

Dear Parents

Thank you for making Faery Glen Therapy Centre your choice for your child's schooling.

Kindly read through the school rules and policies.

1. School Rules

- School hours are from 08:00 to 13:30. These times must be strictly adhered to in order to benefit from the full day program. It is extremely disruptive for the teacher and rest of the class when children enter at random during the beginning of a school day.
- To accommodate working parents, there is an early morning teacher on duty from 06:00.
- Children collected after 13:30, will be enrolled in aftercare and a daily rate of R75.00 will be invoiced.
- Children are to be signed out daily by the person collecting them.
- If a child is to go home with someone other than the parent, the school must be notified. If the school is not notified, the child will remain on premises until a parent is contacted.
- Please notify us if your child is unable to attend school.
- Children suffering from infectious conditions **MUST** be kept at home or collected **IMMEDIATELY**.
- No money, toys, jewellery, electronics or make up to be brought to school.
- Parents are requested to send a change of clothing daily to school in case of accidents. Please ensure all clothing is clearly marked.
- **NO** medication is allowed to be administered at school except in possible life threatening situations for example Allergex (due to allergic reaction to bee stings), asthma pumps and diabetic medication.
- Parents may not distribute photos of other children on public domains.

2. Aftercare

- Aftercare is in operation from 13:30 - 18:00 during school terms. There is no holiday care.
- If your child attends aftercare and will not be attending for whatever reason please let the school know.
- Sandwiches and water/juice is supplied at 15:00. If your child needs additional snacks for the afternoon, please supply these clearly marked for aftercare in their bag.
- Aftercare fees are invoiced in advance over an 11 month period (January - November).
- Late collection fees will be charged at R50 per 15 min late after 18:00. This fee goes to the staff member on duty and will be included in the following months invoice.

3. Clothing

- Please dress your child in easy to manage everyday clothing. The children come to enjoy the day and are therefore not reprimanded for getting dirty. Children must wear comfortable everyday shoes. **All clothing must be clearly marked.**

- Children are required to wear hats and sunblock outdoors. These must be supplied by yourselves and clearly labelled. You will be notified when replacement sunblock is needed.
- Drawstrings are banned from Faery Glen. Please remove drawstrings from hats and sweatshirts due to their choking hazard.
- Faery Glen has Golf Shirts, please purchase at least one to be worn on Fridays and days we go on outings. (Purchase can be made at the school).

4. Change of Details

Please notify us if any of your contact or address details have changed. It is **EXTREMELY** important to keep this up to date in case of emergencies.

5. Birthdays

Every child celebrates their birthday at school by having a birthday ring. The teacher will organise with the parent to supply cupcakes / party packs to eat in addition to their usual snack. Parents are welcome to attend birthday rings but this is not compulsory. With regards to handing out birthday invitations, parents are responsible for printing their own invitations, these will be placed in bags accordingly.

6. Refreshments

A healthy midmorning snack and lunch is to be supplied. **Please ensure we are aware of any allergies / dietary requirements.**

Please note no fizzy drinks such as coke / Fanta will be given at school. If sent in to school they will be replaced with water. Please be selective as to what is packed for lunch avoiding chocolate and sweets, preferring sandwiches, fruit, vegetables, juice and milk. Microwaves are available to warm up cooked lunches. **ALL** lunches must be pre-prepared, no lunches will be made at school.

7. Injuries.

All reasonable precautions will be taken to ensure the safety and welfare of the children. Parents will be notified if injuries occur at school and recorded in the Incident book which will be signed by both the staff member on duty and parent on collection. In the case of severe injuries or parents not available, emergency services will be notified.

8. Health Policy and Medication

Health Policy

According to Health Regulations, we request children with the following symptoms not to be sent to school. Children who develop the following symptoms at school will be sent home immediately in order to prevent the spread of illnesses. Assistance in collecting the children as soon as possible will greatly be appreciated.

- A fever over 37.8°C orally or 37.2 °C under the arm
- Signs of a newly developing cold or uncontrollable coughing
- Diarrhoea, nausea or vomiting
- Unusual or unexplained loss of appetite, fatigue, irritability or headache

- Any discharge or drainage from eyes, nose, ears or open sores
- Any other known contagious infection eg lice, fungal infections

It is highly recommended that you give your children a multivitamin to boost immune systems.

Medication

- We are **NOT ALLOWED** to administer **ANY** medication at school. However in the case of life threatening situations such as allergic reactions to bee stings, Allergex can be administered, parents will be contacted immediately and written permission is required.
- If your child needs antibiotics please ensure you request from the prescribing doctor medication that can be administered before and after school as **NO** medication will be given at school, this includes any form of daily vitamins and chronic medication.
- If medications in the event of life threatening situations such as epipens, asthma pumps, diabetic medication is to be kept at school it is the parents responsibility to ensure the relevant staff are shown how to administer the medication and the medication has not exceeded its expiry date. The school will not be held responsible for the incorrect administration of medication or medication that has exceeded its expiry date.

9. Notice of leaving

One full term's WRITTEN NOTICE (3 months) must be given and the necessary outstanding fees paid. Notice of intention to leave must be handed in no later than the first day of each term, this includes the last term of the year. No exceptions are accepted.

10. Communication

- Communication books are sent home on a daily basis. Please sign daily that the book has been read. Any messages for the teacher are to be written in the communication books. Newsletters will also be sent home in the communication books and/or via email. Please check these on a daily basis and sign that it has been read.
- Please contact Candice on **0741012707** or 0835431623
- Parent / Teacher meetings will be held during the school year, however please note that our door is always open and you are free to request a meeting anytime.

