



# EXTERNAL POLICIES

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## VISION

1. Peak Child's vision is to provide quality, affordable, private, early learning in a high-care environment.

## EDUCATION

### *Curriculum*

2. We cater for children at very different ages of development, from 3 months old, where the key issue is to provide a safe and nurturing environment, to 6 years old (where we have a Grade R class), where we need to ensure that the child is ready, socially, emotionally, physically and educationally for primary school.
3. The philosophy of Peak Child is to provide an environment where children feel safe and where they are encouraged to learn without fear of failure. A pre-school is also one of the most important environments for children to develop their relationships with their peers and adults, and to start thinking about their place in the world. We believe that children learn by doing and thrive emotionally, socially, physically and cognitively when they are actively engaged with their environment.
4. We follow the National Curriculum Framework (NCF) including the National Early Learning Development Standards (NELDS) curriculum.
5. Learning through play is important to us and forms a key part of the educational curriculum and school day.
6. We offer Grade R at some of our pre-schools. Where we do not offer Grade R, but where a child of Grade R age is at Peak Child because they are unable to find a place at a primary school, we will endeavour to get them Grade 1 ready by the end of the school year.
7. When your child joins Peak Child we will use the following parameters, based on the Western Cape Education Department's (WCED) guidelines ([www.westerncape.gov.za/education/learner-admissions-faq](http://www.westerncape.gov.za/education/learner-admissions-faq)) for entry into Grade R and Grade 1, to place them in a class:
  - Class 1 (and turning 1 or turning 2 in a calendar year – 3 months to 24 months) When a child turns 18 months' old we will assess their readiness for moving to Class 2. We will only move them to Class 2 if the Principal deems them to be ready AND there is space in Class 2 AND the parents agree to the move.
  - Class 2 (older than 24 months or turning 3 in a calendar year)
  - Class 3 (turning 4 in a calendar year)
  - Class 4 (turning 5 in a calendar year)
  - Class 5 / Grade R (turning 6 in a calendar year).

The WCED requirements are that compulsory school-going age for Grade 1 is seven years in the year that the child is in Grade 1 and for Grade R is six years in the year that the child is in Grade R.

Note that the Department of Basic Education (DBE) guidelines allow for admission to Grade R for a child aged four turning five by 30 June in the year of admission and admission to Grade 1 for a child aged five turning six by 30 June in the year of admission ([www.education.gov.za/Informationfor/ParentsandGuardians/school\\_admissions.aspx](http://www.education.gov.za/Informationfor/ParentsandGuardians/school_admissions.aspx)). Using the DBE guidelines it is possible that children younger than the WCED guidelines will be in Grade R in our schools if they are turning five before 30 June.

8. We continually assess children and will consult with you if we feel your child should be moved to a different class outside of these parameters.
9. Progression to the next class is based on a child's age and personal readiness. By default, children will progress to the next class in January each year depending on how old they are turning in that year. We may also move a child to the next class in March or July if the class teachers agree that the child is ready to do so. We also cannot guarantee there will be places available in the next class

when your child has a birthday. Your child will change classes when they are ready, according to the Principal and Teachers, and when there is space available.

### **Reports**

10. Reports are an important part of the feedback mechanism as they are used to monitor whether a child is reaching the correct milestones. The reports are also the main medium to provide feedback to you as parents and to keep you up to date.
11. Reports are due every 6 months for all children in July and December.

### **Parent teacher meetings**

12. The Teachers observe and assess your children throughout the year. We will hold parent teacher meetings for the children in Classes 3, 4 and 5 (children 3 years to 6 years old). Our expectation is that at least one, but preferably both parents, if possible, attend the meeting in order to maximize your child's learning experience, and to prepare them for primary school.

### **ENROLMENT PROCESS**

13. New families should contact our administration team on [leads@peakchild.co.za](mailto:leads@peakchild.co.za) to set up a tour of a school and meet the Principal and Class Teacher prior to enrolment.
14. Parents applying for a sibling that is currently at Peak Child will be given first preference during the enrolment process.
15. If the pre-school or class that you are applying for is full you will need to pay the R500 deposit to get onto the waiting list. Our waiting lists work on a priority system with the date of the deposit being a key factor to determine where your child will be on the waiting list.
16. Prior to acceptance at Peak Child you will need to complete an online enrolment form which includes an indemnity form. By submitting the online enrolment form parents/guardians agree to all of its terms and conditions..
17. The completion of this form does not guarantee your child a place at Peak Child. Once we have confirmed that there is space for your child in the appropriate class, and all the documentation has been submitted, and the non-refundable administration fee has been received, we will be able to provide confirmation to you.

