PEAK CHILD

for children going places

PARENTS' ABC

The Peak Child Parents' Handbook

leads@peakchild.co.za

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WELCOME

Dear Peak Child Parents and Guardians

Welcome to Peak Child. We are delighted to have your child learning with us and we look forward to getting to know you better.

We have developed the Peak Child Parents' ABC as a guide for you to walk with us on this very important road of your child's early learning. We will update it from time to time but typically the principles, requests and guidelines in this handbook remain the same throughout the year.

We also distribute monthly newsletters which provide you with updates and the latest happenings in your Peak Child pre-school.

Our vision is to provide affordable, private, quality early learning in a high-care environment.

We value open communication and honest feedback about where you feel we are meeting our vision and where we are not. Please talk to your Principal about concerns you might have at any time and encourage the team too when they are getting things right. If you need to escalate any issues, please email leads@peakchild.co.za

YOUR CONTACT INFORMATION

If you have recently changed either your email address or cellphone number, please notify us on accounts@peakchild.co.za so that your information can be updated. This information is essential in the event of an emergency but also important for general communication purposes. Our primary form of day-to-day communication is via broadcast only WhatsApp groups, so please make sure we have your latest cell phone number and that you are on the parents' WhatsApp group for your school.

PEAK CHILD OPENING HOURS

Peak Child pre-schools are open from **7h00 to 17h30 Monday to Friday** (although some of our pre-schools have slightly different opening and closing times). Please be respectful of our staff's time by arriving before closing time to fetch your child. A late fetching fee will be charged at **R50 per 15 minutes** or part thereof for parents who arrive after closing time. This fee will be added to your monthly statement.

COLLECTING YOUR CHILD

The safety of your children is of critical importance to us. Please ensure that arrangements are in place to collect your child from pre-school and verbally notify the Principal or WhatsApp a photo and details of the person to the school cell phone if anyone other than you will be collecting your child. We cannot and will not release your child without this authorisation. Please notify us if you are going to be later than usual for any reason.

We are concerned that **transport drivers send older children in** to collect a child. We are not authorised to release your child to these children. If the transport driver has been authorised to collect then we can only release your children to him or her.

SECURITY

Our pre-schools are fully enclosed by fences and walls with one primary entrance. We are vigilant about the opening and closing of this gate and we ask that you ensure that the gate is closed and locked EVERY TIME you enter and leave the pre-school and that you are aware of who enters or leaves with you.

HOLIDAYS

Peak Child pre-schools will be open all year round except for public holidays and over the Christmas holiday period when we will close around the 15th of December and re-open on the first Wednesday on or after the 5th of January. Please check with the pre-school Principal about the exact closing and opening dates so that you can plan childcare for the days we are closed. These are important times for our annual maintenance and for our staff to get a well-earned rest.

Please note that our pre-schools will also be closed on a Monday, if the Tuesday is a Public Holiday, and on a Friday, if the Thursday is a Public Holiday, to allow us to fumigate and deep clean the premises and to perform repairs safely. We will notify you far in advance of such closures.

ABSENTEES

If a child will be away for more than 2 days, we would like to be informed of the reasons for this. No reduction in fees is given for any period of absence from the pre-school.

GRADE R

We offer Grade R at Peak Child Harfield, and Peak Child Greens'cool. At our other pre-schools, if we have children of Grade R age who were not able to get into Grade R at a primary school, we will accept them into Class 4 (if there is space) and endeavour to get them ready for primary school.

Please note that there are often limited spaces in the Grade R classes of primary schools, so you should apply a year in advance for your child to enrol in their Grade R class.

MEDICINES

In compliance with health regulations, parents are required to fill in the Peak Child Chronic Medicine Register should specific chronic medication need to be administered to your child during pre-school hours. The register is kept by your pre-school Principal. We will not give your child any medication unless you have completed and signed the Chronic Medicine Register. We therefore require written instruction if your child needs medication during the day. Medicines sent to the pre-school must be clearly labelled with your child's name, the name of the medicine, the dosage and the times of administration during the day.

