

# Pecanwood Junior Stars



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## PARENT HANDBOOK

Dear Parent

Pecanwood Junior Stars welcomes all toddlers who wish to come and join us to learn, chat and play. We trust that your little one is going to grow and develop in our loving and secure environment.

**Please will both parents/guardians initial every page and sign on the last page. Send the signed Parent Handbook and Enrolment Form back to us and keep a copy for yourself.**

### SECTION A: GENERAL

#### 1 SCHOOL HOURS AND FEES

School fee increases are effective from 1 May each year. You will be notified in writing of the fee increases by 31 March of that year.

##### Current Fees

##### Half-Day Learners

School Hours: 07:00 – 14:30

2020/2021 Half-Day Fee: R3350

##### Full-Day Learners

School Hours: 07:00 – 17:00

2020/2021 Full-Day Fee: R3600

If you pick up your child later than 14:30 (half-day learners) or 17:00 (full-day learners), you will be fined **R50 per 15 minutes or part thereof** after the designated collection time. The fine will be added to your next monthly account. Under no circumstances will we leave a child unsupervised.

- 1.1 All fees are payable in advance on or before the first day of every month and parents are requested to strictly adhere to this rule. An administrative charge of R50 a month will be charged on all late payments. If more than one month's fees are outstanding, your child will not be permitted to attend Pecanwood Junior Stars.

Please initial here: \_\_\_\_\_

- 1.2 Parents are responsible for payment of the full fee when children are absent from school for any reason whatsoever. All fees paid at the school must be handed to the teacher on duty. Please do not put cash in your child's bag.
- 1.3 **One full school term's notice in writing is required** if a child leaves the school. **NO NOTICE** will be accepted in October and November and you will be liable for the full year's fees.
- 1.4 A registration fee of R500 is payable each year. It is an annual payment and is non-refundable. This fee secures your child's place at Pecanwood Junior Stars and is used for the purchase of educational books, toys etc.
- 1.5 Our bank account details are as follows:

**Bank:** Bidvest Bank

**Account name:** B C Reyneke

**Branch code:** 462005

**Account number:** 2011204001

**Reference:** Please use your **child's name** as the reference

## MEDICAL

### 2.1 SICK CHILDREN

Please **do not send your child to school** if he/she has a bad cough, sore throat, very runny nose, upset stomach, vomiting or an eye infection. Consult the Pecanwood Junior Stars Health & Safety Measures for the rules and guidelines governing sick children and school.

In the case of an infectious illness, please notify the school immediately so that safety steps can be implemented. We require a clearance certificate from your doctor prior to the child returning to school. Examples include Covid-19, chicken pox, measles, mumps, lice etc.

Please notify us of any allergies e.g. bee stings etc.

### 2.2 MEDICINE

Medicine will not be administered at school except in the case of an emergency or a fever. If your child is on any other medication, please keep him/her at home. Please do not ask staff to manage medication, or herbal or dietary supplements for your child.



### 3. DAILY REQUIREMENTS

Please ensure that you **apply sunblock** to your child every day before school.

A small suitcase that is clearly labelled with your child's name is required for school. The following should be in the suitcase **every day**:

- A change of clothing, clearly labelled
- A warm top, clearly labelled
- If not yet potty trained, 3 nappies and a packet of wet wipes
- A juice bottle, clearly labelled, and filled with either water or juice. Extra water will be provided at school
- A Covid-19 mask or visor
- A blanket to sit on

### 4. SWEETS AND TOYS

Each day, the school provides sandwiches for tea in the morning (and again in the afternoon for full-day learners) and a cooked lunch for the children.

You are welcome to pack an additional snack for your child. The school only allows healthy snacks such as fruit or yoghurt. No sweets or sweet biscuits are allowed at school.

Toys and books are provided at school. Please do not encourage your child to bring their own books and toys as it disrupts the rest of the class (except for "show and tell" for the older age group)

### 5. BIRTHDAYS

Each child will celebrate their birthday with a dedicated birthday ring. Parents are encouraged to attend this special occasion. Please confirm the exact day with us. The ring will take place at 10:00 unless otherwise arranged. **Please supply cupcakes.**

### 6. ACTIVITIES

Pecanwood Junior Stars currently offers Tumbling Tigerz and Monkeynastix as part of the curriculum. Other extramural activities are available at an additional cost. These change each year, so speak to the school staff about what is available for your child.

### 7. HATS/SCRAPBOOKS

A compulsory hat embroidered with your child's name will be supplied at a cost of R120 per hat. This amount is for your account and needs to be paid at the beginning of the year. The hat will remain at school for the year and may only be taken home when school closes in December. There is also a scrapbook fee of R75 that needs to be paid at the same time.

