



**Treasure Tots**

**Pre-School - Nursery School**

**- Alberton -**

Biblical Values    Character Building    Quality Education

# **PARENT HANDBOOK**

## **BIRTHDAY PARTIES**

Parents, please note that your child cannot have a Birthday Party at school on your child's birthday. You are welcome to send each child in the class a cupcake OR a small square of cake. Please **do not** send party packs / drinks / sweets, etc... We do make a fuss of each child on their birthday in the Class and at Friday's Assembly.

If you would like the class staff to receive a piece of cake or cupcake, we do require that you inform the Teacher or the Office to avoid any misunderstandings.

## **CHRISTMAS / BIRTHDAYS / ETC...**

- a) Parents, the staff of Treasure Tots do really appreciate presents at Christmas and we note that some parents also send birthday gifts for the staff. Thank you, so much for your thoughtfulness and generosity in these areas. It is wonderful to be shown appreciation!
- b) Please do note that we discourage gifts at any other time as this could be misconstrued.
- c) In November, we request donations for our cleaning and outside staff as we would like to bless them for their hard work during the year. We request luxury items such as chips, biscuits, cool drinks, tinned fruit, boxed custard, etc...

## **EXPLORATORY FRIDAYS**

Every Friday we have Exploratory Friday. The children from our 2 turning 3 age-group and up to our TLC Grade 1, 2 & 3's take part in either a Fun Sensory Baking or Science Activity. This is an excellent learning experience.

## **FACEBOOK**

We are on Facebook. We have a "like" Page as well as a CLOSED GROUP. We place reminders / photos / messages on these pages / groups. With our CLOSED GROUP, we place photos of our Treasure Tots children participating in different activities whether in free play, extra-murals, or class activities. We kindly request that our parents do not "Tag" photos – this is to ensure our children's safety. Family Members may request to join this CLOSED GROUP. Please note that Management accepts or denies requests. If we have not been informed of a certain family member who would like to join or we do not recognize a person, their request will be denied.

## **D6 SCHOOL COMMUNICATOR**

Treasure Tots Preschool uses the D6 School Communicator to keep parents up to date. We request that each parent download the D6 School Communicator onto their phone or desktop and then select 'Treasure Tots' from the drop list. Dates to make note of, upcoming events, etc...will be uploaded onto the D6. You will also receive alerts and reminders from Treasure Tots via the D6 School Communicator.

## **STATIONERY & TOILETRY PACKS**

For our children aged 18 Months and up to our TLC Grade 1-3 children - a Stationery & a Toiletry Pack is charged to your first Invoice. This is a once-off fee charged every year. We do not request for parents to bring toiletry items such as sunscreen, toilet paper, tissues, etc... or any stationery items as we take the hassle out of Back to School shopping and buy in bulk reducing the cost to you, the parent, with the items supplied.

## **TOYS**

- a) During the term, we strongly discourage you from allowing your child to bring toys to school.
- b) Toys get broken, cause fights and go home with other children! This can cause disruptions to the day and heartache. Many toys are also dangerous if broken, as small parts can be swallowed. During the Holidays, games or bigger toys Eg. Dolls, prams, and larger cars, may be brought at your own risk. (Please Note (a) above)

## **CHILDREN'S BAGS - (Please Mark Clearly)**

We require each child to bring their own bag to school daily. Please place a spare set of clothes in a plastic packet in this bag. Dirty clothes, jerseys, jackets, shoes, etc... will be placed in the bag. Your child's communication book will also be sent home in the bag daily.

## **MARKING OF YOUR CHILD'S PROPERTY**

Please ensure all of your child's clothing, shoes, jackets, bag, etc ... are clearly marked with their **Name and Surname**.

## **COMMUNICATION BOOK**

Each day your child will have their communication book in their bag. Please read this book and sign when necessary. This book will tell you of the lessons and theme needs for the week. There is also a chart reflecting how your child ate and about toilet training if your child is a toddler. You are welcome to write in this communication book. For example – Clear Medication instructions / Please check for lost property / My child had a bad night, etc....

## **ALLERGIES**

Please keep the school informed of any allergies that your child may suffer from. We keep an up to date ALLERGY list in each class, kitchen, and office.

