



## **AKKERDOPPIES POLICIES 2021**

### **1. ADMISSION**

On admission to Akkerdoppies Pre-Primary, parents or guardians are required to fill in a registration/application form. This asks for details regarding any special health needs, doctors' details, and medical history of the learner and learning barriers.

- The parents must complete and sign the Application Form for admission of a learner.
- The Application Form together with the additional document described below must be delivered to Akkerdoppies Pre-Primary on or before the day your child is to start.
  - Copy of child's birth certificate
- A non-refundable once off registration fee of R350.00 is payable before your child starts at Akkerdoppies Pre-Primary. It is deducted from the school fees.
- Failure to fully complete the prescribed Application Form in full shall render the application null and void.
- Providing misleading information and/or misrepresenting facts in the prescribed Application Form shall render the registration null and void.
- Age group catered for: 2 – 5 years.

### **2. ACCIDENTS AND INCIDENTS POLICY**

All accidents and incidents no matter how minor will be recorded in the incident/accident files in the correct manner by all staff concerned. Should the need arise, an Incident Investigator will look into the matter further and a report shall be written. If a child arrives with an injury (which occurred at home), this will be reported to the office immediately and an Accident Report Form will be filled in.

### **3. HEALTH, MEDICATION, AND ILLNESSES POLICY**

Children who are ill and/or have contagious diseases are not allowed to attend school until they have recovered 100%. If a child is sent to school who suffers from a contagious illness the parent will be notified and the child will be sent home immediately.

**Tel/ Fax:** 021 886 8557 / **E-mail:** akkerdoppiesstb@gmail.com / **Web:** www.akkerdoppies.co.za

**Physical address:** 1 Dr. Malan Street Stellenbosch / **Postal Address:** 24 Thibault Street Stellenbosch 7600

**Bank Details:** Akkerdoppies Pre-Primary NPO, Nedbank, Code: 149 821, ACC: 149 811 6337, Ref.: Name

**Registration no:** 2006/001307/08 – NPO: 050-213 – SARS Exemption PBO number 930022298



### **Medicine**

All medication is kept in the office. Teachers give the prescribed medication on instruction from the parents to the children at the correct time. On departure it is the parent's responsibility to request the medicine. Prescribed medicine must be in the child's name, not be expired and have the original pharmacy label. No child is allowed to attend school if the child is on antibiotics.

### **Illness**

We reserve the right to refuse entry to a child who is displaying signs of illness as stated in *National Health Act, 2003 (Act No. 61 of 2003)*. Children who are ill must stay at home until they have recovered. In the event of a child with a high temperature (above 38°C), parents will be contacted to collect the child as soon as possible. Permission may be requested to give the child a single dose of Panado Syrup. This information will be recorded in the child's communication book. If a child has any form of injury or isn't well, it will be reported to the office immediately and recorded in the incident file. No sleeping children will be accepted, and staff will need to do the "Signs of Life" test. In the event of an allergic reaction, parents will be contacted and if necessary, an ambulance will be called, which parents will be liable for.

Any special dietary requirements such as allergies or medical history will be identified at Registration and recorded. The Health Department and parents will be informed of any outbreaks of notifiable or communicable diseases. Akkerdoppies Pre-Primary reserves the right to close for any number of days should there be a reported communicable disease.

### **First Aiders**

All our teachers as well as two of our support staff are trained in Level 1 First Aid. The principal, together with three staff members are trained in Level 3 First Aid. First Aid equipment is kept in both the offices. Parents will be informed immediately of any head injury to a child.

- **Procedures to follow in the case of emergencies**

1. The principal is called first/informed by the teacher.
  2. Severity of injury is assessed.
  3. The principal decides what will happen next
- ❖ Alexia/Riëtte calls the parent/s.
  - ❖ Parent/s are asked whether child may be taken to hospital or if we may call the ambulance service. [Parents will be liable for all medical and ambulance costs.]



