



CURRO

Castle
Krugersdorp

PHASE POLICY

2014

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PROLOGUE

This policy may be changed without prior notice depending on the operational needs of the school.

Curro Castle management would like parents to make use of our open door policy, join hands with the educators, get involved, take part in projects, work together in building good relations between the school and family and maintaining high standards regarding service delivery.

The service delivery of Curro Castle Krugersdorp Nursery School (hereafter Curro Castle or the school) are grounded on a Christian ethos and has a child centered teaching model with consistent discipline as a base.

MISSION AND VISION

It is Curro Castle's vision to provide a quality learning environment to the pre-schooler and to give every child the opportunity to develop to his/her full potential.

Our mission is developed through the following principles:

1. To have as priority the intellectual, emotional and physical needs of the learner and to establish a holistic educational approach.
2. To maintain a cherishing culture.
3. To consistently monitor the welfare and safety of the learners.
4. To refer learners with developmental and behavioral problems to appropriate specialists as soon as possible.
5. To maintain an ethical and professional business concern.
6. To further the community's awareness and support for pre-primary teaching and education.
7. To maintain good relations and communication with neighboring schools.
8. To promote parental involvement and to organise information sessions and workshops for the parents of pre-school children.
9. To continually facilitate formal and informal training of personnel and to ensure that the school keeps up with the latest technology and educational approaches.
10. To appoint qualified personnel to support work satisfaction and limit personnel turnover.
11. To promote intrapersonal and cultural relations and to establish mutual respect between learners and personnel and amongst themselves.
12. To support nature conservation and to protect natural resources.

SERVICE DELIVERY TIMES AND SCHOOL TERMS

Curro Castle offers the following classes:

Group 3	One Afrikaans class	One English class
Group 4	One Afrikaans class	One English class
Group 5	Two Afrikaans classes	Two English classes

Curro Castle serves as feeder school for Curro Krugersdorp Primary School and functions as a phase of the school.

The school is open on weekdays, except for public holidays and Curro school holidays. The only time aftercare is not provided, is during the Christmas recess. During the holidays the academic program is replaced with a holiday program, run by the Aftercare personnel. Curro Castle functions from 06:30–18:00, with half day care open till 14:00 while full day care closes at 18:00.

Arrangements for learners in half day care

Please take note of the following:

- Parents need to inform the school when a learner who is enrolled for half day care, has to stay later than 14:00.
- Learners for whom arrangements have been made with the office will be accommodated on the playground at an extra fee.
- Half day learners are cared for in a waiting class from 13:50 until they are fetched by their parents. Learners who are full day will be handed over to the Aftercare staff by the educators, during this time.
- Fifteen minutes grace is allowed after 14:00 for parents to come and fetch their children.
- If learners are fetched after 14:15, a fine is levied no matter what the circumstances are:
 1. R25 fine for every learner fetched between 14:16 and 15:00.
 2. R50 fine for every learner fetched after 15:00.
 3. **R500** fine for every learner fetched after 16:00.

Arrangements regarding closing at 18:00

We are prepared to take responsibility for the learners from 06:30 until 18:00 at the latest, but expect the parents to take responsibility after that. Please note that:

- By 18:00 the premises are deserted and during autumn and winter it is already dark at that time. This creates a safety risk that management is not prepared to take.
- The school is not set up to look after our learners after 18:00 for whatever reason, even if notice of a problem is given beforehand. The school is not prepared to stand in for problems such as load shedding, malfunctioning of traffic lights or traffic jams, but expects parents to have alternative measures in place.
- In all instances we expect parents to still inform the school if a person other than themselves needs to fetch their children from school.
- Stiff fines are applicable and have to be paid on the spot in cases where the learners are fetched after 18:00. The clock in the office is used for calculating the time. Learners who are late on a regular basis might be denied further access to the aftercare. The fines are:

18:00–18:10	=	R100
18:11–18:20	=	R150
18:21–18:30	=	R200
After 18:30	=	R300

Both the school and holiday programmes will start at 08:00.

In cases where the learners are late, parents have to report at the office from where their children will be escorted to their classes. This is to ensure that there is as little disruption as possible. Arrangements also have

to be made with the office where a child is to be fetched before 12:30. These parents will also be escorted to the appropriate classes.

The Aftercare personnel, together with students, present a holiday programme and not the curriculum programme, at times when the educators are on leave.

Tea times are from 10:15–10:40 and again from 15:30–15:45 at which time the assistants, under the supervision of an educator, take care of the learners. Other educators may/will be called from the staff room/office should this be necessary.

Early morning reception routine

Personnel report at 06:30 in order to receive the first learners by 06:35. The reception of the learners is coordinated by the appointed educator responsible for unlocking procedures. She will assist parents with the documentation of medicine, arrangements regarding the fetching of learners and taking important messages. The educator works with the assistant personnel until the class educator reports for duty at 07:00.

Group 4 and Group 5 learners are received in the first class on the right till approximately 07:00. The learners are taken to their respective classes where the educators take over the responsibility for their control and supervision.

The Group 3 learners arriving early are received in the classroom on the left up to 07:00 before moving to their respective classes.