## **FOOD**

### **a) Babies (3 months to 18 months)**

Babies are welcome to eat from our kitchen should you, the parent, so decide. You are also welcome to send purities / porridge, etc... and are requested to convey your instructions to the Staff in writing via your child's communication book.

### **b) Toddler to Grade 00 (the year they turn 5)**

Treasure Tots has an excellent, nutritious menu for our children - with healthy portions. We respectfully request that you **do not** send any food or drink snacks to school with your child / children.

**Reason:** Children do not always understand why some children can have yoghurt, fruit, sandwiches, sweets, chips, etc... This causes fights and hard feelings. It also causes disruptions at meal times and is particularly unsafe when children snack during afternoon play as unsupervised eating can lead to choking.

### **c) Grade R, 1, 2, & 3's**

Our Grade R, 1, 2, 3 children need to eat a healthy breakfast at home and to bring a snack for 9:50 & 11:50. This snack needs to contain things like brown bread sandwiches / fruit / yoghurt. The odd biscuit is fine. NO sweets / cold drinks / chips for morning snack please.

## **SAFETY**

Parents, our children's safety is of the outmost importance. **As such we have a few simple rules for all to follow :**

### **a) Clothes**

Parents, please do not dress your children in **superhero or wrestling clothes**. Children cannot always distinguish between reality and fantasy. We have had numerous incidents of children "acting out" what they see on T.V. when dressed in superhero & wrestling clothes. These games, or acting out are often dangerous and children do get hurt. There is a growing trend world-wide for preschools to ban the wearing of these clothes for these very reasons. This rule also applies to the school bags with superhero / wrestling printed on.

### **b) Clipboards**

- **Sign in / out clipboards:** Each class has a signing in and out form on a clipboard in the foyer. We require whoever drops and fetches a child to sign on the clipboard in the appropriate column.
- **Parents only to sign:** Parents or caregivers are the only ones who are allowed to sign children in / out. **Please do not send children to fetch children.**
- **Medication:** Medicine must be placed in the fridge and instructions for administration written out in the communication book. If you have not written instructions in the Communication Book, we **CANNOT** administer the medication to your child. If you have forgotten to write instructions, we will phone you and ask you to email or fax **WRITTEN** instructions which will then be glued / stapled into the Communication Book.

\*If you do not send written instruction, we cannot administer any medication.

Medicine must be placed in a clear plastic packet in the Medicine Fridge in the Kitchen. The clear packet must be marked with the Child's Name, Surname and Class Name. If medicine is found to be in the Medicine Fridge without a clear plastic packet – one will be issued and charged to your account (R5 each).

- **Minor Incidents:** Any minor incidents from afternoon shift will be noted on the clipboard and the time recorded. Any incidents where a child has more than scrapes / cuts / etc... Treasure Tots' Staff will phone parents to inform them.

**c) Sending Strangers to fetch your child / children**

In the event of you or your usual replacements not being able to fetch your child / children, we require you to:

1. Phone and inform Treasure Tots as to who will fetch your child / children and give us a code word (**e.g. your I.D. number or the person's full name, etc...**)
2. Should we not recognize your voice on the phone or if we are in any doubt as to your identity, we could ask you for details such as your I.D. number. This is purely to ensure your child's safety.

**d) Front Door Gate and Inter-leading Gates**

Please **always** close these gates after you. Also be aware of other children and ensure another child does not slip out the gate with you and your child.

**e) Car Park Driving**

We strongly request that all parents / transport companies drive **Slowly (10km per hour)** and with extreme caution in our car park. We have small children who could easily run in front of your car! To avoid any accidents, please **drive with extreme caution, care and SLOWLY!**

**f) Children's Car Seats**

Please ensure that your children are strapped in before you drive!

**g) Late Fines (After 6:00pm)**

Parents, please note that Treasure Tots Alberton closes at 6:00pm. We respectfully request that you fetch your child / children by 6:00pm.

**REASONS:**

1. The children that are left late do get anxious and they do understand and realize that their parents are late. We would like to avoid this anxiety.
2. Our ladies need to get home to their own families.
3. It gets darker earlier in the evenings as winter approaches.
4. If you are the last parent to pick up a child and it is dark, it would be appreciated if you could give the ladies a lift to Greenstone Mall. Thank you.