Chronic medicine is prescribed for long-term conditions that need ongoing management, such as asthma, diabetes or epilepsy. Unlike medicines for short-term illnesses, chronic medicines are taken regularly over months or years to manage the long-term illnesses. Please note that our staff cannot administer cough medicine, fever syrup (e.g. Panado) and vitamins. Our staff will administer antibiotics that have to be taken during the day provided the Chronic Medicine Register has been completed for this antibiotic.

Many medicines can be taken only twice a day, in the morning and in the evening. It is preferable if you are able to give your child their medicine at these times.

ILLNESS

Please do not send your child to the pre-school if they are not well overnight or when they wake up. Whatever is brewing will infect other children and staff. Any child with a high temperature or who is vomiting or suffering from any other contagious illness must be kept at home. We will isolate any child who becomes ill during the day and inform parents to collect the child if necessary.

ALLERGIES

Should your child suffer from any form of allergy please ensure that you notify us on the enrolment form. If your child develops an allergy after joining Peak Child, you must notify the Principal and send an email to leads@peakchild.co.za so that the information can be updated on our records and the class allergy chart.

WORMS

This may not be something you want to confront about your child. It is a reality though. All children who play with sand, soil or grass at home, at the park or at pre-school should be dewormed every six months.

HATS AND SUNSCREEN

We spend a good deal of time outside in the sun. Each child should have a wide-brimmed hat to wear and sunscreen. Caps do not really provide adequate sun protection because the neck and ears remain exposed. This is really important in our fight against skin cancer in South Africa.

OTHER CLOTHING

A change of clothes should be packed in your child's bag each day. This ensures that wet or dirty clothes can be changed. A warm top or jersey should also be packed irrespective of the weather at the start of each day, even in summer.

CLASS 1 (3 MONTHS TO 2 YEARS OLD - DAY 1 STARTING REQUIREMENTS

- 2 x changes of clothing
- 2 x fitted cot sheet covers (132cm × 66 cm – large cot fitted sheets)
- 1 x hat
- 1 x sunscreen
- 5 x disposable nappies per day
- 1 x bib for mealtimes
- 1 x dummy on a chain – clearly marked
- 2 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x receiving blanket
- 1 x warm blanket (Winter)
- 1 x message book (A5 size) for communication between the Teacher and the parent
- Sufficient bottles for the day, with formula pre-mixed, packed in a cooler bag
- Nappy box with Fissan Paste, Vaseline, Fuller's Earth, or whatever your baby usually has on his/her bottom
- A mid-morning fresh fruit snack
- A mid-afternoon snack of sandwiches or yoghurt
- A water bottle filled at home with fresh water every day

CLASS 2 (2 TO 3 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 2 x fitted cot sheet covers (132cm × 66 cm – large cot fitted sheets)
- 5 x disposable nappies per day (If not potty trained yet)
- 1 x art apron
- 1x Hat
- 1x Sunscreen
- 1 x blanket (suitable for summer and winter)
- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x plastic carrier bag in your child's bag for dirty laundry
- 1 x plastic A4 art file (envelope)
- 1 x message book (A5 size) for communication between the Teacher and the parent
- A mid-morning fresh fruit snack
- A mid-afternoon snack of sandwiches or yoghurt
- A water bottle filled at home with fresh water every day

CLASS 3 (3 TO 4 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 2 x fitted cot sheet covers (132cm × 66 cm – large cot fitted sheets)
- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x art apron
- 1x hat
- 1x sunscreen
- 1 x plastic A4 art file (envelope)
- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 1 x blanket (suitable for summer and winter)
- A mid-morning fresh fruit snack
- A mid-afternoon snack of sandwiches or yoghurt
- A water bottle filled at home with fresh water every day

Note: We will not enrol a child into Class 3 who is still in nappies.