### 8. ATTENDANCE

Please notify the school as early as possible if your child will be absent for any reason. You can tell one of the staff members or send email notification to [biancar2001@yahoo.com](mailto:biancar2001@yahoo.com) or Whatsapp on 082 447 1780.



## 9. HOLIDAYS

Pecanwood Junior Stars closes for one long weekend per term. The school year ends on about the 12<sup>th</sup> of December each year. You will be notified of the final term dates by the end of January via circular.

## 10. SCHOOL CONCERT

We have an annual school concert and Christmas party. There is an additional charge for this of R150 payable at the end of October.

## 11. CHANGE OF ADDRESS

Please notify us in writing of any change of address or contact details.

## 12. NOTES AND NEWSLETTERS

A newsletter is sent out once a term. We also have a Whatsapp group for parents where we post regular updates and information.

## 13. REPORT CARDS

Pecanwood Junior Stars conducts assessments each term and provides a detailed report on each child at the end of the year.

## 14. OUTSIDE PLAY

Children wear their hats during outdoor play. Children are supervised at all times. Please remember to apply sun block.

## 15. GOODIES TO REMEMBER

Each parent must please provide the following:

- 2 boxes of tissues per term
- 4 toilet rolls per term
- 2 packets of wet wipes per term
- 1 photo of your child for the birthday wall
- 1 wood glue per term
- 1 Pritt per term
- Grade 00 (Bunny class) to please also provide a Typek paper per term



## SECTION B: HEALTH & SAFETY

### 1. COVID-19 SAFETY MEASURES

Following the upsurge in the Covid-19 pandemic, the team and children at Pecanwood Junior Stars have had to learn to enjoy school a little differently. Much consideration has been given to timetables and every effort has been made to ensure the new safety protocols are not only easy for the children to adopt but also a fun process that they can engage with. Luckily, the children have all settled into their new way of life quite seamlessly.

The purpose of this communication is to provide insight and reassurance to our Junior Stars families about the steps being taken to ensure the health and wellbeing of our children, staff and parents, not only with regard to Covid-19 but all health protocols.

Read through the information below and initial each page before sending it back to us. If you have any queries, please feel free to contact me at any time.

#### **Dropping Off and Picking Up**

Drop off time is from 07:00 – 08:30.

Each morning before school, please go through the checklist that will be given to you at the school gate. If your child is exhibiting any signs of illness, please keep them at home.

For the first day, parents who would like to will be able to take their children to their classrooms provided that they also complete the full screening and sanitisation process, wear a suitable mask at all times, and maintain the 1,5m physical distancing requirement from all people other than their own child. If possible and if your child is happy in the morning, we ask that you say goodbye at the sanitisation drop off.

#### **On the first day of school, the process for new parents and children will run as follows:**

- Parents and child line up together on the demarcated social distancing decals outside the school entrance
- Each family moves through the screening station together
- Follow the demarcated path to your classroom where your teacher will be waiting to greet you
- Parents say goodbye and follow the path to the exit

After the first day, we will move towards a ‘**drop and go**’ system at the golf cart path gate with the assistance of the staff.

As always, we assure you that we are here to look after and support all our families and children. Should your child experience any anxiety around drop off time, we will work together with you to set up an earlier drop off time to allow us to do this differently.

#### **The Morning Process**

1. If your child is showing any signs of illness whatsoever, please keep him/her at home.
2. **Screening process** – Before leaving for school each morning please go through the ‘When to Keep you Child at Home’ section of the Health & Safety Measures (page 8) and ascertain whether it is safe and responsible to send your child to school that day.



3. **Temperature check** – On arrival at school, all children will have their temperature checked and will only be allowed into the school if they show no indications of being ill or at risk.
4. **Arriving at school and sanitisation** – Upon arrival at school, please proceed to the gate by the golf cart path. This will be the screening area where the temperature and screening checks will be done. Thereafter, proceed to the sanitisation station to sanitise shoes, bags and hands. We have set up a video showing how this is done which you should have received with this circular. Please watch the video with your child to help familiarise him/her with the process they will follow each day.

### Life in the Classroom

Your child's safety is our priority.

We will be limiting class sizes to a maximum of 12 children.