### **SCHOOL PROGRAMME**

18. Peak Child provides a full-day education and care programme. Our schools are open from 7h00 to 17h30, Monday to Friday. We only close for 3 weeks of holidays over the December/January period, thus catering for families where both parents are working full day jobs.
19. If there is a Public Holiday on a Tuesday or a Thursday, our schools will close on the Monday or Friday. This is to enable us to do a deep clean of the schools, and to do some maintenance that cannot be done during school time.
20. It is mandatory that you or an authorised guardian sign your child in and out of school each day.
21. Your child must be picked up by an adult who is at least 18 years old and who is listed on your enrolment form. In order for your child to be released to a person who is not listed on the enrolment form, permission must be given to the Principal or Class Teacher in writing. Verbal permission is not sufficient, but we can accept WhatsApps to the school cell phone or admin cell phone.
22. Late pick-ups
  - Arriving late to fetch your child may seem like a small thing but it has serious impact on our staff members' safety as they are forced to leave later than normal to travel home and it will potentially take them over their contracted hours of work.

- A late pick-up fee will be charged at R50 per 15 minutes or part thereof for parents who arrive after 17h30 to fetch their child.
- This fee will be added to your monthly statement. Please never pay the teacher on duty.
- We will request a meeting with parents who fetch their children late. If the child is again fetched late we will request a final meeting. If there is a subsequent late pick up after the final meeting then we reserve the right to ask parents to enrol their child in a different pre-school.

### ***Meals at school***

23. Meals are served at slightly different times depending on age group but generally as follows:
- Breakfast: between 08:00 – 08:35
  - Lunch: between 11:30 and 12:45
  - Afternoon snack: 14h50 and 15:00
24. Peak Child serves Halaal food at all of our schools.
25. Our menus have been reviewed by a professional nutritionist to ensure optimum nutrition for your children as they learn.

### ***Rest times***

26. We provide mats or cots for all children. All children are required to sleep, or at least rest on their mat, during sleep time. Please do not request for your child to be kept awake during rest time, as it is healthy for children to sleep if they are tired, and the rest rejuvenates them for the rest of the day. We ask that there are no drop-offs or pick-ups between the hours of 11:50 to 14h30, as this time is critical in easing the children into a restful state.

### ***Outdoor play***

27. Outdoor play is part of the early childhood curriculum. During winter your child needs warm clothing, and on sunny days your child will need to come with a hat.

### ***Toys from home***

28. We encourage toys to stay home unless needed (a) as a comfort item to assist new children, or (b) for a show and tell in your child's classroom.

### ***Holiday care***

29. Peak Child will make available holiday care to past pupils who are in Grade R or Grade 1. The cost of this care facility will be R120 per day payable weekly in advance. Acceptance into holiday care is at the sole discretion of the Principal. Since our priority is the care and education of the existing Peak Child children, holiday care children who disrupt the day-to-day running of the school will be asked to leave the holiday care programme.

## **SPECIAL NEEDS POLICY**

30. In starting to identify special learning needs in children under our care we will work with teachers and parents to consider the child's development from a number of perspectives:
1. Whether there are material developmental milestones not being met in the following areas:
    - a. Communication (hearing and speech)
    - b. Motor skills (fine motor, gross motor and co-ordination)
    - c. Social and emotional skills (managing emotions and interacting with peers)
    - d. Cognitive development (thinking, problem-solving)
    - e. Adaptive behaviour (self-help, daily functioning, participating in a structured environment)
  2. Whether the child's development is clearly out of line with the rest of their peers.

