



TREE TOPS POLICIES

INTRODUCTION AND VALUE SYSTEM:

Tree Tops is a SMALL GROUP Playschool, providing a safe place where children can develop holistically, using CHRISTIAN values, ethics and beliefs as the foundation of their development. We also want Parents to grow into a healthy relationship with their kids by sharing our educational experience and knowledge with them.

Our purpose and aim is to serve the community of Jeffreys Bay well by providing excellent education and loving care to pre-primary school children. We do this by loving Jesus.

We target children from age 2 to 5 years to come and learn through PLAY about themselves, their environment, people and the world around them.

We are here to start unlocking their unique potentials and to let them recognise their individual strengths God gave them and to appreciate that. This is the way we lead them to become more and more self-confident.

WHAT WE PROVIDE:

- A place to feel at home and have fun while learning.
- A place where safety is a priority.
- A lot of individual attention because of the small group policy.
- A staff who can keep children emotionally safe.
- A qualified first aid staff member.

1. SCHOOL HOURS AND DAILY ROUTINE:

General school hours are from 7am to 12h00 or to 14h00, Monday to Friday. Children may arrive between 7h00 and 8h15.

Please be punctual. We understand that emergencies happen from time to time. Please inform the School if you will be late.

School is closed during public holidays as well as 'school holidays' accompanying these Public holidays.

The DAILY PROGRAM for age 2-5 years is as follows:

- 07:15 Arrival (free play inside and sometimes outside)
- 08:30 Morning Circle (Bible time, weather, news, birthdays, maths, theme discussions)
- 09:00 Toilet routine
- 09:10 Class time (Explaining and doing art activity and educational play in extra time)
- 10:00 Morning snack
- 10:30 Outside play
- 11:30 Story time, rhymes and songs
- 12:00 End of morning routine: going home / sleeping
- 13:30 Lunch time
- 14:00 Going home

Please note: Children may have breakfast (sent from home) at school before 8am. This should be arranged with your child's group teacher.

2. DROPPING AND FETCHING:

Please be aware of security when children are dropped off or fetched from school. Please close the gate behind you. Make sure that your child walks into the building before departing in the morning. When someone other than those indicated on the enrolment form is fetching your child, please make an arrangement with the school Principal or group teacher.

3. JOINING AND LEAVING SCHOOL:

When a child joins our school for the first time, a R500 enrolment Fee (registration included) is payable. From there on, a registration fee of R200 will be applicable each new year.

Children leaving the school should give notice in writing and one month in advance. School fees are payable for that month.

No child will be declined enrolment at the school for reasons of race, faith, gender or national origin. We will provide for a trial and a negotiated adaption period if Parents wish to evaluate the adaption of their child to the school.

4. FRIDAYS, SWEETS DAY, BAKING AND BIRTHDAYS:

NO sweets in the lunch boxes during the week PLEASE. That includes sweet biscuits, tinkies etc. On Fridays you are welcome to pack your child a sweet treats/chips. No fizzy drinks please and always a bottle of water.

Birthdays: If your child's birthday falls on a weekday, you are welcome to bring a cake or something similar to school on the Friday so that he/she can celebrate with friends.

Baking: We aim to involve the children in a fun " baking" experiment at least once a month (also known to the children as "bak-en-brou").

5. SCHOOL FEES:

Please refer to the School Fees document. Fees may be paid in cash or electronically. Cash fees may only be paid to the Principal, not to other staff members. Upon the Principle's direction children with an outstanding amount will not be allowed to attend school until the account has been settled.

If school fees for the full year are paid in January, you get a 5% discount.

Bank Details:

Account: Business Cheque Account
Name: Global Challenge Expeditions
Number: 62440222735
Bank: FNB
Reference: Name and surname of Child

6. EXTRACURRICULAR ACTIVITIES:

Extracurricular activities are paid directly to the coach/company presenting the activity and not to Tree Tops.

Please be aware of the following disclaimer notice:

Tree Tops would like to inform you, the parents, that the views and opinions expressed by the organisers/coaches of all extracurricular activities do not reflect the official views/core values of Tree Tops. When your child is participating in an extracurricular activity, the organiser/coach takes responsibility to facilitate your child's development, teach their rules and help your child apply what he/she has learned. It is the responsibility of the parents to make sure you are aware of such extracurricular information on your child's behalf.

7. OUTINGS:

Outings will vary but depending on the nature of the outing it may incur a small fee. Sometimes we have guests visiting us from outside discussing the relevant subject. Children may only go on an outing when the indemnity form for that specific outing is signed.

8. SICK POLICY:

If your child is sick, notify the school. If your child is using antibiotics, please keep him/her at home for the first day or two for a speedy recovery. Children who have viral sicknesses (Mumps, diarrhoea, chicken pocks, etc.) should be kept at home until full recovery. Any medicine given to children will be accurately recorded in a medicine book. Parents should sign next to the inscription. Teachers undertake to give the medicine accurately. Teachers will notify parents during the day when they have a concern about a child.

If it happens that there is an outbreak of head lice in the school and your child is infested, the principal will call you to fetch the child.

9. MARKING OF ITEMS / "LOST AND FOUND":

Please mark all items sent to school: bottles, lunch boxes, bags, socks, shoes, clothes the child is wearing and the extra set of clothes the child brings with. This also includes their crayons (every one), scissors, apron and glues.

There is a lost and found box. If you are missing something, please have a look through the box – it might just be there.

10. INDEMNITY AND REPORTS:

Tree Tops does not accept responsibility for anybody getting hurt or any loss which leads to medical and/or other costs, which happens during activities, outings, free play etc. on the school grounds.

We are obliged, according to law, to follow certain procedures for registration. The obligatory forms will be handed out as well as the date when it should be returned. Forms will be handled confidentially.

We are also obliged according to law, to report any matters of concern to a social worker, including suspected emotional, physical and sexual abuse as well as neglected needs.

11. TOYS AND CLOTHING:

Unfortunately no personal toys may be brought from home to school. Only educational material which are relevant to the theme, are allowed at school with the purpose of the Teacher discussing it with the class - the Teacher will clearly communicate when such toys/material may be brought from home to school.

We would like to maintain an atmosphere of love, peace and unity at school. Thus, we do not allow shirts with violent pictures or explicit words on at school. Each child should purchase at least one Tree Tops shirt within the year of enrolment.

12. NAP TIME:

Nap time is from 12:00 – 13:30. Each child sleeps on his/her own mattress. Tree Tops provides the mattresses the children sleep on. Please bring your child's own pillow and blanket to leave at school. Mattress sheets are washed regularly. Bedding will go home every other Friday to get washed.

Older Children not taking a nap during the day will still have a time of 'rest' in the sleeping area for 45-60 min.

13. COMMUNICATION:

We have 5 channels of communicating: WhatsApp, Email, the Communication book, Parent evenings and the Notice board. Please check your child's communication book daily for letters from the school.

Appointments with the Principal and Teachers are always welcome and should be arranged with the specific teacher.

Please attend the quarterly Parent Evenings, even if you are an "old" parent, to stay up to date with events and other crucial information at the school.

SCHOOL NUMBER: 079 0265 688

<https://www.facebook.com/treetopsplayschool>

<https://www.instagram.com/treetopsplayschool>

14. TREE TOPS IS PART OF GLOBAL CHALLENGE:

We are part of Global Challenge that is a NPO involved in Missions, Education and Community. Other local schools part of Global Challenge are Oakridge Academy and Global Leadership Academy.

To find out more please visit: www.globalchallenge.org