1. **Illness during the day/Masks** – Please pack a mask in case your child becomes sick. Should a child present with cold and flu like symptoms or develop a temperature during the day, they will be accompanied to a designated area where they will be collected by a family member. We ask that parents respond promptly to any such requests.
2. **Physical distancing** – A distance of at least 1.5m will be kept between all people at school wherever possible. We will be vigilant in monitoring this for the children. Children will be expected to avoid gathering in close proximity and reminders about this will be communicated in an age appropriate manner. Much discussion has been had to find new, safe and innovative ways for our children to still experience the joy and learning that comes from collaborating with their peers and spending time socialising together. Following these discussions, it has also been decided to limit the extramural activities offered during the school day. Please speak to your teacher about what is available if you would like to consider an extramural for your child.
3. **Regular hand washing or sanitisation** – Sanitising stations have been established across the school. Please explain to your child that they will be required to use them. We will also incorporate this into our lesson time. Regular hand washing breaks in addition to the ones we already have in place will be included throughout their time at school and basins and sinks will be sprayed after every use.
4. **Usage of outdoor areas** – During the school day, designated outside areas have been identified for each class for eating and for play. The classes will rotate through the play areas to ensure that as much distancing as possible is maintained.
5. **Cleaning** – Cleaning and sanitisation will be done multiple times per day on all high touch surfaces, and daily sanitisation of each room will be done after the children have left.
6. **Signage** has been installed around the school to reinforce physical distancing and correct hand and respiratory hygiene. Again, whilst these will be incorporated into lessons, please speak to your child about the correct hand washing procedures and coughing/sneezing protocols (age related).

Once in their class, children will remain with their teacher for the duration of their time at school. Safe and scheduled breaks will take place throughout the day.

Our classrooms look a little different too. Desks are separated to ensure safe distancing between the children, we have screens up in certain places and movement pathways have been marked for



the children. We will spend time educating the children around the safety measures. Classrooms have been set up in a way that is still inviting and exciting despite the social distancing measures. Please could each child **bring a blanket** to school each day. Carpets are not allowed and the floor is cold. Their blanket will be for their use only and will go home with them at the end of every day. Please make sure it is washed each day to prevent the spread of germs.

In the unfortunate event that one of our staff members exhibit symptoms, they will leave the premises immediately. We are lucky to have several locum teachers that live on the estate who will be called in to assist. Parents will be informed if their child has been in contact with a symptomatic person via the Whatsapp group or a circular.

Should you have any further questions regarding these measures, please do not hesitate to contact me.

### Department of Social Development Covid-19 Re-Opening Measures

The Department of Social Development has promulgated a Parents' Checklist regarding the measures in early development programmes to address, prevent and combat the spread of Covid-19. Please complete this checklist and return it to Pecanwood Junior Stars.

Covid-19 Checklist for Parents		YES	NO
1	I have received information from Pecanwood Junior Stars regarding the re-opening and all the relevant information that I may need	Y	N
2	I have been informed that the return of my child(ren) to Pecanwood Junior Stars is voluntary and my sole decision	Y	N
3	I have been provided with information on how to prepare my child every day before he/she goes to Pecanwood Junior Stars	Y	N
4	I have been provided with information regarding the daily symptom screening upon entry or re-entry to Pecanwood Junior Stars	Y	N
5	I am comfortable that the premises have been cleaned before re-opening	Y	N
6	I have been informed how the premises and equipment will be cleaned each day to prevent and combat the spread of Covid-19	Y	N
7	I am comfortable that all staff have received training/orientation on the measures to address, prevent and combat the spread of Covid-19	Y	N
8	I have been asked to provide my contact details and an alternative contact should my child become ill and I need to be contacted	Y	N
9	There are procedures and measures in place at Pecanwood Junior Stars to manage access	Y	N
10	Information about the procedures that will apply should a child get sick or show symptoms at school has been given to me	Y	N
11	I am aware that Pecanwood Junior Stars is registered as required in terms of the Childrens' Act 38 of 2005. This needs to be renewed every two years and any questions pertaining to the renewal can be directed to SA Childcare	Y	N



12	I have been given information about the measures and procedures in place at Pecanwood Junior Stars to isolate and care for children who fall ill during the day	Y	N
13	I have been given information on the procedures that will apply when a staff member gets sick or shows symptoms that are linked to Covid-19	Y	N

## 2. GENERAL HEALTH & SAFETY

There is an onsite paramedic and the Pecanwood Junior Stars team have first aid training to prepare for any little mishaps. We have also designated an outdoor Wendy house for quarantine purposes. If your child exhibits any contagious disease symptoms (Covid-19 or other), a staff member will accompany him/her to the quarantine area and we will call you to collect him/her. Please respond promptly should you be asked to fetch your child. Although separated from the other children, there is always an added risk and we all owe it to our Pecanwood Junior Stars community to minimise that risk.

### When to Keep your Child at Home

Children should not be sent to school when they are sick. As part of the Pecanwood Junior Stars community, you have a duty to the other children and parents to protect all children from unnecessary bugs and illnesses. Please take the wellbeing of the community seriously when deciding whether your child is well enough to attend school. Here are some guidelines for you:

Your child will not be allowed to attend school if the following symptoms are observed:

- Fever
- Diarrhoea or vomiting
- Mild to Severe cough and cold symptoms
- Pinkeye (conjunctivitis)
- Sore throat
- Headache
- Rash

Your child must be clear of the symptoms for at least 24 hours before he/she is allowed back to school. Please note that to ensure the safety of all children, the school will require a letter from a doctor or paediatrician to confirm that your child is not contagious before he/she is permitted to return to school. And as important as it is to protect the other children, the safety of your own child is our concern with these measures too. When a child presents with any of these symptoms, their immune system is likely to be suppressed and your child could contract other infections or illnesses more easily.