Office

The receptionist's hours are from 07:30–13:00 and from 13:00–16:30.

The phase head will be available from 07:00.

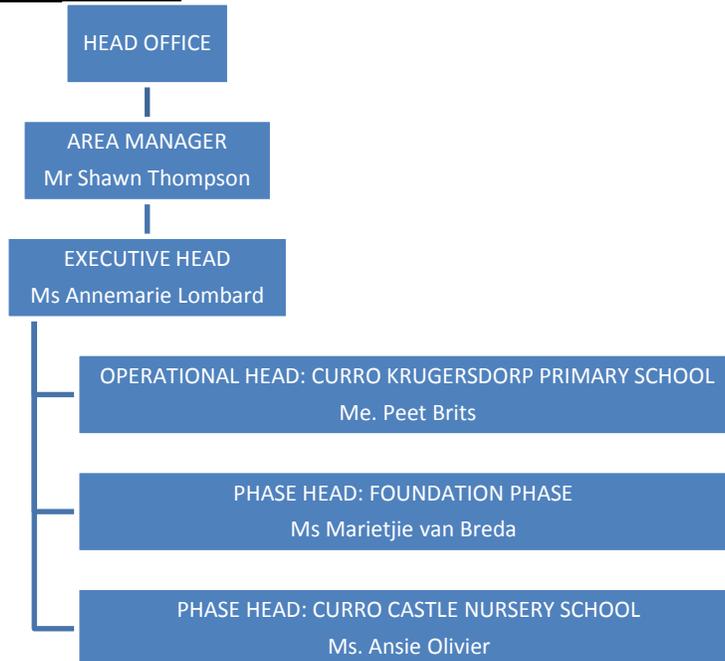
School terms

Curro Castle's school terms are determined by head office and are made available on the Curro website. It can also be found in the Curro Castle calendar and the dates are given through in our newsletters.

PERSONNEL

The education department forms the core of the service delivery by the school and is divided into two sections, i.e. teaching and education and aftercare.

CURRO MANAGEMENT TEAM



PERSONNEL

CLASS	EDUCATOR	ASSISTANT
Afr Group 3	Eureka Oosthuizen	Susan Kubu
Eng Group 3	Laurian Duvenhage	Rachel Bassie
Afr Group 4	Lydia Wadsworth	Lydia Ramaisa
Eng Group 4	Monique Scholtz	Julia Galobodiwe
Afr Group 5	Liezl van der Merwe	Emily Majabe
Afr Group 5	Toinette Labuschagne	Emily Keohitlhetse
Eng Group 5	Gerda Lohrentz	Emily Keohitletse
Eng Group 5	Helena Hern J van Vuuren	Emily Majabe

AFTERCARE PERSONNEL

COORDINATOR: Charlene Wales
STAFF: Deidre Steyn
 Rochè van der Westhuizen
 Chandre v d Merwe

ASSISTANTS:
 Susan Kubu
 Rachel Bassie
 Julia Galobodiwe

INTERNS: Joyce Setlai
 Palesa Williams

DEPARTMENT OF TEACHING AND EDUCATION

GROUP 3 LEARNERS

Learners of the 2-turning-3 group needs to be made ready for the more formal phase of schooling. The phase head of Curro Castle manages the curriculum. Assignment to a particular class depends on the dominant language of the learner.

We normally find learners whose birth date occurs in the first eight months of the year, to be off nappies, while those whose birthdays are later, usually still needs some potty training. Items such as bottles, dummies, cuddling items, etc. should preferably be left at home.

The Afrikaans- and English classes each have one educator (with full or temporary SACE registration) as well as one assistant during school terms. The maximum number of children allowed per class is twenty. Up to the end of the second term, two interns (students busy training as teachers) are also there to help. After six months they can move to the higher age groups, for more exposure to them for study purposes. By that time the learners will usually have reached a certain level of independence and should be at ease with the school routine.

Progress reports are issued in June and December and parents are free to come and discuss this with the educators by appointment.

GROUP 4 AND GROUP 5 LEARNERS

Depending on their home language these learners will be assigned to either an English or Afrikaans class of no more than 23 learners.

There are six educators who are responsible for the education in this more formal phase. They report directly to the phase head. The Group 4 classes each have their own assistant and in Group 5 there are one assistant for every two classes.

The Curro Nursery School Curriculum is used as a guideline. Progress reports are sent out in June and December. Parents are welcome to come and discuss the progress reports with the educators by appointment.

- **Educational presentations by external presenters as part of the curriculum**
- All learners are exposed to a variety of shows, including puppet shows, theatre and demonstrations with live animals.
- **Intra curricular computer training for Group 5 learners**
- Training is given by Curro Castle educators and is included in the monthly fees.
- The computer lab is fitted with six computers.
- Classes are scheduled from Mondays to Thursdays between 13:00/13:30–15:30 during the school terms.
- Learners receive one lesson per week scheduled to fit in with the rest of their extramural activities.
- The school-readiness program 'GOGGABOS', written by an occupational therapist, is used. This program focuses on developing self-confidence as well as fine motor-, cognitive- and emotional skills and contains all perceptual work included in the curriculum for 5 year olds.
- **Therapists: occupational therapist, speech therapist and educational psychologist**
- If a learner is referred for evaluation, a list of professional therapists or psychologists available in our area are provided from which parents are able to choose.