31. Peak Child is not a special needs organisation and we do not have the staff qualified to deal with special needs children. However, pre-school teachers are often the first educators to identify these needs, and we see facilitation of early intervention services as a critically important aspect to our work with young children. Our teachers closely watch the development of all the children in our care and, should we have concerns, we will take the following steps:
- The Teacher will raise their concerns with the Principal and together they will confirm whether there is a potential developmental issue.
  - They will then look at the latest GROW app assessment (or the baseline assessment for a new child) to identify the areas where the child is not meeting their milestones.
  - At this stage the Teacher and Principal will meet with the parents to raise their concerns and to get an understanding of how the child is behaving at home and how the parents are managing the child's behaviour. We may also inform the parents that we will be applying our behaviour policy if the child's behaviour is causing harm to themselves or anyone else in the pre-school.
  - The Teacher will document when behaviours seem outside the developmental range over time for children of this age (through anecdotal notes, and samples of work) and discuss any issues with the Principal and Education Manager. They will also ask the Central Services team for the child's enrolment form and any other information supplied by the parents.
  - If the Principal and Education Manager feel that there are developmental issues then the Education Manager will visit the school to observe the child.
  - If the Education Manager agrees with the concerns, the Principal will arrange a meeting with parents, herself and the Education Manager to communicate their concerns and to make recommendations. The Education Manager will write a letter to the parents summarising the meeting outcomes.
  - One of the outcomes of this process is that Peak Child may request that the child be assessed by an appropriate medical professional.
  - The decision as to whether Peak Child's Teachers are qualified to deal with the area of concern is at the sole discretion of the Principal and Education Manager, whose decision will be final and binding. Should they feel our teachers are not qualified Peak Child reserves the right to ask the parents to remove their child from the school.

Throughout this process, we ensure that the confidentiality of every child is protected.

## **CHILD CARE**

### ***Discipline Policy***

32. Young children crave consistency and structure, and they thrive in an atmosphere where they are given plenty of choices and a few simple rules to follow. We believe that children need space and opportunity for play in order to interact with their friends.
33. Peak Child's goal in guiding children is for them to move towards controlling their own behaviour. We avoid using techniques that will damage the child's good feelings about themselves or others.
34. We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still for too long, and meeting their needs for food, rest and active play.
35. When children do misbehave, we positively guide them in finding a better way to solve the problem. A young child does not have the cognitive maturity to always deal with their emotions. It can be very difficult for them if they do not get their own way and hence conflicts will arise. When this happens we will guide children in a constructive manner and we view discipline as an opportunity to teach children better ways of handling their frustration and anger. Very young children will be redirected into other activities. When misbehaviour includes destroying or abusing materials, the children will be given the chance to use the materials again in an appropriate manner, but if continued the materials may be put away until another day when the child will be given another opportunity to use it appropriately.

36. When children disrupt group activities, they can choose to participate without interrupting or choose another activity which would not interrupt the group time. Small and large group activities are always optional in all classrooms.
37. If your child has had a difficult day, the staff will give you a verbal or written note which summarizes your child's day. We will then work together with you to assure consistency at home and at school in working with your child, and all will be discussed in a confidential manner that is respectful to your family.

*Our Methods of Positive Guidance Include:*

- Encouraging children to solve problems through the use of words.
  - Learning to acknowledge feelings and associate feelings with actions.
  - Redirecting children to focus on a different activity in a positive manner.
  - An emphasis on telling children what they can do, rather than what they cannot do.
  - Continual focus on building self-help skills in order to strengthen self-esteem and positive self-image.
  - Positive reinforcement and acknowledging appropriate behaviour that should be continued in the future.
  - Assisting children in planning actions and language for similar situations in the future.
  - Modelling kind, patient, and gentle actions, words and behaviour.
38. Although our core discipline policy is "Positive Guidance", there are some actions that will not be tolerated in our schools. These include ongoing instances of a child hurting another child, through hitting, kicking, or biting, and verbal indiscipline, including the use of bad language and verbal bullying. The school will do all that it can to help the parents change these behaviours, but this will require acknowledgement from the parents that there is a problem, and commitment to resolve the problem, with the help of the school. If, after various interventions, the problems persist, or if the parents are not cooperative in trying to sort out the problem, Peak Child may ask the parents to remove their child from the school.
  39. In the event of a child hurting themselves, another child or a Peak Child staff member, and if the actions of the child are deemed serious by the Teacher, then the following action will be taken:
    - For younger groups (Class 1 and 2) the Teacher will explain to the child why their actions are not acceptable and give them the option to either apologise to the person who has been hurt or to be placed in a "time out" chair in the classroom for one to two minutes depending on their age. If the child does not apologise then the Teacher will apologise to the person who has been hurt. The Principal must be informed of this incident on the same day.
    - For older groups (Class 3 and 4) the Teacher will explain to the child why their actions are not acceptable, ask them to sincerely apologise to the person who has been hurt and place them in a "time out" chair in the classroom for three minutes. The Principal must be informed of this incident on the same day.
    - If the child repeats the behaviour within three school days of the initial incident then we will ask the parents to keep the child at home for two full school days with immediate effect.
    - Once the child returns to pre-school, if they repeat the behaviour at any time, then Peak Child reserves the right to ask the parents to remove the child from school and provide an assessment report within 10 school days from a registered Occupational Therapist which will be used to assess whether Peak Child is able to deal with the behaviour in the long term. Following the repeat occurrence of the hurting behaviour Peak Child reserves the right at any time to ask the parents to permanently remove the child from Peak Child.
  40. If a child has hurt another child, we will inform the parents of the child who has been hurt.