4. *Should the child be taken to hospital, the application form must be taken with.*
5. The principal will drive, together with the teacher/whoever the principal chooses to accompany the child.
6. Should the principal not be at school, Brian or another staff member with a car will drive.
7. An incident/accident report will be filled in.

Any spilt blood or other body fluids will be cleaned up promptly using disposable gloves and the area will be cleansed with a suitable antiseptic solution.

First Aiders are trained in the correct first aid procedures for a choking child or infant.

#### **Toilet Training**

Potty time only happens in a designated area and not in a general area of Akkerdoppies Pre-Primary. Spills are cleaned up immediately.

#### **Vegetation Policy**

There are no poisonous or dangerous plants on Akkerdoppies Pre-Primary property. Children at Akkerdoppies Pre-Primary are educated on the risk of consuming plants, berries, roots etc.

#### **Electrical Policy**

Akkerdoppies Pre-Primary holds a valid Electrical Compliance Certificate. All unused electrical plug points have safety protectors at all times. All Akkerdoppies Pre-Primary staff inspects all electrical outlets on a daily basis.

#### **Drain Policy**

All drains to have protective covers on to prevent access to children. Covers are inspected on twice a year by the Health and Safety Officer.

#### **General Hygiene Policy**

All classes have assistants who help keeping the classrooms neat, clean and tidy. We have one cleaner who ensures that all the bathrooms are cleaned. There are sufficient toilets and wash hand basins for the number of children as per by-law requirements. All bathroom and toilet equipment is inspected on a monthly basis and repairs are made as required. Management conducts regular spot checks to confirm conformance. Toilet paper, hand soap and hand drying facilities are available at all times. Individual hand towels are provided for children which are being washed once a week by Akkerdoppies Pre-Primary.



#### **4. DISABILITY POLICY**

Akkerdoppies Pre-Primary is currently not equipped to admit children with disabilities, but we are open to admissions.

#### **5. EMERGENCY SITUATIONS**

An emergency action plan is in place and is practiced regularly with all children. This plan includes threats of fire, bomb, and other safety related aspects. Nothing is to be placed under any fire safety equipment such as fire extinguisher (this includes but is not limited to children). Children will be evacuated from the building with the supervision of staff and meet at the assembly point where all children will be accounted for.

#### **6. KITCHEN POLICY**

Access to the kitchen is restricted to staff only. Children are physically restricted access to the kitchen by means of one closed door and a locked gate on the 2 entrances. The main electrical plug point for the stove is switched off when not in use to prevent it from being switched on accidentally. Only competent staff shall operate the stove and other hot equipment. All kitchen equipment is placed onto a register and is inspected on a regular basis (visually inspected on a daily basis by the cook and a formal inspection at least once every 6 months by management). Damaged equipment is taken out of service and is replaced immediately. Equipment shall be stored in closed cupboards or drawers within the access-controlled kitchen.

#### **7. FOOD PREPARATION POLICY**

Cooking ingredients are stored in a suitable, access-controlled cupboard. Food stores are inspected regularly for expired or "off" food products. Products are inspected by the cook before use. Expired substances are discarded immediately. Foods are prepared in a clean environment and are prepared properly in alignment with age group requirements. Breakfast, two snacks (one mid-morning, one mid-afternoon) and lunch will be served at school. No fizzy drinks, chips, sweets or yoghurts are allowed at school.

#### **8. ENVIRONMENTAL POLICY**

All chemicals are stored in the storeroom which is kept locked at all times. Access is restricted to staff only. A suitable fire extinguisher is placed within 10 meters of this area.



## **9. ENVIRONMENTAL HAZARDS**

The property of Akkerdoppies Pre-Primary is inspected at least once every three months for signs or beehives, hornet nests and/or rodents. The school gets fumigated once a year and our kitchen & drains are treated quarterly against cockroaches.

## **10. FIRST AID POLICY**

Please see Health, Medication and Illnesses Policy

## **11. CLEANLINESS OF EQUIPMENT AND TOYS**

Tables and chairs are wiped down before and after mealtimes with an appropriate disinfectant. Suitable cleaning equipment is made available to staff for such purpose. Toys are washed and cleaned on a regular basis.