It is very important that parents understand that you can't medicate your child and then send him/her to school. Masking symptoms of an underlying condition places everyone at risk. You are endangering your child by sending them to school where they could potentially have a fit if the fever spikes. The school is not allowed to administer medication and it is unfair to all the other children if a teacher needs to spend more time looking after a child that is sick at school. It also places more strain on the staff who then have to clean all surfaces and wash all the toys the sick child came into contact with.





As an adult, we expect to be allowed to take sick leave because we can't concentrate at work. The same goes for your child. When your child is not feeling well, he/she wants the comfort of their own space where they can rest and not be expected to concentrate or show the same level of social interaction. Please consider what is best for your child's physical and emotional needs.

Furthermore, we would like to inform parents that **allergies and teething** will not be accepted as reasons for runny noses or diarrhoea unless proven otherwise by a medical professional.

These are the main symptoms of teething:

- drooling
- a face rash, which occurs when drool containing small particles of food irritates the skin
- an increased desire to chew on things
- fussiness
- mild gum pain, which can result from germs in the mouth getting into new breaks in the gums
- slight rise in temperature (still below 38.3 degrees Celsius)

Teething is unlikely to cause:

- excessive crying
- a high fever
- a loss of appetite for liquids
- disturbed sleep
- diarrhoea or loose stools
- vomiting
- coughing

Here is a handy table to help you differentiate between **allergies and a sinus infection**:

Symptom	Allergies	Sinus Infection
Headache	Yes	Yes
Nasal congestion	Yes	Yes
Pain around the cheeks and eyes		Yes
Sneezing	Yes	
Itchy, watery eyes	Yes	
Thick yellow/green discharge		Yes
Difficulty breathing through the nose	Yes	Yes
Unable to blow the nose		Yes
Tooth pain		Yes
Fever		Yes
Bad breath		Yes



More information and reasons for some of the things mentioned above:

**Fever** is a sign that your body is fighting what is making you sick. Fever is a common symptom of infections like flu.

**Diarrhoea** happens because of infection, food poisoning, or medications like antibiotics (if your child is on antibiotics, they have to be on treatment for at least 48 hours before returning to school and please remember that no medication is administered at school. If your child needs to take the antibiotics during the day, keep him/her at home). Diarrhoea can dehydrate children very quickly and can be so dangerous for such small people. Please keep them home until the stools are solid or a doctor gives the okay.

**Vomiting** can be caused by a stomach virus or infection and children should be kept home if they have vomited more than twice in the last 24 hours.

**Cough and cold** symptoms could be symptoms of contagious conditions like whooping cough, viral bronchitis, or croup. Although this could also be warning signs of asthma or allergies, these can easily be diagnosed and treated.

**Sore throats** can be a symptom of a common cold or strep.

**Pinkeye (conjunctivitis)** is highly contagious. Symptoms include red eyes, irritation, swelling and pus.

**Headaches** can be a symptom of contagious illnesses like a stomach virus, flu, meningitis or strep throat.

**Rashes** can be a sign of contagious illnesses like chickenpox, meningitis, or impetigo (skin infection).

This is by no means a complete list of possible conditions. Please consult your doctor if your child has any symptoms.

### 3. POTTY TRAINING

#### When to Start Potty Training

Start training when your child shows most of the signs of readiness and not before! It is a lot easier if your child is both physically and emotionally ready. Every child is different. Most are ready to start training from 2 onwards (some as young as 18 months, some as old as 3).

We are here to support you and your child and understand that potty training is a process. Let us know when you are ready to start so that we can discuss your strategy and the timing. I have compiled a Potty Training Guide based on my experience which I will happily share with you.

#### Potty Training and Preschool

Because of the time required from teachers to help a child potty train and the evidence showing that most children are not ready before the age of 2, at Pecanwood Junior Stars we will only engage with this process in the year that your child turns 3.

#### IMPORTANT

- Children must arrive at school in their underwear if they are potty training.
- We will start potty training on the Monday after you have implemented the steps listed in the Potty Training Guide with them over the weekend.
- After school, a nappy should not be put on until after bath time.
- Please pack 4/5 changes of clothes and underwear each day.



In many ways our children are dealing with things that we never even contemplated. Please be assured that we are here to help them face these new challenges in a way that not only ensures they feel safe and equipped to do so, but also enhances their own personal growth and wellbeing. We look forward to welcoming our children back into an environment that may look different, but will be a safe, happy and exciting place for them.

Thank you for sharing your little ones with us.

SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Parent/Guardian 1

\_\_\_\_\_  
Parent/Guardian 2