- Parents may sometimes (depending of the kind of problem) arrange that a therapist of their choice provide services at the school. We have a specific occupational- as well as a speech therapist currently providing services at the school.
- Parents make the appointments themselves and are personally responsible for the payment thereof.
- The therapist will firstly arrange for an interview with the parents and then evaluate a learner's progress as well as give a report and make suggestions regarding the handling of the problem(s). This may include shorter or longer therapy sessions.
- It is of the utmost importance for parents to see to it that homework is done diligently to ensure the success of such therapy.
- It sometimes takes a long time for therapy to take effect and parents need to be patient.
- **Qualified optometrists and audiologists do vision and hearing tests annually for learners who have already turned four. (Mostly the Group 5 learners.) This will usually take place during March. This will be arranged by the school.**

AFTERCARE DEPARTMENT

Curro Castle focuses only on our enrolled preschool learners, no primary school learners or visitors are allowed.

We have four to five educators (ratio 1:25) and three assistants caring for the learners from 14:00 in the afternoons and for the whole day during the school holidays, with an aftercare coordinator as the manager. The aftercare manager is specifically responsible to see to it that the learner-centered educational service is maintained and that health and hygiene practices, etc. are followed.

The aftercare personnel are part of the educational team who is involved full time in providing comprehensively for the total needs of the learners in their care. They also constantly supervise the learners. Sandwiches and cool drinks are provided between 15:15 and 15:30. Toilet facilities and drinking water are available throughout.

Aftercare services are provided mainly on the playground where a variety of apparatus for the stimulation and development of abilities like balance, large and small motor skills, spatial abilities and tactile experiences are available. The tactile garden with wooden poles, bigger and smaller stones and grass and plants allow the learner to experience various textures while observing insects, plants and birds. In this way learners develop a sense of nature and its elements.

The learners are looked after in the atrium or else in the classes when the weather does not allow for outside activities. During this time they are exposed to the various inhouse activities provided. These activities are constructive and educational and include fantasy and much more. To create a relaxed atmosphere, afternoons are ended off with reading, rhymes and sing-alongs.

During school holidays the full day program is conducted by the aftercare personnel and students under the supervision of the aftercare coordinator. A copy of the program is put on the notice board in order to keep parents informed of the activities that will take place.

EXTRAMURAL CLASSES

Extramural classes are optional and provided at an additional fee. It is seen as extra stimulation for the full day learner and is therefore presented outside formal school hours. Independent instructors are used and parents can decide whether to enroll their children. These instructors attend the first information evening in order to inform the parents about the services available. Parents are welcome to attend the open days indicated on the roster to help them decide. The extramural classes for the learners usually start in the last week of January or the first week of February.

Various activities are available at the school between 14:00 and 16:30 during the term, including ballet, pottery, music, golf, Monkeynastix, Rugga Kids, mini netball, hockey, Abacus Maths. For additional English lessons parents can get some information from the educators.

Please note:

- The agreement between the instructors and the school provides for the monitoring of educational standards by the school.
- This agreement includes that the learners are placed in the care of the instructors for the duration of the lessons and are held liable for them from the moment they are fetched until they return.
- The instructors invoice parents directly and payment is done electronically. The school does not handle any of the money. The school indicates to the instructors that a quarterly fee rather than a monthly one, is preferable.
- Any irregularities and unacceptable incidents must immediately be brought to the attention of the phase head or aftercare coordinator (or reception if nobody else is available). It is important that parents contact the instructor about complaints such as classes that were cancelled, placement in an appropriate age group, etc.
- Parents must please make sure that services are delivered according to the agreement made between themselves and the instructor.

*No schools giving swimming instruction are affiliated to Curro Castle because **services are not provided at the school itself.*** Even though Curro can therefore not take responsibility for any swimming instruction, we do encourage swimming instruction for preschool learners and will gladly provide parents with the names of swimming instructors active in our area. Parents must please fill out the prescribed permission form available at the office in cases where learners are to be fetched for swimming instruction and transported there.

REPRESENTATIVE PARENT COUNCIL (RPC)

The RPC plays an important role in Curro Castle's service to the community. Management believes that they have an important role to play in making sure that needs are met and standards are kept up.

The main functions of the RPC are to assist the educators with projects and open up communication channels. Parents' cooperation with the RPC is appreciated.

Candidates supporting the school's mission and vision and who are loyal to that and who are willing to take responsibility as a RPC member are nominated in January by the parents/guardians for each class. This is done on a nomination form that has to be signed by the candidate. Voting is done within two weeks of the parent evening in January with ballot papers. *Both* parents have the right to vote for one candidate per class.

SECURITY AND SAFETY

Safety is a **joint responsibility**. Parents have to see to it that gates are locked behind them each time they enter or leave the premises and that they report suspicious looking persons or situations and problems with the security system. Please be on the alert for people loitering about when bringing your child to school or fetching them. **Please do not leave valuables lying about and make sure that your vehicle is locked.** You are more vulnerable to crimes such as high jacking and robberies when you are focused on your children or something else.