## **12. COLLECTION OF CHILDREN POLICY**

If someone other than the parent/taxi driver is to collect the child, the school/teacher must be notified. Children must be accompanied by their parents or transport to the security gate and handed to the staff member on duty. No child to be dropped in the parking area or in the road. Late collection of a child/children inconveniences staff and overtime payments will be due to them (R100.00 for every 30 minutes or part thereof). Children are to arrive at school no later than 08h30. Late arrivals disrupt lessons and class activities.

## **13. CHILDREN'S BIRTHDAYS**

Birthdays can be celebrated with cupcakes and/or a party. Party packs to go home are optional. Any of these options are to be supplied by the child's parents.

## **14. DISCIPLINE POLICY**

STAR RULES:

Safety first;

Toys belong to everyone;

All play together;

Respect & kindness for all people & things.



These simple, logical and positively stated rules are learned by all children. Having a clear understanding of the school rules helps children understand acceptable social behaviour. Providing engaging and developmentally appropriate choices for children also minimizes discipline issues.

Our goal is to help children learn to be caring, sharing, safe and respectful. If a situation arises when we feel that a child is not behaving in that manner, rather than 'punish' a child, we use the situation to teach them important life skills. Our first response is to stop the undesirable behaviour. We then talk individually with the children involved and why the interaction was not appropriate. It is important for children to learn to work things out and communicate with each other. Our role as teachers is to guide them and keep them safe. Learning to work out a disagreement with another person is a skill for life.

**Time-outs** are used only when a child needs to be removed in order to ensure the safety of all children. At no time will any child be subjected to shaming or corporal punishment. If there are discipline issues that require more attention, it is our goal to communicate with parents immediately and help work out ways to improve the situation.

## **15. LANGUAGE POLICY**

Akkerdoppies Pre-Primary is a parallel medium school. Children are differentiated in either an English or an Afrikaans class.

## **16. PARENT INFORMATION**

It is the parent's responsibility to see that updates are given of change of address and telephone numbers to Akkerdoppies Pre-Primary.

## **17. PARENTS' RIGHT TO CUSTODY**

Should the Parents' right to custody of the child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply Akkerdoppies Pre-Primary with a court order to such effect. Akkerdoppies Pre-Primary will not be held liable for rendering possession of the child to a parent who may longer be entitled thereto if Akkerdoppies Pre-Primary did not receive proper notification.



## **18. PARENTS VISITATION POLICY**

As per *Section 61 of the South African School Act 84 of 1996*, Parents have the right to visit the school where their children have been admitted but such visits may not disrupt any of the school activities therefore Akkerdoppies Pre-Primary do not permit visitation at any time of the school day.

## **19. PATHS OF COMMUNICATION**

Akkerdoppies Pre-Primary has an open-door policy. However, for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern, they should make an appointment to address the teacher concerned first. If there is a need for further intervention, they may then make an appointment with the Principal or Owner. Please approach the Principal or Owner with any confidential matters directly.

## **20. PLAYGROUND POLICY**

Please see Supervision Policy regarding supervision in the playground. All playground equipment is placed onto a register. This equipment is checked daily by staff and monthly by the Health and Safety Officer. Playground equipment that is seriously damaged is taken out of the playground areas to prevent children from gaining access. For repairs, please see Contractors Policy. Suitable, lead-free paints are used when painting equipment. Teachers to ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation. Each class will be allocated a separate day which they may play in the sandpit. The sandpit is kept covered when not in use by the children. The sand is regularly treated with coarse salt to keep it clean.

## **21. PROGRESS REPORTS**

Progress reports are sent to the parents in March, June and December.

