

ST. CATHERINE'S NURSERY SCHOOL
INFORMATION SHEET



NOTICES:

Normal official school hours are from:

07h30 to 12h30 for all groups Mondays to Fridays

- Children must **NOT** be dropped at school **BEFORE** 07h30 at the earliest and not **BEFORE** checking that there is a teacher at the school. It is most important that children should not be left at the school alone if no teacher is present.
- At present, the main gate in the morning is unlocked by the first member of staff to arrive. This gate is again locked at **8h00** and only opened again at **12h30**. For safety reasons we do not want to have to open the gate numerous times outside the above time frame.
- As safety is of paramount importance we would appreciate parents leaving their children with the staff member at the gate on their arrival. We will make an allowance for parents to accompany their child to their classroom for the first three days at the start of the 1st term of the school year. The children can then come into the classrooms on their own, and place their bags in their lockers. This is an important step in gaining independence.
- We do not serve breakfast at our school but we do provide a nutritious daily mid-morning snack.
- Please make use of the parking bays at all times. Please do not park in front of the main gates!
- Please do not prolong your good-byes at the gate in the morning as this disrupts the usual morning routine. Please try to ensure that your child is at school **no later than 08h00**.
- Children must be collected **PROMPTLY** when school ends at:
 - ✓ **12h30** normal school day
 - ✓ **14h00** half day aftercare

As routine is most important to a small child, it is vital that he/she should be collected punctually when school ends.

SCHOOL'S CODE OF CONDUCT

Briefly below are the rules of the school.

1. Obey instructions the first time they are given.
2. Keep your hands, feet and unkind words to yourself.
3. Listen when others are speaking.
4. Look after property.
5. Behave appropriately.

DISCIPLINE

Bullying, fighting and swearing will not be tolerated.

Children are given time-out for serious misdemeanours or removed from the play area concerned. If misbehaviour continues or for repeated disobedience children will be suspended for a day. In extremely serious cases children may be asked to leave.

Toys, sweets, watches, jewellery, sunglasses, lipstick **MUST NOT** come to school.

AFTERCARE

An aftercare facility is available from **12h30** until **14h00** (half day) and **12h30 until 17h00** (full day). This service is available **monthly** or on a **daily** casual basis.

Children staying for aftercare **MUST** be collected promptly at **14h00** or **17h00** at the latest.

(Aftercare until 17h00 has been cancelled due to Covid-19 / parents will be informed when this service resumes again)

The children staying for the late aftercare service are to please provide the school with a small pillow and blanket. These items are to be taken home weekly to be washed.

There is **no aftercare (or school)** during **school holidays** or on **the last day of any term**.

ADMINISTRATION

Parents are welcome to visit the school **by appointment** but please note that teachers are available for **interviews** and **discussions** only after **12:30 p.m.** First thing in the morning is definitely not the best time to have progress chats about your children as this is very disruptive. If there is anything you wish to communicate please send a message to your child's teacher via WhatsApp.

REPORTS

✓ **Grade R parents (5-6 year olds).**

In the critical Grade R class there will be **4** reports per year in order to closely monitor progress prior to 'big school'.

✓ **Squirrel (4-5 year olds).**

Bookings will be made for an **oral interview** at a stipulated time to fully discuss your child's progress during the **1st term**.

Written reports will be handed out at the end of **terms 2**, and **4**. No reports are given out at the end of **term 3**.

✓ **Teddy (3-4 year olds)**

Parents will receive **2 written reports** at the end of **terms 2**, and **4**. No reports are given out to this group at the end of terms **1** and **3**.

✓ **Tigers (2-3 year olds)**

Parents will receive **2 written reports** at the end of **terms 2**, and **4**. No reports are given out to this group at the end of terms **1** and **3**.

Reports are honest observations and are confidential between staff and the parents. Should you be concerned, make an appointment to speak with your child's teacher.

P.T.A.

We have a Parent Teachers' Association. They organise social events so that parents have the opportunity to meet one another. They also raise funds to replenish equipment, e.g. trikes, "Lego", etcetera.

CLOTHING

- **PLEASE** note that no **pacifiers** or **bottles** are allowed. These are a health risk because at this age the children tend to want to share these items.
- 2-3 year old toddlers should be out of nappies. We encourage potty training before they start school.
- The school uniform consists of a **T-shirt** or **fleece/mac top** with **embroidered school logo** which can be **ordered from the school**.

Denim, navy and black shorts or pants with elasticised waists can be purchased from a supplier of your choice. Shoes -ordinary takkies/running shoes and slip-slops are acceptable. School hats can now also be ordered from the office.

The school uniform is **compulsory** from Mondays – Thursdays. On Fridays **only** ‘civvies’ can be worn.

- **NO PLATFORM SHOES WILL BE ALLOWED.**
PLEASE consider suitability of clothing. Children are hampered by long dresses, skirts and platform shoes when playing on the jungle gym, etc. Dungarees and tight clothing are very difficult to take off when going to the toilet.
- **PLEASE** mark clothing clearly (including shoes, hats and bags).
- **Hats** and **sunscreen** are necessary in the summer.
- **PLEASE** send a change of clothing in your child’s bag as accidents do happen.

EMERGENCY INFORMATION

It is the parents’ responsibility to ensure that the emergency details we have on file are accurate. Please notify the school immediately of any changes in details i.e., e-mail addresses, telephone numbers, work details etc. We need **RELIABLE** telephone numbers in the case of an emergency.

LIFTS

If your child is being collected by someone other than his/her usual lift please notify the school in **writing** via WhatsApp group.

ILLNESS

Children suffering from coughs, colds or any infectious conditions **must be kept at home until the infectious condition has passed.** The School should be notified of the reason for a child’s absence **before 09h00.**

MEDICATION

All **medicine** must be accompanied by written instructions and given directly to your child’s class teacher.

GENERAL:

BIRTHDAYS

No invitations will be given to the class, unless the entire class has been invited!

Birthdays are very special. The birthday child is given a crown and birthday book with pictures drawn by his/her classmates. Moms are asked to provide a cupcake for each child in the class.

THANK YOU

SUSAN RAMOS
PRINCIPAL