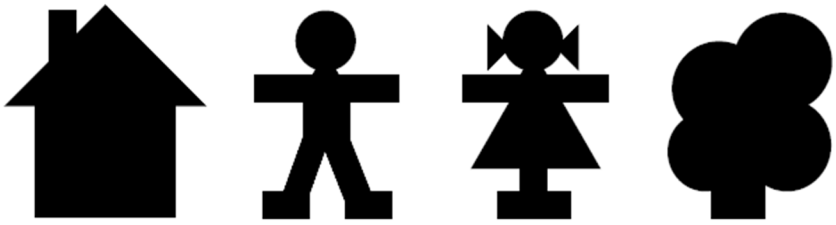
PICCOLI

KLEUTERSKOOL | NURSERY SCHOOL



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GENERAL INFORMATION,
&
RULES AND REGULATIONS
2027

PICCOLI GENERAL INFORMATION

Piccoli Nursery School offers your child stimulating and interesting surroundings which promotes carefree playtime. Free reigns are given to your child's imagination in order to playfully empower him to form creative ideas, solutions and approaches. In any child's development, the playtime phase is of cardinal value. We extend and complement the attitude and authority of your own home, and in doing so offer a second home to your most valuable possession where he or she remains the most important.

The daily programme of the curriculum followed includes the following:

- Bible
- Art and craft activities
  "Make-and-bake", painting, drawing and collage
- Environmental studies and world orientation
  (Perception, knowledge expansion)
- Nature and areas of interest
  (Flower gardens and growing of vegetables)
- Language development
  (Stories, rhymes, puppets, second language)
- Songs, music, movement
- Routine activities
  (Arrival, toilet routine, cleaning, mealtimes, resting, leaving)

The Nursery School programme is however not fixed and is very accommodating in order to encourage informal education in a humane and personal manner. Piccoli Nursery School is an educational centre which is registered at the Association of Pre-Primary Education and Care. The personnel are qualified teachers with experience who will give the children individual attention in a loving environment.

1. ENTRY REGULATIONS

- Children from 3 months to 5 years are accepted.
- At Piccoli, Christian principles and values form the foundation of our approach to education. We teach children to live out love, respect, honesty, compassion, forgiveness and gratitude—values that are also reflected in the daily actions of our staff. We strive to guide every child in a loving and safe environment where faith and Christian values form a natural part of their daily learning and development.

2. LANGUAGE POLICY

- **Piccoli is an Afrikaans-medium school that embraces bilingualism. All our teachers are Afrikaans-speaking, and while Afrikaans is the primary language of communication and learning, English is incorporated into our daily curriculum. Being immersed in both languages from an early age gives children a valuable opportunity to develop bilingual skills naturally through everyday learning, play and interaction.**
- ***In order for your child to be considered for enrolment at Piccoli Nursery School, he/she must have either Afrikaans or English as their home language.***

MOTHER TONGUE – The term "mother tongue" refers to a person's **native language** — that is, a language learned from birth.
HOME LANGUAGE – is considered the language spoken at home and it does not necessarily have to be the mother tongue.
LANGUAGE of INSTRUCTION – is the language in which the child is educated.

- Piccoli Nursery School is a private registered educational institution where we are focused on helping children achieve their age-specific developmental milestones and outcomes.
- For this reason, we conduct a thorough assessment of each child throughout the school year.
- **Children from the age of 3 must have age-appropriate language skills in English or Afrikaans to gain admission to the school.**
- **It is the parent's own responsibility to take corrective action should the chosen language not develop appropriately.**
- Proof must be given that additional steps are being taken (e.g. speech therapy) to develop the child's language comprehension and skills.

- **The school management's assessment regarding a child's language proficiency is final for the consideration of admission of the child concerned**.

3. SCHOOL FEES

SENIORS:	Full day	=	R 5 250.00
(2021 – 2023)	Half day	=	R 5 150.00
JUNIORS:	Full day	=	R 5 350.00
(2024)	Half day	=	R 5 250.00
BABIES &	Full day	=	R 5 650.00
POTTIE TRAINERS:	Half day	=	R 5 550.00
(2025-2027)			

Families with 2 children: 5% discount per child
Families with 3 children: 10% discount per child
Families with 4 children: 15% discount per child
Families that pay the full years' fees in advance: 6% discount per child

