

INFORMATION BOOKLET

Introduction:

We are a small private day-care and aftercare, we strive to offer an environment where your child will feel loved, safe and stimulated.

We offer care for children aged from 4 months old in our baby nursery and up to 6 years in our toddler class. We are a school that will educate, entertain and excite your child to grow and develop to the best of their abilities.

School operating hours:

Full day - 07H00am - 17H30pm

Gate opens at 07h00am

School begins at 07h00am (Please ensure your child is at school on time).

School closes at 17h30pm

Please ensure your child is fetched no later than closing time.

Should you be late please inform the school telephonically.

Children who are continuously fetched late will incur a charge of R25.00 for every 15minutes they remain at school.

Sibling discount: Only applicable to full time students. The Highest paying sibling must pay full price, the 2nd child will receive a 10% discount off their school fees.

Unfortunately, no discount is offered for fees that are paid upfront for the year.

All fees are calculated at **12 payments over a 12month cycle.**

Full fees are due from January through to December and are due in advance by the 2nd of that month.

All applicants:

A once off enrolment fee of **R1850** is due on acceptance of your child into the school.

A stationary fee of R900.00 per year - This fee covers the Arts and crafts, paint, stationary (glue, pencils, crayons, kokies, whiteboard markers), paper, printing, laminating etc.

A sundries fee of R600 per year – This covers the hand soaps, cleaning material, wet wipes, toilet rolls, tissues, sanitisers and other daily essentials needed to keep your child clean.

In the nursery section these two fees are combined (stationary and sundries) and are used towards the sanitising sprays during nappy changing and for hand sanitisers / disinfectants, gloves, nappy bin liners, wet wipes, art, crafts, tissues etc. and other daily essentials needed. The same costs apply as certain 'baby' items are very expensive.

(R350 + R900 + R600 = R1850)

Those students already enrolled, need not pay the enrolment fee again the following year.

The above fees must be paid in order to secure your child's place and will be forfeited should you cancel your child's enrolment.

Should you choose to withdraw your child from the school during the month/year for any reason, no part-fees will be refunded.

Banking details:

Name of account:	FLYING UNICORN DAYCARE
Bank:	FIRST NATIONAL BANK
Type:	CURRENT ACCOUNT
Account:	63138729596
Branch code:	250655

Please use your child's name as reference.

School fees must be settled in advance by the 2nd of every month.

Should you deposit cash please ensure you cover the deposit fees charged by the bank.

Cash deposit fees - R50 additional on top of the school fees.

Parking:

1. Is entirely at owner's risk, please ensure you lock your car while dropping off and fetching your child.
2. Strictly NO PARKING on the road,
3. Your child is your responsibility to and from the car, please ensure safety is a priority.
4. Cars passing HAVE RIGHT OF WAY; please wait for them before exiting.
5. No loud music is allowed, as it may disrupt children who are resting.
6. Please park on the grass, keep the road clear for reversing and incoming cars.
7. Please be cautious when parking and do not take more space than needed.

Exclusion Policies:

Your child will not be allowed to attend school should they be:

- Vomiting
- Diarrhoea (Runny stomach)
- High fever
- Rash
- Conjunctivitis (pink eye)
- Head lice/ Nits
- Flu / Common cold (**If they have a very runny nose or yellow mucus running out, they will be requested to stay at home for the first TWO days of Flu/Cold symptoms, as this is when the virus is most contagious.**)
- OR showing signs of any contagious infection or illness other than those mentioned above.
Should your child become ill during school hours, you will be telephonically notified and requested to collect your child ASAP.
Should you not be sure, please contact us in the morning to discuss the matter before bringing a sick child to school.

PLEASE ENSURE ALL IMMUNISATIONS ARE UP TO DATE, THIS IS THE RESPONSIBILITY OF THE PARENT/S.