## **22. RELIGION POLICY**

The South African Schools Act (Act 94 of 1996) *upholds the constitutional rights of all citizens to freedom of conscience, religion, thought, belief and opinion, and freedom from unfair discrimination on any grounds whatsoever, including religion, in public education institutions.* Within this constitutional framework, we, Akkerdoppies Pre-Primary have a responsibility to promote the core values of a democratic society, through the curriculum, through extracurricular activities, and in our approach in



general. These core values include Trustworthiness, Respect, Caring, Responsibility, Fairness and Citizenship. We do however regard ourselves as a Christian Preschool.

### **23. SCHOOL BAGS AND CLOTHING POLICY**

A school bag must be brought to school daily with a clean set of clothing. All clothing must be marked. We are not responsible for any loss or damage. Children must be dressed in suitable old clothes. New and expensive clothes only get damaged. We also try to encourage the children to dress according to a specific colour every day in order to teach them the names of the different colours. This however is not compulsory.

Monday	Blue
Tuesday	Yellow
Wednesday	Red
Thursday	Orange
Friday	Green

Learning through play is our aim and play is dirty. Parents must ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation. Children are prohibited from bringing toys or any drinks or sweets from home. Only water is allowed.

### **24. SCHOOL CLOSURES POLICY**

The school has the right to close for any length of time (e.g. political riots etc.). The school will be closed on all public holidays and for approximately 3 weeks during December/January school holidays. We may incorporate 4 - 5 weekdays during the year, along with the public holidays to make an extra-long weekend or two. This will be communicated well in advance in order for parents to plan ahead. Akkerdoppies Pre-Primary reserves the right to close for any number of days should there be a reported communicable disease.

### **25. SCHOOL FEES POLICY**

The school fees are payable in advance. This will be over a period of 11 months. Cash, EFT's or direct bank deposits are acceptable.

All cash payments will be recorded in a receipt book and a receipt will be issued. If school fees are more than 2 months in arrears and no arrangements were made at the office, the child will lose his/her place in the school.





**One full calendar months' notice in writing on the first day of the month is required for termination of enrolment.**

### **Bursaries**

Bursaries are rewarded to less fortunate children to make Akkerdoppies Pre-Primary an affordable preschool:

A maximum bursary of R950 per month is awarded to selected applicants.

Bursaries are awarded after evaluating the following:

- The income (before deductions) of both parents; and
- The number of children a parent has attending school.

If the value of the bursary amounts to R950 per month, the parent will be responsible for paying the balance of R350 per month to make up the total monthly fee of R1300 (2021).

The bursary is awarded for one year only, where after the income eligibility of the parents will be reviewed to determine whether the bursary will be extended.

In order to qualify for the bursary, the following items together with an application form must be submitted:

- ID
  - Pay slip
  - Bank statement
  - Police declaration (AFFIDAVIT)
1. If the child's grandparents are paying, we still need to see what the income of the parents is. If one or both of the parents are unemployed the applicant must go to the police station and make a declaration that the applicant is unemployed.
  2. If one or both of the parents are unemployed, the applicant must go to the police station and make a declaration that the applicant is unemployed.
  3. The applicant has to fill in the father of the child's information even if the parents are not living together or if they are divorced.
  4. If the applicant does not know where the child's fathers is or has no contact with him, a declaration still needs to be made at the police station stating that the father is nowhere to be found and that no income or support is received from him.
  5. If the applicant is self-employed, a declaration at the police station must be made to state that the applicant is self-employed as well as what the monthly income (roughly) is.



Should the applicant fail to give the information, the application will not be processed and the full school fee of R1300 (2021) will have to be paid.

There are only a certain number of bursaries available, and we work on a first come first serve basis.

Any bursary holder whose attendance is not satisfactory could lose their bursary. School fees must be paid in accordance with Akkerdoppies Pre-Primary policies.

Akkerdoppies Pre-Primary reserves the right to change any of the above-mentioned points without an explanation to the bursary holder or parent.