- **All school fees (which are calculated annually by the school), is payable monthly in advance.**
- A registration fee or re-registration fee of **R500 per family per year** is payable on the date of registration, which is non-refundable. (The fee is utilised for administration purposes).
- **School fees are payable on or before the 3rd of each month.**
- **If the school fees are not paid for by the end of the month the child will be denied further admission.**
- **If the school fees are not paid in full by the end of the year the child will lose his/her space in the school for the following year.**
- Proof of payment of internet transactions must be emailed to the school within 24 hours, and the original must be available on request.
- School fees are payable in full, even if the child is not at school, for what reason whatsoever.
- **A deposit amount of R2500 is payable on admission. No deposit is refundable when a booked place in the school is cancelled.**
- **The deposit is not utilised as the first month's school fees but will be applied towards the last month's (notice month's) school fees when notice is given in writing that your child is leaving the school.**

- Entry “tags” available at the office at R150 each.

PLEASE TAKE NOTE:

- **School fees are paid monthly, in advance and must be paid by the 3rd of each month.** No deduction of fees will be given for illness, holidays, or part of a month.
- The school holds the right to refuse any child whose school fees are not paid up to date by the 7th of each month.

4. NURSERY SCHOOL HOURS

Mondays to Fridays

- Full day: 06:45 – 17:00
- Half day: 06:45 – 13:30
- **NO CHILDREN WILL BE RECEIVED BEFORE 06:45.**
- The Nursery School is closed on weekends, public holidays, as well as some working days falling between 2 public holidays.
- The nursery school is closed for the Christmas holidays from the end of the National school year in December for approximately 4 weeks. The specific dates are published on the Annual Program.
- The Nursery School will be closed for 1 week during the winter school holidays (The second week of the winter holiday, see annual programme).
- **The Nursery School will close at 12:00 for the Easter weekend, and at 10h00 the last day of school at the end of the year.**
- If your child wants to eat porridge at school, they must be in the class at 08:00.
- The class teacher must attend to the children from 08:00 and cannot have a discussion with a parent during such time. Parents are welcome to come to the office with their concerns or comments. Alternatively, an appointment can be made with your child’s class teacher at 07h45 in the mornings or 13:15 in the afternoons.
- All children must be left in the care of Piccoli personnel on arrival.
- When fetching children, the relevant teacher, or any other personnel on the playground or in the office, must be informed.
- **A penalty of R300 per quarter of an hour (15 minutes), or any part thereof, will be charged when children are fetched after school hours.**
- **All penalty fees must be paid in cash to the relevant staff member on the same day or by latest the following day.**

- No child is required to attend school every day. Infrequent school attendance will however influence the educational program, although we try to keep it flexible. We would prefer for the nursery school to keep its informal character, where we can focus on the child in a humane and personal nature.
- Children may only be collected by a responsible person, as arranged beforehand.
- We encourage parents to swiftly drop the children off (GREET and GO) and not engage in unnecessary discussions.
  The longer you stay the more difficult the goodbyes are and it also upsets the other children in the classroom.
- Parents are also requested NOT to stand and talk on the playground in the afternoons and have their children play on the playground while other children are in the waiting class.

5. NOTIFICATION

- The school must be informed before 09:00 on the day/s the child will not be attending.
- **WRITTEN NOTICE OF ONE CALENDAR MONTH IS REQUIRED SHOULD YOUR CHILD LEAVE THE SCHOOL.**
- One full month's fees are payable if a month's notice is not received.
- **NOVEMBER WILL NOT BE SEEN AS A NOTICE MONTH. The last date on which notice of withdrawal can take place, is on 1 October for the end of October and/or 1 November for the end of December.**
- The school must be notified if there is any change in circumstances at home or at school that may influence the child's behaviour.
- Should your child visit an occupational therapist, physio therapist, etc, a copy of the report should be made available to the school.

- The school office should be notified of the following changes:
  - Parents' address,
  - Parents' contact details, and/or
  - Doctor's contact details.

6. MEALTIMES

The following meals and snacks are offered:

- Breakfast: 08:00 -08:15 (“Mieliepap”, oats or maltabella are
- alternated)
- Snacks: 10:00 (Rooibos tea or juice and sandwiches)
- Lunch: 12:00 (As per menu on notice board)
- Snacks: 14:30 (Rooibos tea or juice and sandwiches)

7. PROGRESS REPORTS

- Progress reports will be handed out to the parent(s) twice a year in June and December.