***Hygiene and Cleanliness***

41. It is perfectly natural and healthy for young children to be exposed to dirt, and to get messy when playing at home and at school. However, if the Principal is concerned with the level of cleanliness

and hygiene of a child arriving for the school day, she will arrange a meeting to discuss this with the parents. Whilst there is some latitude as to what comprises “acceptable hygiene”, the Head Teacher, at her sole discretion, may ask a parent to remove their child until a minimum level of hygiene is displayed.

### ***Child abuse***

42. Any employee of Peak Child who, on reasonable grounds, concludes that a child has been abused in a manner causing physical injury, or has been sexually abused, or deliberately neglected, must report that conclusion in a prescribed form to a designated child protection organisation, the provincial department of social development or a police official.
43. Any employee of Peak Child who, on reasonable grounds, believes that a child needs care and protection may report that belief to the provincial department of social development, a designated child protection organisation or a police official.
44. The agencies to whom the report is given have various obligations that they must follow as per the Children’s Act No. 38 of 2005.

### ***Tobacco, alcohol, Illegal substances, and sexually explicit materials***

45. The use of tobacco or alcohol on the premises is prohibited. The use or possession of illegal substances or sexually explicit materials on the premises is prohibited.

### ***Firearms, Explosives and Weapons***

46. Firearms, explosives (including firecrackers, fireworks and pyrotechnics) and other weapons are not permitted on the premises.

### ***Photographs and Media***

47. Peak Child staff may use a camera to take photos or videos of the children and teachers. These photos are used to document your child’s progress and may be hung up for view at the school. The photos are also used on the Peak Child website or on various marketing material.
48. There is a section on your child’s enrolment form that provides you the opportunity to decline permission to Peak Child to use photos or videos of your child.

## **COMMUNICATION POLICY**

49. Communication is a critical component of a quality school programme. Our primary means of communication are e-mail and WhatsApp, so please can you ensure that we have your up-to-date e-mail address and cellphone number.
50. We also use the children’s message books as a key mechanism to communicate with parents. Please can you make sure you read and sign the message book every day. We make use of a pre-school app, the GROW app, which we may use to message parents.
51. In an emergency we will contact you on your cell phone or your work landline number, so it is **very** important that you make sure that we have the correct and up to date numbers.
52. The Peak Child monthly Newsflash is also an important source of information.
53. We ask that parents do not contact any members of our staff outside of the Peak Child working hours which are every business day from 7h00 until 17h30. Our staff pour their energy into caring for and educating your children at pre-school. After hours and on weekends they need to rest and recharge their batteries for the next day. Please respect our staff’s after-hours privacy and only contact them in a dire emergency where your child’s health or well-being is under threat. In emergencies please contact the staff member by WhatsApp message only, with the message starting “EMERGENCY MESSAGE...”

## **HEALTH AND SAFETY**

### ***Sick child policy***

54. Given the intimate nature of a school environment it is not possible, or appropriate, for sick children to be at school. If your child exhibits symptoms of illness (fever, vomiting, diarrhoea, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, pink-eye, etc.) during the 24-hour period prior to school attendance, your child should be kept home until the symptoms mentioned have disappeared, or a note is obtained from your doctor stating that your child does not have a contagious condition. Please note that with pink-eye your child cannot attend the centre until he / she has been on medication for 48 hours.
55. The Principal or Class Teacher may turn away children brought to Peak Child who exhibit any of the symptoms listed above.
56. If a child develops any symptoms listed above, while at school, the child will be separated from the other children and his / her parents will be contacted. Arrangements should be made to pick-up the child as soon as possible. If the parent cannot be reached within 15 minutes, an authorized person listed on the enrolment form will be called to pick up your child.