**ACCOUNTS**

Invoices detailing what will be charged for the coming month are sent out around the 20th of each month. Statements detailing received payments and Invoices raised will be sent out a few days afterwards.

**a) Payments**

Account payments are due by the 2<sup>nd</sup> of each month at the Latest. This payment is an upfront payment for the month to come, E.g. you pay for January by 2<sup>nd</sup> January latest.

**\*\*Note:**

- The Financial Board will issue a 1<sup>st</sup> Reminder letter to late payers on +/- the 3<sup>rd</sup> of each month.
- 2<sup>nd</sup> Reminder letters to late payers is issued +/- the 4<sup>th</sup> of each month.
- A suspension letter is issued on +/- the 5<sup>th</sup> of each month to those account payments still outstanding.

**\*\*\*NOTE: Dates may vary due to the weekends or public holidays**

## b) Arrears

**NB:** Should your account be in arrears, and should you wish to make payment arrangements with the Financial Board, the following is required:

**A written notification of your plan to be submitted to the Financial Board via [financialboard@treasuretots.co.za](mailto:financialboard@treasuretots.co.za).**

- Please address this letter: “**For attention: The Financial Board**”
- Please date your letter and sign it.
- Ensure that your payment plan is clearly laid out with projected dates of expected payments.
- Please note that should you fail to keep your late payment arrangements, your child/children will be suspended till full payment is made.

## c) Half and Full Day Grade R, 1, 2 & 3's

Half day is till 2:00pm. Children who stay after 2pm will be part of Aftercare (Full Day Care) and will be required to pay an Aftercare fee. Full Day fees entitle a child to afternoon care during the school term and full day care during the holidays (this means all meals in the afternoons & during Holidays). Children who do not attend Aftercare (Full Day Care) are not entitled to stay after 2pm during the term, nor can they attend holiday club. Pricelists are available at the office.

## d) Changing from Half Day to Full Day

If you need to change from: Half day to Full day or vice versa; from two to three days to full time, etc... Please fill in a “Change of Attendance Option” form at the office. This will enable the Accounts Department to adjust your account accordingly.

## e) Invoices / Newsletters

1. Monthly Invoices and Newsletters are emailed directly to you. Please ensure the office has your current email address.
2. Keep your Invoice / Newsletter, etc... for future reference or queries.

## f) Fines For Late Pick Up

Parents, please note that Treasure Tots closes at 6:00pm. We respectfully request that you fetch your child / children by 6:00pm. \*(See **SAFETY**)

1. Should you be unavoidably late, please do phone the office 011 869 3419 and let the ladies know.
2. A **fine of R200 for every half hour or part thereof** will be levied for any late pickups. This will be reflected on your monthly invoice.
3. Please sign the **Late Pick Up Register** when you fetch your child.
4. The fines are paid over to the ladies as overtime pay at month end.
5. We would truly appreciate - if you are the last parent to collect your child, if you could please give the ladies a lift down the road.

## OFFICE / FINANCIAL QUERIES

- a) You are welcome to email our Accounts Department for any **Financial / Account queries** [accounts@treasuretots.co.za](mailto:accounts@treasuretots.co.za).
- b) **Regarding any General school procedures or class issues** not resolved with class teacher,  
Please contact the Principal on [principal@treasuretots.co.za](mailto:principal@treasuretots.co.za) or 011 869 3419
- c) You are welcome to contact Admin on [admin@treasuretots.co.za](mailto:admin@treasuretots.co.za) or 011 869 3419:
  1. If your little one is sick / Granny is visiting, to inform the class teacher of absenteeism, etc....
  2. To find out how your little one is doing, etc...

## INCENTIVE PLAN

- a) Accounts paid by the end of the preceding month will have R50 credited to your account if your payment appears in our bank account **before month end**. Please do not deduct your own R50 discount for early payment. The Accounts Department will allocate your R50

discount monthly as it is earned. This does not apply to the first Statement of the year or the final Statement of the year. **EG. R50 Credited** to you (if you pay February account by January 31<sup>st</sup>, you will be credited with R50 on your account).

- b) If payment is made after the 3<sup>rd</sup>, a R100 admin fee will be reflected on your next Invoice.
- c) Please note that 2% interest will be levied on the outstanding amount on your Account per month.
- d) If any account is paid between the 1<sup>st</sup> and the 2<sup>nd</sup>, no fine will be levied and no bonus given.

