

Pecanwood Junior Stars



Cell: 082 447 1780

Email: biancar2001@yahoo.com

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: R4400

Full-Day Learners

School Hours: 07:00 – 17:00

2020/2021 Full-Day Fee: R4550

If you pick up your child later than 14:30 (half-day learners) or 17:00 (full-day learners), you will be fined **R100 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 R100 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.
- 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 R1000 is payable each year. It is an annual payment and is nonrefundable. 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 <u>child's name</u> 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.

Please initial here: _____



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 water bottle, clearly labelled, and filled with either water or juice. Extra water will be provided at school
- A blanket

4. SWEETS AND TOYS

Each day, the school provides sandwiches for tea in the morning (and again in the afternoon for fullday 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 R180 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.

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 or Whatsapp on 082 447 1780.

Please initial here: _____



9. HOLIDAYS

Pecanwood Junior Stars closes for one long weekend per term. The school year ends on about the 12th of December each year. You will be notified of the final term dates by the end of January via circular. In addition we close the last week in June annually.

10. SCHOOL CONCERT

We have an annual school concert and Christmas party. There is an additional charge for this of R220 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 (Zebra Class) to please also provide a Typek paper per term



SECTION B: HEALTH & SAFETY

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.

Please initial here: _____



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:

Please initial here: _____



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 you 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.

Please initial here: _____



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