### ***Medicine***

57. If your child does have an illness that requires medication, the following policy will be in place.
  - Many antibiotics and other medications can be administered 1 or 2 times per day. When visiting the doctor for your child's illness, please request a medication that can be administered in the morning before school and in the evening after leaving school.
  - In the event your child is placed on prescription medication that needs to be administered during the day the following will be applied:
    - i. All medication must be given to a staff member upon arrival at school. The medication will be stored out of reach from children. No medications should be left inside your child's bag.
    - ii. Prescription medication must be in the original containers, with the child's full name, and have the original pharmacy label and date clearly marked on the prescription. The medicine bottle must have a child safety cap.
    - iii. Medications must be accompanied with a medication permission form signed by a parent or guardian. No medication will be administered if a current signed and dated form has not been submitted.
  - Where a child has a chronic condition where there are serious consequences if medicines are not administered, Peak Child reserves the right to request a doctor's letter stating that the medicines can be administered by a person who is not medically qualified. Following the enrolment of such a child, should the process for administering the medicine prove to be overly complex or onerous, Peak Child reserves the right to unenroll such a child.

### ***Immunisations***

58. Your child must be up to date with immunisations.

### ***Injuries***

59. Every effort is made to keep your child safe. We have contracted ER24, an emergency paramedic response company, to respond to emergencies. However, children are likely to acquire bumps, bruises, and scratches during their early years. If your child is involved in an accident, an online Incident Report will be filled out by a staff member and, if serious, you will be informed shortly thereafter.
60. If the injury is serious we will adopt the following process:
  - Assess injury.

- If a spinal or other serious injury is suspected, we will contact ER 24 for assistance and contact parents or guardian..
- If the injury is to the neck or head or the child is struggling to breathe, is unconscious or losing consciousness, is having seizures, is shaking or is getting progressively worse then the paramedic may call an ambulance.
- Our staff will do the following:
  - i. Phone you to ask if you have medical aid and a preferred hospital;
  - ii. If you have medical aid ask you for medical aid name and membership number;
  - iii. If you do not have medical aid, or if we are unable to get hold of you, your child will be taken to Red Cross Children's Hospital or the nearest state hospital at the discretion of the medical staff present
- Throughout the process endeavour to ensure that your child is stabilised and appropriate First Aid procedures are applied. Make note of and, if necessary, take the name and number of anyone who witnessed the accident.
- Maintain contact with parents whenever there is a change in the situation.
- Within 1 hour of the accident happening phone or WhatsApp either a Principal, Operations Manager or Owner to let them know what happened and the current status.
- Within 4 hours of the accident happening fill out the online Peak Child Incident Report Form.

61. Parents will be responsible for any costs incurred for any emergency treatment to your child.

### **Allergies**

62. It is your responsibility to notify Peak Child on the enrolment form if your child has a known food allergy and / or a specific diet.
63. For parents who prefer to have their child on a certain diet, we ask that you provide snack for your child, for example, vegetarian or religious preferences.
64. Peak Child and its staff cannot be held responsible for any allergic reactions caused by contact with any allergen while a child is in the care of the school, whether it occurs inside or outside the facility.

### **Hand washing**

65. All staff and children are required to wash their hands with soap and water or use hand sanitiser upon entering the classroom. When you and your child arrive at school, please assist your child in this procedure. We require the children to wash their hands often at school. This enables us to decrease the exposure to communicable diseases. Children and staff wash / sanitise their hands:
- Upon arrival for the day
  - Before and after meals and snacks, including bottles
  - Before and after administering medication
  - After using the bathroom, or changing nappies
  - After outdoor play
  - After playing with or handling animals
  - After cleaning or taking out rubbish
  - Any time hands are visibly dirty

### **Toilet training**

66. When the parents and staff feel a child is ready, they will work together to create a supportive, positive approach to toilet training. Older children are encouraged to use the toilet several times a day. The routine helps the younger children realize what is being asked of them. We never force a child to sit on the toilet. Our bathroom is an 'open bathroom' where the children use the toilet together. If a child asks to use the bathroom alone the staff will stand with their backs to the child. Girls and boys will have separate toilets wherever possible.
67. We use the words "wee" and "poo" with the children and encourage parents to use similar terms.

### **Emergency drills**

68. We are required by the Fire Department and the Department of Basic Education to do regular fire drills. Fire drills are held on random days and times once a month. We practice evacuating the classrooms, meeting in the emergency assembly area and accounting for all staff and children. We discuss the importance of the drills with the children and talk about any fears they may have.