Basic rules and regulations (Entire school):

1. All children must be potty trained and out of diapers when enrolling into the toddlers section. We understand that there will be accidents for the younger ones, but they must be of age to communicate their needs.
2. Please ensure all children have TWO spare sets of clothes and underwear packed in their bag, we are a creative school that enjoys messy education. Toddlers who are potty training must pack more clothes and be placed in 'pull ups' to assist with toilet training. Please pack all spare clothes in a separate packet in their bags to ensure it remains clean, often juice bottles leak and clean clothes are then rendered useless. Please pack a spare plastic packet to put soiled clothes into to send home for washing.
3. Please ensure a set of warm clothing is ALWAYS packed just in case of weather changes, we encourage in wintertime for children to wear a shirt and shorts under their tracksuits. Please always pack a sun-hat for summer time.
4. A small sleeping blanket must be provided, this will be **sent home at month end for laundering or as needed**. Mattresses and sheets are provided by the school and these will be laundered at school.
5. Please ensure clothing is practical and comfortable, it should allow the child to move freely without restriction. Please do not send your child in their best clothes as they will get dirty. Do not dress your child in complicated clothes with zips and buttons, as this does complicate and prolong toilet routine. 'Onesies or dungarees' are not allowed; it complicates toilet routine.
6. It is preferable for girls to wear shorts instead of skirts or dresses; this allows ease of play on the playground. Otherwise ensure they are wearing tights/shorts under these items.
7. All students will have a rest period from 12:45pm – 2:15pm.
8. **We encourage a 'no shoes to school' option** especially on hot days
Home time borders on the verge of all the aftercare kids coming out for lunch time, and if your child cannot put on their own shoes they will be sent home carrying them, unfortunately we do not have the 'man power' to lace up multiple pairs of shoes. If you insist on your child having their shoes on, we request you as the parent to aid your child in doing so.

9. All items must be marked or labelled with your child's name, we will not be held responsible for any missing, damaged or lost items. Labelling includes shoes, juice bottles, lunch boxes, sun hats, bags, clothes etc.
10. Breakfast will be served at school (porridge)
11. A healthy lunch each day is essential to a developing mind and body – Sweets, chips, fizzy drinks, milkshakes, cakes, sweet muffins, custard, chocolate and all other 'goodies' are not allowed.

On Fridays only children may have a lunchbox treat, please be appropriate in the portion of the treat.

I.e: Do not send adult sized chocolate bars.

Please ensure there is only ONE treat packed.

Left over dinners are allowed as part of their lunch, provided your child knows how to feed themselves and can use a spoon/fork independently. We do encourage children to eat these food items at room temp as when they get to primary school the teachers do not accommodate 'heating food' requests. If your child cannot do this, rather adhere to normal lunch/finger foods such as sandwiches etc.

Compulsory food items-

Please ensure some form of fruit/veg is packed daily into their lunches, please vary this day to day to allow your child to be exposed to different sources of vitamins, minerals, tastes, and textures.

Please ensure fruit such as oranges are pre-cut at home, snack time is busy for teachers and it complicates matters when 4 children bring us oranges to cut and there's no containers to then put the pieces in. Please prepare these kinds of fruit at home and place in Tupperwares.

Banned items:

No yoghurts are allowed at school. (They create too much mess).

No meat on the bone, please shred the meat off the bone.

12. Plastic Cutlery (forks, spoons) is provided to the kids at snack times, please avoid sending 'home' cutlery it tends to get lost in the school's items.
13. Please inform the school telephonically before the start of school (07:50am) if your child will not be attending for that day.
14. We do follow a disciplinary behaviour chart, however if we have notified you of misbehaviour we do expect parents to help us and talk / educate their children at home and issue consequences for the behaviour if needed (no i-pad, TV time, no treats etc.)

15. We request that children **do not exceed more than 20 minutes of “Screen” time per day**. A well-rounded child must be comfortable occupying themselves, grow their imagination, self-play without the need for constant attention, experiment outside and develop their motor and problem solving skills.

Unfortunately, we live in a technological age where information is fed in a 1-way system.... I.e: it requires no thinking on the child's part, hence limitation on screen time is needed at a young age.