Please make sure that no unauthorized persons enter the building with you. If there is any doubt about the *bona fides* of any person the decision should rather be left to the personnel member on duty. Any nursery school is potentially a soft target and it is important that every effort is made to deter law breakers.

As part of our preventative measures we expect visitors to make an appointment and provide the school with their ID numbers and the school reserves the right to verify their identity if necessary. It has happened at schools that criminals gain access by posing as parents.

Curro Castle also reserves the right to require that any person (including parents and guardians) produce an official identity document for verification. This is important especially when there are new learners and when relief staff is used. All visitors have to report at reception.

An **electro-magnetic access control system** has been installed at the entrance where **parents/guardians and authorized adults** have to use a code to gain access. **Learners, siblings and young children are not allowed to use the code.** This code will be changed throughout the year to ensure best security and parents will be informed well in advance. In addition to this, the front door has been divided into an entrance and exit respectively.

Other arrangements for the **enhancement of learners' safety** include:

- Learners may not be dropped off or picked up in front of the school.
- Parents/guardians or authorized adult representatives older than 18 have to hand learner over to a staff member and also arrange with the staff member to fetch them.
- Learners may not be given over in the care of a child or even a secondary school learner. (See the section 'Other people fetching learners' for details regarding authorized representatives/guardians.)
- Learners are not allowed to see their parents off at the security gate. This is to ensure that they do not slip out if the gate opens again. Toddlers have to stay behind the gates between the entrance hall and atrium.
- Learners have to be signed in and out in the **applicable register**. This register indicates whether a learner is still at school when a parent for example phones in to confirm whether the learner has already been fetched. You can rest assured that learners will under no circumstances be allowed out with any other person unless such permission was given beforehand. This register is absolutely critical in emergencies such as possible fires. Please only sign after getting your child to avoid confusion should evacuation proof necessary. Learners, siblings and young children are not allowed to use these registers at all.
- Learners not signed out stays the responsibility of the school.

The school will not take any liability for learners after their parents/guardians/authorised representatives took them into their care. This includes liability for incidents that may happen while they are still on the school premises.

The school uses the reaction services offered by EPR. We also arrange for a car guard at parent meetings.

It is the parents' responsibility to inform the school of any changes in their contact details such as telephone numbers, residential- and postal addresses and the contact numbers of other alternative persons that can be contacted in emergencies.

TRANSPORT AT OWN RISK

Curro Castle makes use of either Curro buses or outside contractors for transport to outings, concert practices, etc.

In cases where transport for outings is provided by persons, other than parents/guardians/authorised representatives, written permission has to be given and Curro is exempted from any claims that may arise from such arrangements.

Exemption agreement for school outings

- Forms containing information regarding the following are signed by the parent/guardian: date and time of the outing, the learner's name, parents' full name and ID number, stipulation that the parents waive the right to any claims against Curro Castle Krugersdorp or any of its members, Curro Holdings Ltd or any of its members, any staff member of Curro Castle Krugersdorp, or any other person that transported learners for any incident that may arise as a result of the transport provided.
- No learner may be transported unless such an exemption form has been signed.
- The original form will be kept in the school files for some time and a duplicate provided to the parents on request.

Tariff learners pay for transport to school outings

- In principle transport cost are budgeted for.
- A minimal amount will sometimes, in special circumstances, be recovered for an unplanned, unique opportunity that presents itself.

FETCHING OF LEARNERS BY PEOPLE OTHER THAN THEIR PARENTS/GUARDIANS

Parents and guardians are requested to notify the school **each time** that another person is to fetch a learner. An option is to provide the school with a letter of permission for the person to fetch the child on a regular basis or else to give the person, for example the grandparents, permission by completing the permission form.

If permission was not given beforehand, learners will only be allowed to leave with someone once the parent's permission has been obtained. This requirement will be adhered to even with *friends and family that the child or staff is familiar with*. Unnecessary embarrassment is created if in instances like this the school struggles to get hold of the parents.

The school will not be held accountable for incidents that might take place after the parents/guardians/authorized representatives have taken responsibility for the child even if such incident happens on the school premises.

Parents are requested to complete and hand in the relevant documents timeously where learners are fetched at Curro Castle for **swimming lessons**.

The following rules apply regarding other persons fetching learners at the school:

- Up to two authorised representative adults of 18 years and older, may be appointed by the parents/guardians to drop or fetch the learners when necessary. This also means that such a person signs the attendance register.
- A document called, "People collecting learners", gives two representatives authorization to fetch certain learners from school as long as copies of the IDs of such persons accompanied the document.
- Parents/guardians have to inform the school in writing if such permission has been cancelled.

- Parents/guardians have the responsibility of informing the school either in writing or orally when someone who has not previously been given permission to fetch a learner, are to do so and also of informing the person that he/she is to report at the office both at arrival and when he/she leaves.
- Parents/guardians are personally responsible for communicating any changes in the arrangement for the fetching of children, as the school will not accept changes from the parents'/guardians' authorised representatives.
- The same conditions are applicable, even if the learners are to be taken home by family, and/or friends or family of a school friend for whatever reason including visits, parties, etc.