### **Evacuation procedures**

69. If we are advised to evacuate the building because it is deemed unsafe for us to remain in our space, we will go to the emergency assembly area outside the school building which is shown on the emergency map on the school walls. We post this information throughout the building. After arriving at the assembly area, we will attempt to contact parents or emergency contacts for all children to notify you of where your child is located. Children will be grouped according to age and staff members will stay with the children until the Principal releases them from their responsibilities.

## **OBLIGATIONS OF PARENTS**

### **School Fees**

70. School fees are due on the 1<sup>st</sup> of each month and must be reflected in Peak Child's bank account by midnight on the 1<sup>st</sup>.
71. Before your child starts at Peak Child you must pay the full fees for their first month.
72. School fees are payable for 11 months of the year, January to November, inclusive. For some of our employer or property developer sponsored parents, school fees are payable for 12 months of the year.
73. School fees are due even if your child is absent from school due to illness or holiday.
74. If your child starts after the 15<sup>th</sup> of any of the following months - January to October - we charge R150 per school day until the end of that month after which the standard monthly fees apply.
75. If your child starts at Peak Child between 1<sup>st</sup> and 20<sup>th</sup> November, we charge one month's school fees for the period until the schools close in December. No additional fees are payable for December. This fee is payable in full prior to your child starting.
76. If your child starts at Peak Child between 21<sup>st</sup> November and 15<sup>th</sup> December, we charge R2,200. This fee is payable in full prior to your child starting.
77. If the school fees are not in the Peak Child bank account by the 1<sup>st</sup> of the month you may be asked to remove your child until school fees have been paid in full.
78. In terms of Family Law, parents are jointly and severally liable for the payment of school fees irrespective of their marital status.
79. Peak Child requires one month's notice, in writing, of withdrawal of a child from the school, failing which, the fees for that month must be paid in full.
80. The school fees for the next calendar year will be communicated before the end of November of the previous year.

### **Legal Custody**

81. Peak Child cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties we strongly urge you to keep the Principal fully advised of circumstances that affect your child and their drop-off and pick-up routines at the school. Divorced or legally separated parents may be required to provide copy of custody documentation.

### **Family Grievance and Mandatory Withdrawal Policy**

82. Peak Child is committed to maintaining an open door, open-forum approach to problem solving and conflict resolution. If a family has a concern regarding the behaviour of a Teacher, the concern should be discussed with the Principal of the school. If a family has a concern regarding the behaviour of the Principal, they should speak directly to the Head of People.
83. The Principal will respond in writing to the parents and schedule a meeting if necessary.
84. Peak Child reserves the right to withdraw a child or family from the school if it is decided that the relationship between the school, child and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his / her needs.
85. A one-week written notice will be given to the parent or guardian should the school decide to exercise this right to withdraw a child or family. In extreme situations, the immediate removal of a child or family from the school may be necessary. Reasons may include health and safety issues for the child or for the larger group of children or employees.
86. Reasons for Mandatory Withdrawal from Peak Child include:
  - The child or parents' needs cannot be met by the pre-school.
  - The child appears to be a danger to him / herself, other children or staff, and behavioural issues cannot be resolved through a support process.
  - Non-payment or habitual late payment of fees.
  - Not completing and returning required enrolment forms promptly, including physical / medical information, emergency information, employment status, etc.
  - Physical or verbal abuse or intimidation by the parents, of a Peak Child employee.
  - Physical or verbal abuse or intimidation by the parents, of any child attending Peak Child or any child's parents.
  - Habitual late pick-up of a child.

### **Parking**

87. Many of our schools are in residential areas. Please be sensitive to our neighbours' needs if you are dropping off or picking up your child by car. Please do not block driveways, or park on yellow lines, or pavements, in the area.

### **CONFIDENTIALITY AGREEMENT**

88. Peak Child complies with the Protection of Personal Information Act (POPIA). Our staff may not distribute personal information of any kind without the individual's written (email or WhatsApp) consent.
89. If you want to contact us to correct, update or change any of your personal information we may hold, or adjust or stop the frequency with which you receive communication from Peak Child, you may do this by emailing [info@peakchild.co.za](mailto:info@peakchild.co.za) or unsubscribing from our regular communications using the links on the relevant emails.
90. All records provided regarding your child and family are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the school premises. The staff at Peak Child understand the importance of POPIA and this policy and feel uncomfortable when asked to discuss confidential issues concerning other children at the school. We encourage you to raise with the Principal any issue that you have with other children, parents or the teachers.