CLASS 4 (4 TO 5 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 2 x fitted cot sheet covers (132cm × 66 cm – large cot fitted sheets)
- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1x hat
- 1x sunscreen
- 1 x art apron
- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 1 x blanket (suitable for summer and winter)
- 1x plastic A4 art file (envelopes)
- 1 x 50-page A4 Flip File
- A mid-morning fresh fruit snack
- A mid-afternoon snack of sandwiches or yoghurt
- A water bottle filled at home with fresh water every day

CLASS 5 / GRADE R (5 TO 6 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 2 x fitted cot sheet covers (132cm × 66 cm – large cot fitted sheets)
- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x art apron
- 1x hat
- 1x sunscreen
- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 1 x blanket (suitable for summer and winter)
- 1 x plastic A4 art file (envelopes)
- 1 x 50-page A4 Flip File
- 1x A4 Thick hardcover 92pg line + margin book
- 1x A4 Thick hardcover 92pg 17mm line book
- 2 x A4 blank books
- 1 x pack wax crayons 14mm Jumbo
- 1 x box felt tipped pens (Koki's)
- 1 x 30 cm ruler
- 2 x soft white eraser
- 1 x HB pencil
- 1 x metal sharpener
- 1 x pencil roll-ups
- 2 x large Pritt (40g)
- 2 x triangular pencil
- 1 x box colour pencils
- A mid-morning fresh fruit snack
- A mid-afternoon snack of sandwiches, savoury biscuits or yoghurt
- A water bottle filled at home with fresh water every day

LOST PROPERTY

Peak Child cannot be held responsible for lost property. **Please mark all items of clothing with your child's name**. If you have any items at home not belonging to your child, we would be grateful if you could return them to the pre-school.

FOOD

Peak Child provides two nutritious cooked meals a day for your child. In addition, we request that you provide a nutritious mid-morning and mid-afternoon snack and a plastic bottle with drinking water. We recommend fruit for mid-morning and a small snack for afternoon such as a whole-wheat or brown bread sandwich with a nutritious filling like peanut butter, egg or cheese. Dried fruit can be added too. Parents of babies should please provide breast milk and formula when not yet weaned, or baby purity or other liquidised food as snacks. Babies must be able to drink from a bottle well before starting at Peak Child and be able to do so calmly with a trusted caregiver who is not a parent or guardian. Weaning a child from the breast to the bottle is best done by a mom.

For all the children's health and safety please do not allow your child to bring chewing gum or nuts of any kind to pre-school. All food prepared at Peak Child is Halaal.

We aim to establish healthy snacking habits in children. Please do not pack fizzy and/or sugary drinks, fruit juice, sweets or chips / crisps as these will limit your child's ability to learn at pre-school. Any of these items will be placed in your child's bag to be returned home.

SLEEP

All children who spend the entire day with us are required to rest for at least an hour at midday. Older children who don't want or need to sleep will still need to stay on their mattresses for at least half an hour before being allowed to play quietly for the rest of the time.

Peak Child provides a sleeping mattress as part of our service. – We request that parents provide 2 large fitted sheets for the mattresses (dimensions of the mattress are 1320mm by 660mm) and to take both sheets home at the end of each week to be washed over the weekend and brought back to school on Monday morning.

TOILETING AND TOILET TRAINING

We use the words "wee" and "poo" when speaking to the children. It helps us if you use the same words. Children still in nappies will be potty trained from about 18 months if they show interest in this. Children can only move from Class 2 to Class 3 once they are out of nappies. We will not enrol a child into Class 3 who is still in nappies. Older children are encouraged to use the toilet independently when they need to. Reminders to flush and wash hands are given at several supervised toileting moments during the day.

BIRTHDAYS

We like the children to feel special on their birthdays. They will wear something special like a crown and have their classmates sing to them. While it is not essential, parents may wish to send a special treat to share with others. In this case the child having the birthday will hand out this treat at snack time. We discourage pre-packaged party packs. They are expensive and contain too many unhealthy things. A birthday cake, chips, popcorn or dried fruit are great alternatives. A parent or guardian may attend the "birthday ring" moment but please arrange this before the time with your class teacher.

HOME CIRCUMSTANCES

It is important that we understand the home circumstances of each child. We ask that you inform us of any changes as soon as possible. This helps us support your child and understand any changes in behaviour.

PARKING

Please be considerate of our neighbours and other road users when parking outside the pre-school.

PAYMENTS

School fee payments should be made via EFT into the following bank account:

Bank:	FNB
Account Name:	Peak Child Education Proprietary Limited
Account No:	62599162478
Branch Code:	201509
Reference:	*Your Family Account Number* (on your monthly statement)

Cash payments pose a security risk to the staff at Peak Child and to your children and will therefore not be accepted.

With thanks and best wishes, The Peak Child Team