HEALTH

The health and sick bay policy is an addition to the Health and Safety policy and was compiled by the executive head in conjunction with the management team within certain guidelines. It is important to ensure that:

- Learners are safe and comfortable at all times;
- A full medical record of learners is kept in order to safeguard both learners and educators;
- Proper procedures regarding administering medication by the school are in place;
- Responsible and timeous communication are given to parents through for example, notices at the entrance and sending out of newsletters informing them of contagious diseases or head lice that have been diagnosed;
- Proper training including first aid training has been given to personnel. The performance is continually evaluated to make sure that the prescribed standards are maintained;
- Proper hygienic standards for buildings, playgrounds, apparatus and preparing of food are maintained.

SICK BAY

- Learners who become ill at school will be taken to the sick bay for observation, emergency care and assessment.
- Parents will be notified on the first number as indicated on a learner's file; thereafter the second number and then the number indicated as an emergency number.
- The school will use own discretion in cases where no contact can be made.
- **Bee stings** are always treated as serious, as allergies can develop quickly. Learners stung will therefore be monitored for the rest of the day even if sent back to class.
- The personnel will decide whether a learner is to stay in the sick bay or can be sent back to class.

Cooperation between school and home is critical

We expect that parents will see to it that preventative health measures are taken, that the learners are in optimal health and that the school will be informed about the doctor's diagnosis when a learner is ill.

It is often recommended that children in group care take supplements to boost their systems. A healthy balanced diet and enough exercise are of course always important for developing children. The school also makes sure that meals provided are balanced and limit the intake of sweets to support healthy eating habits.

Parents have to hand in the immunisation records of their children upon enrolment and keep the school updated on further immunisations. Compulsory immunisations can be done at municipal clinics, private practices as well as at pharmacies with private clinics.

We recommend that learners do get the necessary immunisations for example MMR (measles, mumps and German measles), Varilix (chicken pox) and Mencevax (meningitis) because of the bigger chance of cross infection of learners in group care. Although these illnesses are rare, most children's diseases can have serious consequences and therefore prevention is best.

Parents have the responsibility for informing the school of any health, psychological or behavioral problems that a child may have or develop, or about circumstances or incidents that may influence their behavior or health. This includes allergies, chronic illnesses and injuries or illnesses that happened while they were in the parents' care.

Circumstances when children will not be allowed to attend school

Learners will not be allowed to attend school if their illness poses a risk to others. They will be allowed to come back when a doctor certifies that they have recuperated sufficiently. They will not be allowed in school if:

- Their illness prevent them to partake in ordinary activities;
- They require too much attention so that the academic program or the needs of the other children cannot properly be attended to;
- There is a chance that they contaminate the other learners or persons that they come into contact with at school;
- Any of the following conditions are present:
 - **Diarrhea** that necessitates that the learner leaves class more than 3 times in a period of a few hours or getting **sick** more than once every 24 hours.
 - **Mouth sores** accompanied by drooling, unless a doctor certifies that the learner may attend school.
 - A **rash** accompanied by fever, unless a medical doctor certifies that the learner may attend school.
 - Learners suffering from **ring worm** need to get treatment for 24 hours before they will be allowed to attend school.
 - **'Pink Eyes'/Conjunctivitis** with a yellow/festering secretion for a period of 24 hours after treatment had begun.
 - **Head lice** with nits or lice still present. The Health Act (Act 63 of 1977) in conjunction with Regulation 2438 of October 1987 states that contaminated persons may return to school after all lice and nits have been removed from the person's head, body and clothes.
 - Any **contagious illnesses**, until written medical permission have been granted by a doctor for return to school in cases such as tuberculosis, mumps, impetigo, Hepatitis A, chicken pox, measles, whooping cough, German measles (rubella), shingles, or a streptococcus throat infection).
 - A **temperature** of 38 degrees or more together with other symptoms of illness, for example whining, sleepiness, shortness of breath and coughing.
 - A breathing rhythm of more than 50 breathes per minute.

Medical records that have to be completed by parents:

In order to cater for the needs of the learners we request that parents fill out the following forms when enrolling:

- **Health profile**
A summary of the child's medical history and developmental milestones reached.
- **Emergencies**
It is important to have all relevant information together with permission for the Curro Castle or medical personnel to give medical care in case of emergencies. Parents are requested to fill out the 'emergencies form' and supply the office with updates of the information for the file that are kept with the emergency kit.

Handling of injuries and illnesses that occurs during school hours

Most of the staff has had first aid training and one of them will at all times be on standby (from 06:30 to 17:30). In case of emergencies like convulsions or an asthmatic episode, a senior staff member (usually the person in charge of health and safety) will take control of the situation and delegate responsibilities according to protocol.

In serious cases the doctors from the Family Medical Centre (the practice adjacent to the school) or Netcare emergency services will be summoned and the learner will be taken to either Krugersdorp Private Hospital or

Medicross. After being summoned the doctor is in charge and his/her instructions will be followed. Payment of the ambulance services are the responsibility of the parents.