8. MEDICAL CARE

- Personnel will not be kept liable for the application of medicine, unless it is marked clearly and placed in the medicine holder in each class (not in the child’s suitcase).
- Time of application and dose must be noted clearly in the medicine book in each class and an administration of medication form (attainable in the office) should accompany any and all medicine.
- No vitamin supplements or suppositories will be administered by staff.
- **Antibiotics and other high schedule medications should PREFERABLY be administered at home, IF POSSIBLE.**
- **A valid copy of the child's prescription by a medical doctor with clear instructions for administration must be passed on to the Teacher if a chronic / high schedule or prescription medication must be administered at school.**
- **If the prescription has expired, the parent must obtain and submit a new one before prescription medication can be administered.**
- **Over the counter medication should be clearly marked with the child's name on it and the medication itself should not be expired.**
- When parents have been notified telephonically that their child is sick, the child must be fetched from school **as soon as possible**.
- By signing the enrolment form, parents give permission for instances where one or both parents cannot be reached, that Piccoli Nursery school or one of its personnel can decide on medical treatment, even if it has financial implications for the parents, in the following instances:

8.1 Obtaining medical assistance or services.
8.2 Transportation of the child to a place where medical assistance and/or services are available.
8.3 Permission to give any medicine as prescribed by a medical doctor.
8.4 Giving permission for anaesthetics.

- **We request that no child will be sent to school, having a contagious child disease or any other contagious disease.**
  The Doctor involved should send a letter to the school stating which contagious disease the child has. Thereafter the other parents in the class can be notified.
- **No child will be admitted back to school, without a doctor's letter, confirming that the illness is past being contagious and that no other child will be affected negatively.**
- **No child with a fever will be permitted to be dropped off at school.**
  "A temperature of more than 38 degrees Celsius is identified as fever. It indicates a viral or bacterial disease or infection" – www.yourparenting.co.za
- **In the event of a head injury or fever, parents will be contacted and asked to collect the child from school.**
- No child with head lice will be admitted to school, as it may contaminate other children.

Contagious diseases	Return to school
German Measles (Rubella)	1 week after appearance of rash
Hepatitis A	7 days after the appearance of jaundice
Whooping cough	3-6 weeks after diagnosis
Lice infestation	After thorough cleansing and removal from head, body, and clothing (nits and lice)
Measles	Only after complete recovery of disease and clearing of rash
Meningitis	After submitting a certificate of clearance from a Doctor
Mumps	After disappearance of all symptoms and swelling
Scabies	24 hours after proper and effective treatment
Gastric fever/Rota virus	After submitting a certificate of clearance from a Doctor or after all diarrhoea is cleared up
Chicken pox	Only after the last scabs have cleared
Diphtheria	After submitting a certificate of clearance from a Doctor
Diarrhoea with fever	After condition is entirely healed
Eye infections – including “Pink eyes”	After complete healing of infection
Hand-foot-mouth virus	After blisters are cleared up
Baby Measles	After clearing of rash
Oral thrush	After condition is cleared up

9. ADDITIONAL ACTIVITIES

The following activities are available depending on enough interest:

- Ballet
- Playball
- RSD (Rugby)
- Monkeynastix
- Dance Mouse
- EQ4Kids
- SoccerStrikers (Soccer)
- Just Click (Computer literacy)
- Miki Maths (incorporated into the Piccoli curriculum)
- Little Titans (Cricket)
- Aqua Angels (Swimming/off-premise)

For further information kindly enquire at the office.

10. WHAT CHILDREN MUST BRING TO SCHOOL

10.1. BABIES/JUNIORS

- Two sets of clean clothes, marked clearly
- A big enough bag, marked clearly
- A sweater or warm clothing, should the weather change
- A plastic bag for dirty clothes
- Five (5) disposable nappies
- Bum cream
- Enough bottles for the day, marked clearly
- Hairbrush, marked clearly
- Sun hat, marked clearly
- Sunblock, marked clearly
- Baby Wipes
- Blanket, marked clearly

10.2. SENIORS

- A big enough bag, marked clearly
- One set of clean clothing, marked clearly
- A sweater or warm clothing, should the weather change
- Hairbrush, marked clearly
- Sun hat, marked clearly
- Sunblock, marked clearly
- Blanket, marked clearly

11. GENERAL

- No snacks are allowed at school.
- Please obtain permission from your child's class teacher prior to bringing snacks or sweets for a special occasion. Keep it small and easy to eat and try and avoid too much sugar. (We encourage healthy snacks)
- No toys are allowed at school, except when the teacher had a special request regarding the matter.
- If you discover any of the school's toys at home, please return it.
- All lost items will be kept at school for identification and claiming.
- All items (clothes, shoes, etc.) must be marked clearly.
- Fridays are the official "Make & Bake"-day at school.
- Only one child at a time may go to the bathroom during class hours.
- No playing or mischief is allowed in the toilets.
- No foul language is allowed.

