPILS CODE OF CONDUCT

Young children are easily influenced and must be encouraged by their parents and teachers to:-

- Listen to the teacher at all times.
- To care for and respect their peers, siblings, care-givers and parents.
- Respect other children while they are playing as well as working.
- To be polite, considerate and respectful to everyone.
- To develop self-discipline, consideration, patience and tolerance.
- To ensure the correct use and respect for the school property and apparatus.
- To respect the religious beliefs of others and to encourage diversity in the learning place.

ILLNESS/MEDICAL

Our policy regarding illness or communicable disease at school is as follows:-

Whilst we would prefer parents to tell the principal if their child has the HI virus we are aware that this is not a notifiable disease. For this reason the staff treats every child in the school as a possible carrier.

We strictly adhere to the following precautionary measures to minimize the risk of transmission of diseases:-

1. All children wash their hands before meals.
2. Children are taught the dangers of touching bodily fluids.
3. Children are taught not to bite or scratch.
4. Staff wear disposable gloves when treating bleeding wounds.
5. Blood spillages are cleaned with sodium hypochloride (household bleach). This will kill any viruses which might be present.
6. Soiled items are disposed of in a safe and secure manner.
7. All injuries and treatment thereof are noted in an accident register and if severe enough parents will be contacted immediately to fetch their child from school.
8. Every open sore is to be fully sealed with a suitable covering.
9. Children with nits or lice will be sent home immediately and are to be treated with medicated shampoo which is obtainable from your local pharmacy. The child may only return once all signs of the nits/lice have disappeared.
10. Children with natal sores, scabies or ringworm must be kept at home until the rash has cleared and they are no longer infectious.

Members of staff are not allowed to administer any medication orally except under exceptional circumstances.

Medicines sent to school must be in their original bottles and marked with the child's name. No medication will be administered unless written instructions are given stating time and dosage. Medicines are kept in the principal's office and must be collected before your child is taken home. Children who are unwell must stay at home until well enough to attend school and/or the infectious period has passed. The principal reserves the right to send the child home if, in her opinion, the child is not well enough to attend school or could infect other pupils.

INFANTS AND YOUNG TODDLERS

Our nursery provides an environment that is clean, safe and warm. Since love is an essential ingredient in a baby's life, we ensure that the baby and young toddler groups time spent away from home is comfortable and happy.

In order to achieve this you are requested to supply the following:-

Nappy Bag list:

- A plastic packet for wet clothing
- A spare set of clothing to be left at the school
- A large packet of disposable nappies to be left in the child's marked locker.
- The care giver will let you know when replenishments are required.
- Toddlers who are being potty trained need at least five changes of underwear and three changes of clothing to be kept in their locker.

Infant Items:

- Sterilised empty bottles for each feed. Please include one for water.
- One tin of milk formula of your choice labeled with the child's name, number of scoops and ML's of water marked on the lid.
- For infants who are on solids, please provide the meal of your choice e.g. cereal, purity or other if the school menu is not preferred.
- Bottles will be returned daily for sterilization.

To be left at School:

- Milk formula of your choice
- Cereal/food item of your choice
- Barrier cream and wet wipes
- Spare dummy (only if used) in a sealed plastic container
- Rooibos tea bags – if preferred – as an alternative to water