Permission to transport learners in case of an emergency and for an emergency contact person to act on behalf of parents until they are available, is obtained during enrolment. (See: form 'Emergencies')

The school will always contact parents when the learner gets ill or gets hurt. It is however not reasonable to expect the school to give report about small injuries like a small scratch or discoloration. For toddlers do get hurt while exploring and discovering their world and others in it. Small scratch and discoloration often happens without tears or moaning and the learners are often not even able to tell where they got it from.

All injuries and illnesses that occur during school hours as well as first aid training are handled by the person in charge of health and safety. Personnel are required to give a full report where injuries and illnesses occur.

It is the responsibility of parents to take their children to a doctor in cases where emergency care is called for and for routine or followed-up visits to the doctor. This is applicable even if the learners are to go to the Robert Broom Medical Centre that is adjacent to the school.

Safe and comfortable clothing

Parents must see to it that their children wear comfortable clothes and shoes in which free movement is possible and which does not pose any danger. High heel shoes, shoes with wheels, long skirts and scarves and fantasy clothes with long capes or masks are not suitable. Jewelry with long earrings, or earrings with long hanging details are potentially dangerous and we would recommend studs or smaller earrings, not larger than the nail of the little finger.

Sunscreen

Sunscreen is used by the school as often as necessary. Dermatologists recommend that sunscreen be put on every one and a half hours especially during the summer months. A factor of SPF 15 or 20 are probably sufficient considering the short time intervals between applications. It is expected that parents will see to it that sunscreen is applied before the child leaves for school and that a sun-hat goes with as part of their apparel.

HIV/aids protocol

The school's policy is to prevent and eliminate any possibility of cross infection.

- Each person/blood products are handled as HIV positive.
- Protection against the virus is ensured by for example putting on latex gloves before any casualty is treated.
- No discrimination against HIV infected persons is tolerated.
- All medical information will be treated sensitively and confidentially.
- Aids are treated in the same way as any other life-threatening disease for example cancer.
- Workers who suffer from illnesses like heart diseases, cancer or Aids are allowed to continue working for as long as their health allows it. They will be allowed to work for as long as they are able to meet the required productivity standards and as long as medical reports indicate that their health is not a threat to their own safety or those of others.
- We will protect the health of our learners and workers by ensuring a safe school environment.
- We will create awareness about Aids and facilitate training and communication opportunities for this.
- Should a learner or staff member be exposed to blood, it immediately has to be washed off with soap and water.
- Any wound, however small, has to be cleaned with an antiseptic and a water resistant plaster applied.
- Water resistant plasters have to be applied to all scrape wounds and bites after it has been washed under running water (if possible) and dried with disposable material.
- Any splatters of blood in the eyes, nose and mouth have to be rinsed immediately for three minutes.
- Material used (gauze/cotton/hand gloves, etc.) have to be sealed in a plastic bag before being disposed of in a medical waste bin. The contents of the bins are burned on a regular basis.

- Any open wounds, however small, have to be covered at all times with a water resistant material.
- Any bodily fluid, for example vomit, blood, etc. contaminating surfaces has to be washed off with a 1:10 bleach solution. The person doing this also has to wear protective gloves.
- Instruments that were used, for example scissors, forceps, etc. have to be washed and soaked in bleach for at least an hour.
- Learners and staff will continually be taught not to touch any blood.
- Clothing soiled with blood must immediately be replaced.
- Disposable nappies have to be put in a plastic bag before being disposed of.

Medicine supplied by parents

Schools are prohibited from keeping or providing any medicine. Learners that need medicine should preferably stay at home.

In cases where parents provide medicine that has to be taken, it is administered at 12:00 after it has been signed in. (Refer: Administering of medicine form)

Medicine will however be signed in permanently in cases of life threatening illnesses, for example bee stings or other allergies.

Administering of medicine form

- In order to avoid confusion, **a new form for the administering of medicine has to be completed every day** for the full period of time in which medication is necessary. The medication itself also has to be signed in every morning for the full period that such medicine has to be administered.
- Medication will be administered at **12:00 only**.
- All medication, nebulizers, eye-, nose- and eardrops as well as ointments have to be signed in.

Medication will not be administered if it has not been signed in

We are forced to follow this procedure because of the legal implications.

Medicine is administered according to the doctor's instructions. Medicine has to be provided in its original packaging.

Please take note of the following:

- All medication is signed in and left in the medicine box.
- **No medication is to be left in the learner's suitcase.**
- To prevent medication being left at the school for an indeterminate period, medicine has to be collected from the box/fridge every day. Administering medicine in the mornings and evenings are the responsibility of the parents.
NB: It is also the parents' responsibility to come and collect the medication.
- Make sure that the medication is clearly marked before it is signed in.
- Only medication will be accepted. Vitamin and other supplements, even if prescribed, must be administered at home.
- Parents of learners becoming sick during school hours (fever, vomiting) will be contacted to come and fetch their children.

Vaccines against flu

It is recommended that learners be vaccinated annually against flu with something like Vaxigrip. These vaccines are available for children from age six months and seen as essential for children staying in group care.