## **26. SCHOOL HOURS**

Monday – Friday: 07h00 17h30

Saturday, Sundays and Public holidays: Closed

## **27. SMOKING POLICY**

Akkerdoppies Pre-Primary, in recognition of Health, Safety and Environment concerns, is committed to providing and maintaining a safe and healthy working and teaching environment for all its employees, children, parents and visitors. *Act 23 of 2007 Section 2: No person may smoke any tobacco product in a private dwelling if that private dwelling is used for any commercial childcare activity, or for schooling or tutoring.* Akkerdoppies Pre-Primary premises are designated SMOKE-FREE. All employees, parents, contractors and visitors are requested to abide with this Policy when performing activities at Akkerdoppies Pre-Primary. The smoking Policy is made clear to every visitor and employee. All employees are required to report any non-compliance of the Smoking Policy immediately to management. Any breach of this policy will lead to a fine of R200 as imposed by law.

## **28. SCHOOL TOYS**

All play toys and tools are suitable for the intended age group. A register of all toys and educational equipment has been created for each class. All equipment is visually inspected on a daily basis by the teacher and a formal inspection is done quarterly. Broken or dangerous toys are taken out of the classroom immediately and are either discarded or repaired as soon as possible. Any toys that increase the risk of strangulation are prohibited.

Classroom facility is inspected on a daily basis by the teacher and a monthly basis by the Occupational Therapist. Damages are to be reported immediately to



management so repairs can be arranged. All defective equipment is to be removed from the classroom immediately.

### **29. SLEEP TIME POLICY**

Children are provided with mattresses to be used during sleep time. The mattresses are inspected daily by the teacher. Each child lies on his/her own mattress with their own symbol on. Mattress covers are washed weekly by Akkerdoppies Pre-Primary.

### **30. STAFF CELLPHONE POLICY**

To ensure the effectiveness of teaching, care and supervision of the children, Akkerdoppies Pre-Primary ask that employees leave cell phones at their desks and not be taken into the playground as children need to be watched without staff being distracted. If cell phones are taken into the playground a verbal warning will be issued. Akkerdoppies Pre-Primary landline number must be given to family for emergencies. Calls on cell phones at other times may be quickly answered and messages may be checked.

### **31. SUPERVISION**

Children will be supervised at all times.

### **32. TRAINING OF STAFF POLICY**

Only competent persons are permitted to conduct work on Akkerdoppies Pre-Primary premises. Any unskilled staff members are supervised by a competent person at all times as required by the Occupational Health and Safety Act. Akkerdoppies Pre-Primary staff regularly receives training to constantly improve their knowledge and skills.

### **33. WEATHER POLICY**

Should the weather not be appropriate for outside play, the children will be brought inside to watch movies, play with blocks or any inside activities. Fresh water is available to all children and staff at all times. Staff and children are encouraged to drink regularly during very hot conditions. Parents are encouraged to put sunscreen on their child before coming to school during summer.



### **34. AKKERDOPPIES PRE-PRIMARY: CODE OF CONDUCT**

#### **Actions with regards to children:**

- All performances must be calm and of a constructive in nature.
- No hard-handed action of any kind is allowed.
- No deterrent language or tone of voice is directed towards children.
- No child is ignored.
- All children are treated equally.
- All children will be assisted immediately if they are in distress.

#### **Actions with regards to parents:**

- Parents are informed of all events concerning their children.
- A friendly and accommodating attitude will be revealed at all times.
- Confidential information about children and parents is not discussed with other parents or persons outside the school.
- No personal issues may be discussed with parents.
- No money may be borrowed from parents.

#### **Actions with regards to management:**

- Loyalty and integrity are expected at all times.
- Complaints must be communicated to the management through the proper channels.

#### **Actions with regards to principal:**

- Loyalty and integrity are expected.
- Duties as indicated must be adhered to every day.
- Work hours must be followed promptly and deviations must be discussed with the principal.

#### **Actions with regards to each other:**

- Difficult situations must be resolved in an adult manner, where possible.
- Staff must support each other in their daily duties.
- Staff do not discuss each other with parents.

#### **Clothes**

- Comfortable clothes and shoes that look neat are worn.
- No provocative clothing is acceptable.
- Clothing must be of such a nature that staff can help children on all appliances.