11. Therapy

Occupational Therapy, Speech Therapy and Physiotherapy are available on site at Faery Glen. Therapies are independent of school fees and are optional.

12. Safety and Speed in the car park.

Please drive carefully, appropriately and slowly in the car park. Little children are unpredictable and generally not road wise. Please hold your little ones hand. Do not let them run between cars, be vigilant at all times. **No** children will be allowed out the gate unless escorted by their parent / guardian.

13. Lost Property

Lost property will be kept in the “Lost Property” box. The school will not be held liable for any unmarked clothing.

14. Classroom Placements

During the course of the year, all the children progress at their own individual paces. For some children it has been found that they are no longer best suited to the class they started out in at the beginning of the year. Class placements will therefore be reviewed mid year and recommendation made for some children to change classes mid year.

15. Extra Murals and Concert Fee

Faery Glen offers a range of extra murals. These are optional and payment is separate to school fees. Please pay the extra murals directly. **No Cash** is to be sent to school as we will not be held liable for any loss thereof.

Each year there is a concert fee applicable. This will be included in the October invoice and covers the cost of costume hire, enrolment in extra murals (if necessary) and stage set up and design. Tickets are on sale each year and we welcome all family members.

YOU CAN HELP YOUR CHILD ADJUST TO SCHOOL BY:

- Encouraging a respectful attitude towards other people and their belongings.
- Being consistent in dealing with your child, seeing that your child follows instructions.
- Helping your child develop habits of promptness and regular attendance.
- Establishing consistent routines such as resting, bedtime, playing and healthy eating habits.
- Making reasonable demands and expecting them to be met. Give your child some reasonable responsibilities at home such as putting away toys and helping in simple tasks.
- Share in your child’s ideas and activities, celebrating their achievements.
- Taking the time to listen to your child.
- Refrain from discussing your child’s attitudes, family difficulties, or problems in your child’s presence.
- Give your child opportunity to play with children of his/her own age and participate in variety of social activities.
- Expect high standards of behaviour.

2020 Stationary List

Please provide pencil cases / boxes with the following:

- Children's scissors
- Ruler
- Eraser
- HB pencil x 3 (thick beginners pencil)
- Large glue stick
- Box of 12 tripod colouring pencils
- Box of 12 colouring markers (koki's)
- Box of 12 retractable wax crayons

What to pack:

Please supply the following on a daily basis:

- Change of clothes
- Sunblock (clearly labelled)
- Hat.
- Packet of wipes (clearly labelled)
- Healthy snack and lunch plus 100% Fruit juice/milk/water
- Clearly marked water bottle.

For the classroom:

- Please supply a box of tissues at the beginning of each term for your classroom.
- We work in themes, please feel free to contribute to the class themes with any books or items of interest.

Outings

We believe outings are not only fun but a great way to learn independence. Outings are arranged during the year at various venues. This is an additional cost.

2020 FEE STRUCTURE

- School Fees for 2020 will be R6600.00 per month x 11 months.
- The fee structure for 2020 over **11 months** payable in advance before the 1st of every month is as follows, should you join after January a pro rata December amount is worked out according to when you join.
- Fees are subject to an annual escalation and increases will normally be effective from January of each year.
- Fees are payable **STRICTLY** in advance on the last working day of each month.
- A 10% late payment charge is affected if fees are not paid by the 1st day of the month. If fees have not been received by the 7th of the month, your child will be suspended until payment has been received. If payment has still not been received by the 15th of the month, your child's placement will be lost and deposit retained.
- School fees are **NOT** refundable.
- School fees are not subject to discount / refund for days missed due to holidays or absence due to ill health.
- Fees exclude all meals, nappies, nappy rash cream and wipes.

Upfront Discount

- We will now be offering a **Full Upfront** discount amount of 8% on school fees if paid in advance by 31st December 2019.
- The **Full Upfront** amount of R66792.00 is payable in advance by 31st December 2017 whereby you shall receive a discount of 8% off the yearly fee of R72600.00 which equals an R5808.00 discount.

2020 Enrolment Form

Please complete the form below as to which payment option you will be selecting for 2020.

This letter serves to confirm that I _____ (name of parent / guardian) parent / guardian of _____ (name of child) is currently enrolled at Faery Glen Therapy Centre for, elects to avail of the following payment option for 2020:

- 1. Annual fee of R72600.00 payable over 11 months (January - November) in 11 equal instalments of R6600.00.

- 2. The **Full Upfront** amount of R66792.00 is payable in advance by 31st December 2017 whereby I shall receive a discount of 8% off the yearly fee of R72600.00 which equals an R5808.00 discount.

Signature (Parent / Guardian)

2020 Photo Consent Form

We love to take photos of the children throughout their activities and day. We also love to share these photos with you, but in most of the photos taken there are other children in the picture too. We would like your consent to take photos of your children during school and possibly share them with you, but this means that a photo of the children may be viewed and emailed to other parents in the school. We would also be interested if possible to use some of the photos on our website. Please complete the consent for below as to your preference when it comes to taking photos of the class / children and return to school as soon as possible:

I _____ (parent / guardian) of

_____ (child's name) hereby:

- 1. **DO NOT** consent to any photo been taken of my child in school.....

- 2. Consent to photos of my child been taken and **ONLY** shared in communication books / newsletters / emails with other parents.....

- 3. Consent to photos of my child been taken and shared in communication books / newsletters/ emails **AND** posted on the FG website.....

Signature (Parent / Guardian)