MEALS AND SNACKS

Breakfast (porridge with milk and sugar) is served from 07:45 till 08:00. **No breakfast is served after 08:00** as the academic programme starts at 08:00 and preparations for lunch starts immediately after breakfast.

A well-balanced lunch is served between 12:00 and 12:30 as the main meal of the day and consists of a protein dish, starch, vegetables or salad and fruit. Dessert is served once a week.

Brown bread sandwiches are served as an afternoon snack. Tartrazine-free cool drinks are also provided by the school with the morning- and afternoon snacks.

Morning snacks (at 10:00) are the responsibility of the parents. Please keep portions small and choose something healthy. No sweets, biscuits or chips are allowed. The class educators will provide you with guidelines for providing suitable snacks.

It is the responsibility of the parents to inform the class educators of allergies/problems or special diets prescribed so that special arrangements can be made. The school may require that parents provide the child's breakfast and/or lunch when we are unable to provide for his/her dietary needs. We are for example not geared to provide for Halaal and similar diets. Unfortunately no rebate can be given.

Birthday parties at school may be held after consultation with class personnel. They will give advice regarding the format and type of sweet- and salty treats that works well.

Please take note of the following:

- Class parties are held at 10:00 to coincide with snack time.
- Do not send out invitations to the class parties. When invitations are sent out the learner expects that presents will be given and this may cause embarrassment and unnecessary expenses. The idea is to just enjoy your birthday with your friends.
- No jumping castles or other rentals are allowed, as this just takes up time and interferes with the academic programme.
- No packets with sweets are allowed, because of the stimulating substances contained in certain sweets.
- A birthday cake (or cupcakes) with candles is seen as sufficient and appropriate for the occasion.

SCHOOL- AND OTHER FEES

- The annual fee increase will be implemented in January of each year.
- Fee structures are available at reception (011 954 1516).
- School fees (educational- and enrolment fees): **Electronic funds transfers (EFT) are to be used only if the full fees of the year are paid as well as for the once-off enrolment fee. If school fees are paid on a MONTHLY basis, debit orders are required.**
- Monthly educational fees have to be paid in advance.
- The correct family code is to be used as reference. Fines will be levied if the wrong codes are used.
- Proof of payment has to be emailed to the financial manager Maritjie Coetzee, at marietjie.c@curroholdings.co.za
- A learner's progress report may be held back in cases where parents' payments are in arrears. If payments fall behind further, the learner may be forced to leave school.
- Interest is levied monthly on outstanding fees at rates set by Curro policy.
- Enrolment fees have to be paid before the first day of school. This once-off fee is non-refundable and is not credited to the education account.

- The administration fee of R275 for placement on the waiting list is also non-refundable.
- Monthly fees pay for:
 - The educational programme
 - Meals (breakfast and lunch) and afternoon snacks;
 - Computer classes for the Group 5 learners;
 - Auditory and vision screening tests for the Group 5 learners who have not yet done these tests;
 - Dispensable items used including wet wipes, tissues, stationery, communication booklet, 1 x Flip file, and a plastic ball;
 - In-house activities;
 - Sunscreen;
 - Participation in the two community days of the year (i.e. a sticker for Casual Day and hairspray for CANSA); and
 - a DVD of photos taken annually.
- Other expenses:
 - Money for fundraising projects and ad hoc payments like concert tickets, etc. are currently paid in cash but will have to be paid through MyHub in future.
 - Mattress covers, school photos, tuck shop and outings where applicable.
 - Payments to instructors for extramural classes are payable by electronic payments (EFT) only.

TUCK SHOP

Each class holds a tuck shop day on Fridays to teach the learners about trading while at the same time funds are raised for educational aids. Each learner brings **R5** to the class on **Friday** to pay for the treats that another learner provides. (Parents may also pay for this in advance.)

The class educators arrange that the parents take turns in providing the treats – each learner will probably only have to do this twice a year. Parents are requested to provide one item for each learner only to prevent waste.

REQUISITES AND UNIFORMS

- An extra set of clothing for emergencies must be provided, even for the older learners.
- **All clothes, shoes and lunch boxes, etc. must be marked clearly with a permanent marker.**
- Your children must be dressed in safe, comfortable clothes which allow free movement. Fantasy clothes (for example a Superman costume) may be problematic if a child needs to go to the toilet quickly, while formal clothing like party dresses are not suited for outside activities. It is best that your children go barefoot in summer and wear tackies in winter.
- A sun-hat for summer.
- Apply a sunscreen (preferably with the highest SPF) at home to protect your child from the morning sun.
- Bags must be clearly marked, with enough space for shoes, extra clothes and a lunch box.
- Snacks at 10:00 as specified.
- **Two mattress covers of their own** that can be bought at the office. Measurements can be provided should you wish to make it yourself. **Parents are responsible for washing and maintaining them (the covers are sent home every second Friday).**
- Blankets, clearly marked, are used for cold days.
- Personal toys may only be brought to school at the request of the class educator.

MYSCHOOL CARD

MySchool would like to help improve the quality of education in South Africa through a network of partners and supporters. The money generated through the MySchool system are used for the high financial demands made on schools nowadays.