## **ENGLISH MEDIUM SCHOOL**

Treasure Tots is an English medium school where all communication with our children is in English. We do have children from many different home language groups. If a child is battling to understand, our policy is to repeat instructions in their home language (where possible) and then in English. (Our staff have a range of home languages, so we can accommodate most children). However, we need a common language to communicate - which is obviously English. As a sign of respect to all our parents, children and staff, we request that English be the language of communication at Treasure Tots Preschool. This will ensure that everyone understands every conversation. By speaking English, everyone present in a room will be part of the conversation and will understand everything happening. This way no one will feel excluded. Thank you for your co-operation in this regard.

## **SICK CHILDREN**

If your child is sick, Treasure Tots requests that you please keep your child at home. Little children quickly pick up infections / illnesses from each other. I am sure that any child would also be more comfortable at home or with granny, etc... should this be possible.

## **DISCIPLINE**

- a) Treasure Tots policy is to be consistent with discipline, e.g.: If little Johnny smacks someone three times today, he'll sit out three times today. Children only sit out for the time they are in age. Eg. Tommy is 3 – he will sit on the "Thinking Chair" for 3 minutes.
- b) We have a policy of informing parents when a child is struggling with listening to instructions; socializing; coping with activities, etc... This feedback can be given verbally, but is also written in your child's communication book. By working closely with each parent we can often effectively train children in areas of difficulty.

**NB: REMEMBER** that training a child is a long term project that is successful when done in love and with consistency and does not happen overnight. Please do not get discouraged if your child's communication book reflects these incidents regularly.

## **PARENT MEETING / NOVEMBER**

- a) We encourage all parents to attend these important and informative functions.
- b) If your child is involved in Prize Giving, it is really vital that you bring your child and stay and watch. Thank you for your interest and support.

## **FUNDRAISERS**

- a) **Concert / School Productions**

This is one of our big fundraisers for the year. Tickets are sold to defray costs and parents are asked to help with costumes. A lot of time and effort goes into our concerts, and a lot of fun and learning takes place. Please do join us for this **Big** event.

- b) **Bake Sales / Mother's Day / Father's Day / Grandparent's Day / Spur Evenings, etc...**

These are our other fund raisers for the year. There are many costs involved in up keeping the school and maintaining our standards. The monies raised with these annual events are used for these extra costs. We rely on you, our parents, for help.

## **CLOTHING / SHOES – PLEASE MARK ALL ITEMS CLEARLY**

- a) **Grade R Uniform**

1. Treasure Tots requires our Grade R children to wear a uniform which is issued from the office. This uniform consists of Different coloured Golf Shirts worn on different days (list

*is given at the beginning of the year).*

2. An aqua blue winter jacket for cooler weather.
3. Suitable long pants or shorts. Eg. Denim.

**b) Suitable Clothing**

1. Please ensure you send spare clothes in your child's bag. Please also send a plastic packet for dirty clothes.
2. When weather is rainy or cool, please ensure your child has a jacket or jersey. A spare warm top or jersey should also be sent in your child's bag for when the weather unexpectedly turns cold.
3. On cold days children need to wear shoes / takkies and socks.
4. Parents please do not dress your children in superhero or wrestling clothes. Children cannot always distinguish between reality and fantasy. We have had numerous incidents of children "acting out" what they see on T.V. when dressed in superhero & wrestling clothes. These games or acting out are often dangerous and children do get hurt. There is a growing trend world-wide for preschools to ban the wearing of these clothes for these very reasons. This rule also applies to the school bags with superhero / wrestling printed on.
5. Please make sure that when the girls wear dresses, that a pair of shorts is on underneath.

**c) Arrive Dressed**

Children need to arrive dressed for the day. It is difficult for staff to change children from pajama's into day clothes when they have other children needing attention.

**COMMUNICATING WITH TEACHER**

- a) Please feel free to note class queries in your child's communication book.
- b) Make an appointment to see your class teacher (Please do not chat at length to your teacher during class time as the teacher needs to supervise her class. A teacher cannot have a lengthy chat to a parent and control a group of children at the same time).

*"To look is one thing. To see is another. To understand what you see is a third. To learn from what you understand is still something else. But to act on what you learn is all that really matters."*

**- Dr. Bruce Wilkinson**