16. To have a happy and healthy child, please put them to bed **by 8pm the latest**.
17. No toys may be brought from home; as it causes much distress if they get broken or lost. On Fridays only we will allow show and tell items during morning registration.
18. Your child must be personally brought into school, do not drop and leave them at the gate unless we have acknowledged that we've seen them. Children must personally be collected again; no hooting is allowed.
19. Your child will not be allowed to go home with any other person/s besides those mentioned on the application form, this must still be communicated to us so we know to expect strangers arriving – New people not mentioned on the list must also be communicated to us.

Failure to do so will result in your child not being handed to them until we have made contact with you or you have notified the school.

20. No cars are allowed to enter the premises
21. Please note there will be no refund or discount given should your child be absent from school, regardless of the reason.
22. Should you wish to withdraw your child from Flying unicorn daycare, one month's notice is required – failing which a month's fees will be charged for.
23. All fees must be up to date (by the 2nd of each month) – Failing which your child will not be allowed to attend school.
24. No medication will be given, unless a consent form is filled in and signed. Please request a form from us when needed.
25. All children are required to have a compulsory naptime depending on their home time, this is to allow staff to go on lunch breaks and to re-set the school for the following day.

Nursery rules specifically:

26. Babies and toddlers must have an appropriate stock of nappies, clothes, creams, wet wipes, teething gel and other personal items and necessities etc packed into their individual storage areas at all times, parents will be notified when stock is low.
27. All babies and toddlers must have been changed from their night nappy and in a fresh nappy upon arrival at school.
28. Depending on your toddlers/baby's routine, please attempt to feed them breakfast before school arrival.
29. All baby and toddler food containers **must be labelled with your child's name** and quantities marked. Food/bottles etc must be packed into a separate lunch bag.
30. **No sterilisation will occur at school**, the parent must supply enough bottles etc to last the day. Our school sterilising facilities will only be used in emergencies.
31. Please expose your baby/toddler to a variety of foods and textures. Blended left-over dinners are a good option. By exposing them to these different options within their 1st year it helps illuminate 'fussiness' as they grow older.
32. Breast feeding moms are welcome to come into school when needed to feed their babies, alternatively breast milk must be decanted into zip lock bags/bottles, labelled and dated. These can be stored (frozen) in the nursery kitchen area.
33. All dummies must be labelled and have clothe clips.
34. No bottles are allowed in the cots, due to hygiene and safety reasons. Please ensure you ween your baby off this 'sleeping method' to allow a smoother transition into the nursery. Dummies during sleep are permitted.
35. Cloth Nappies (Bamboo, Bidikins etc) are permitted, but backup disposables are also required.
36. Pull-up nappies are only permitted if the child is toilet training, 'tab' nappies must be used for the younger babies to make changing on the table mats safer and easier.
37. If we have started toilet training with your toddler (generally 2yrs old and up), you will be notified and requested to train at home as well. Pull-up nappies are required at this stage.

Marketing Policy:

We request to use media of your child/children whilst taken at school.

This media may include various areas or activities that your child/children may be partaking in.

This media will be uploaded on to any form of internet marketing that the school uses; published marketing, as well as the schools Face Book page.

Under no circumstances will any photographs be used for unlawful purposes and shall always be of a decent nature.

Religious Policy:

By choosing to enrol your child at flying unicorn day-care and aftercare you are aware that we are a Christian based school.

Whilst we respect and accept/enrol all religions it must be noted that parts of our curriculum are centred around the Christian faith, morals, values and beliefs.

Certain themes such as Easter and Christmas will be taught and explored in our curriculum, as well as other biblical stories and beliefs.

By enrolling your child/children you respect our chosen ethos and understand that your child will be exposed to Christian beliefs.

By signing the application form and enrolling your child within the school, you automatically agree (on behalf of yourself / spouse/ other parent / legal guardian/s) to the schools' policies and hold no objection to these policies.