### **DIVERSITY**

91. Peak Child welcomes every opportunity to expand a child's view of the world as a place rich in many cultures, races, religions and customs. Peak Child is open to all families, regardless of ethnicity, religion and sexual orientation.
92. Peak Child schools are secular, but an introduction to world religions forms part of the curriculum for the older children.

## **ADMISSIONS POLICY**

93. Peak Child is a private organisation and reserves the right of admission into its schools.
94. Learners may be enrolled at 3 (three) months old.
95. 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.
96. The class size will not exceed sizes as stipulated by the relevant government authorities.
97. Peak Child reserves the right to interview prospective parents and / or children to assess suitability for Peak Child schools.
98. Admission will only be considered on receipt of a completed enrolment and indemnity form, as well as payment of the non-refundable administration fee. The completion of the form, and payment of the administration fee, does not guarantee your child a place at Peak Child, as this depends on whether there is space in the appropriate class, and also whether there is a suitable fit for the child at Peak Child schools.

## **HIV POLICY**

99. Testing for HIV/AIDS for employment or attendance at Peak Child is prohibited.
100. No child, parent or Peak Child employee is compelled to disclose their HIV/AIDS status.
101. No child, parent or Peak Child educator with HIV/AIDS may be unfairly discriminated against directly or indirectly. Children may not be denied admission or continued attendance at school on account of their HIV/AIDS status or perceived status.
102. Infection control measures and adaptations must be universally applied and carried out regardless of the known or unknown HIV status of individuals concerned. All persons should be considered as potentially infected and their blood and body fluids treated as such.
103. The prevention of HIV/AIDS transmission is to be promoted by the application of Universal Precautions within the school. These precautions must be applied regardless of the known or unknown HIV status of individuals concerned.

### **104. Wounds**

- All blood, open wounds (sores, breaks in the skin, grazes, open skin lesions); and bodily fluids which could be contaminated with blood (tears, saliva, mucus, phlegm, urine, vomit, faeces and pus) should be treated as potentially infectious.
- Blood spills should be handled with extreme caution. Skin exposed to blood should be washed immediately with soap and running water. All bleeding wounds must be cleaned immediately with running water and antiseptic. If there is a biting or scratching incident where the skin is broken, the wound should be washed and cleaned under running water, dried, treated with antiseptic and covered with a waterproof dressing. Blood splashes to the face should be flushed with running water for at least three minutes. All persons attending to blood spills and wounds must wear protective latex/rubber gloves. Bleeding can be managed by compression with material that will absorb blood.

### **105. Surfaces, medical instruments and medical waste**

- Surfaces contaminated with bodily fluids and blood must be cleaned with running water and bleach (1:10 solution) and paper or disposable cloths. The person doing the cleaning must wear protective gloves.
- Blood contaminated material must be sealed in a plastic bag and incinerated / sent to an appropriate disposal firm. Tissues and toilet paper may be flushed down a toilet.
- Instruments contaminated with blood or body fluids must be washed and placed in a strong bleach solution for at least one hour.

#### *106. Medical Supplies and First Aid Kits*

- The school will maintain a comprehensive first aid kit, which will include the following: 2 large and 2 medium pairs of disposable gloves; household rubber gloves for handling blood-soaked material; absorbent material, waterproof plasters, disinfectant), and a protective resuscitation mouth piece; protective eye wear and protective face mask to cover nose and mouth.
- Each classroom must have a pair of latex or household rubber gloves. Latex or household rubber gloves must be available at every sports event and must be available to playground supervisors.
- The first aid kit and cleaning equipment must be accessible at all times. The contents of the first aid kit should be checked regularly against a content list. A fully equipped first aid kit must be available at all school events, outings and tours, and must be kept on vehicles transporting learners.

#### *107. Training*

- Staff must be given appropriate information and training on HIV transmission, the handling and use of first aid kits and the application and importance of universal precautions.

#### *108. Prevention of HIV transmission during play and sport*

- The risk of HIV transmission during contact play is insignificant but increases when open wounds are exposed to infected blood. Adequate wound management is therefore essential.
- No one may participate in contact play with an uncovered wound. If bleeding occurs during play, the injured child must be removed immediately and treated as per the universal precaution. The child may resume playing as long as the wound remains completely and securely covered.
- Blood stained clothes must be changed. The same precautions must be applied to staff members.