- We kindly request that all parents respect the confidentiality of others (do not talk about children, staff or parents to others).
- We appreciate that it can be distressing when your child has been bitten or has bitten another child. We kindly request that you discuss your concerns with the appropriate staff in a respectful manner.
  The key to putting a stop to any challenging behaviour is a partnership approach. Try to remember that all young children are potential biters.
- Please talk with the Principal of the school, should you like to share any idea or have any concern. Should the Principal not be available, feel free to notify the office in writing of your comment or concern.

12. SECURITY

- Piccoli Nursery school is closed off with electric fencing.
- Gates operate with access control.
- Please do not block the main entrance gate when dropping off or fetching children
- **With the children around, kindly drive slowly when entering our gates. Hold the children's hands when in the parking area, it may be dangerous between the cars and electric fencing.**
- **Parents must arrange telephonically or via email with the office if someone else is authorised to fetch their children.**
- Any visitor must first report to the office.
- Please keep all doors and gates closed and do not allow any unknown children outside without their parent's permission.

Should a child be fetched by another adult who does not have an entry tag, the procedure will be as follows:

Written consent from a parent must be emailed to the office and confirmed telephonically.

- Please do not place letters or notes in the child's school bag.
- Information required:
  - Name and class of child to be fetched.
  - Name, surname and ID number of persons that will be collecting the child.
  - Date and time that the child will be fetched from school.
- When child is collected:
  - Person must show his/her ID document to appropriate staff member.
- Due to procedure, no child may be collected from school by a minor.
- There is a bell with an intercom and camera at the main entrance.

- The office (up until 15:00) and afternoon staff (after 15:00) will open the gates to visitors.
- Piccoli is registered at Brinant Security (086 117 4343) and we have a security guard at our disposal 24 hours a day who is situated directly across the road from our entrance.

13. SOCIAL MEDIA

The purpose of Piccoli Nursery School's Facebook and Instagram page is to communicate with parents, friends, and staff and to share activities that took place at the School.

Any opinions and comments made by users and the online community on the School's social media platforms, including our Facebook page and Instagram page, are the opinions and comments of the users themselves and do not necessarily reflect the views of the School, the staff or the owners of the School.

All Facebook and Instagram users are personally responsible for the content of their posts on the school's social media pages and the School, staff or owners are not responsible for its content.

We expect users to be respectful, polite and to communicate in a professional manner. Any inappropriate comments, including but not limited to negative, discriminatory, harassing, vulgar language, racist or offensive comments against the school, its pupils, staff, owners or parents is inadmissible, and the school reserves the right at its sole discretion to remove such comments. The foregoing also includes placements that are not in line with the vision and mission of the school.

Users who are guilty of the aforementioned offenses can be criminally prosecuted.

Although the School is making all reasonable efforts to monitor the content of the Facebook page, not all posts are monitored, and the school cannot always respond immediately to the request for information online or cannot always remove unwanted posts immediately.

If you have any problems or complaints it is expected of you to take this up in person with the Principal or staff and not to use social media for example Facebook, Instagram, Twitter, WhatsApp, Telegram and TikTok etc. to deal with complaints.

By placing comments on social media and on the school's Facebook page; the user accepts that the information will be available to the general public and that other users may use this information outside of the control of the school. **If you do not want the information you plan to put on the site to be used by other users, published, copied or**

printed, then please do not make any postings on social media or the Facebook page.

14. EXEMPTION AND LIABILITY

All precautionary measurements are taken to ensure the safety of the children.

The owners of the School and personnel do not take any responsibility for:

- Any damage due to bodily injury of you or your child.
- Any loss of or damage to any personal property belonging to you or your child.
- The employee, acting on behalf of the School, in the event of an accident, will not be held responsible for any costs, should any 3rd party claim arise.
- Any person entering the premises does it at their own risk.
- The parking and drive through areas are used at own risk. The School and personnel do not take any responsibility for any damage or incidents.

15. SMOKING

Piccoli Nursery School is a smoke free area. In terms of the Tobacco Products Control Act, smoking is not permitted on the School premise.

RIGHT OF ADMISSION IS RESERVED