Curro Castle Krugersdorp is also registered on the MySchool system and an application form for your own MySchool card are provided to you with the enrolment forms for the school.

You will receive a list of the MySchool partners like Woolworths, The Cartridge Shop and ToysRUs with your MySchool card. Parents may fax the completed form to MySchool themselves or alternatively hand it in at the office.

A percentage of your transaction are paid to the school if the MySchool card are presented when shopping at one of the MySchool partners like Woolworths, The Cartridge shop, ToysRUs, etc. **There are no additional costs on your purchases.**

MAKRO CARD

The Strubens Valley branch of Makro created a profit sharing programme for schools called the Rebate Programme in which schools receive a small percentage of the sales in the form of credit notes. That it works, is proven by the fact that the school receives about R10 000 from this programme annually!

The system works like the MySchool card system in the sense that there are **no additional costs for the buyer or school** and parents of Curro Castle are therefore invited to take part. It will be appreciated if all the parents who already have a Makro card as well as those who would like to get one, come and collect the particular forms at the office and complete and return them.

Makro promises: 'as a Makro card holder you will have access to the best bargains in Africa at the lowest wholesale prices everything under one roof.'

The school receives the benefit from any sales done at the **Makro Strubens Valley** from the moment that the card is activated. Profit is calculated bi-annually. It is important to note that only the sales done at the **Makro Strubens Valley** shop is taken into consideration.

ENROLMENT PROTOCOL FOR SIBLINGS

- *Curro schools are mainstream schools and do therefore not provide for learners with special needs such as children suffering from Down's syndrome, etc.*
- Parents have to complete an application form and agree to provide the school with any changes in their contact details.
- There is no guarantee that an opening will be available at a later stage should parents decide not to enrol their child when a vacancy does exist. The particular child will then again be put on the waiting list. Classes will be filled and no additional learners will be accommodated even though they are from the same family.

- Order of selection of applicants when openings are available:
Waiting list A:
 1. Transfer of current learners from Startright.
 2. Transfer of Curro learners from other Curro schools. Preference list for other children of families who already have a child enrolled in Curro Castle and Curro Krugersdorp and children of personnel. The school reserves the right to transfer the candidates to waiting list B when the learner of a family in Curro Castle or Curro Krugersdorp leaves the school.**Waiting list B:** In order of date of application for those learners who does not qualify for waiting list A.
- When an opening is available, the school (office) reserves the right to, depending of the urgency thereof, give the parents the opportunity to confirm enrolment within a short reservation period.
Please note that even smaller brothers and sisters will only be enrolled if openings are available. Also note that Curro Castle is the feeder school and that even the smaller brothers and sisters are not guaranteed a place in Grade R if not enrolled in Grade RR (Group 5).
- All information regarding enrolment procedures will be discussed with prospective parents in advance.
- All enrolment documentation and the administration fees have to be provided to Jolandi Eksteen of Curro Krugersdorp (tel. 010 492 2988).
- No learner will be allowed to attend school if all Curro Castle documentation have not been handed in, even if the fees have been paid.

ADMITTANCE POLICY

Only those **learners of ages 2 to 5** who are **officially enrolled** are allowed to attend school, according to the agreement with parents and the policy guidelines as set out above. No other primary or non-enrolled learners are allowed, irrespective whether it be during school terms or school holidays. Nobody will be taken in on an *ad hoc* basis for whatever reason.

The school focuses on mainstream education and not specifically on **special needs**. Curro Castle will, in accordance to our vision to offer each learner the opportunity to reach his/her full potential, assist parents with the finding of specialists for assessing a learner's needs and/or the finding of a suitable school in those cases where school management are of the opinion that Curro Castle is possibly not the best option for developing a learner to his/her full potential.

Faith

Curro Krugersdorp and therefore also Curro Castle upholds a Christian ethos with the freedom of association safeguarded by the Constitution of South Africa. Curro Castle delivers services as an interdenominational Christian school in respect of core values and practices as well as by the Bible programme that is included in the curriculum.

Belonging to a Christian faith is not a prerequisite for acceptance, but parents/guardians with the enrolment of the learners accept the religious affiliation of the school and that no alternative arrangements will be made for learners during Bible lessons or other religious activities.

Language- and age differentiation

Curro Castle provides parallel medium education (separate Afrikaans and English classes) for learners from Group 3 (two-turning-three) age group up to Group 5. Suitable age and language differentiation are made for the best service delivery to each individual learner and comply to the school's mission of learner-centered training.

The principles of learner-centered education are encouraged so that each individual learner is able to reach his/her full academic, emotional, physical and spiritual potential.

Choice of language

In accordance with the recommendations of most educators that preference be given to education in the child's home language up to at least age 10 or Grade 4. The school is of the opinion that the development of language skills in the preschool stages are best supported through tutoring in their mother-tongue. This is again also the policy trend of the National Education Department where the minister announced that this was recommended up to at least age 12.

It is a challenge making the ideal choice of the language medium where learners come from a family who does not speak Afrikaans or English or where the family is multilingual. In order to best support the child's development in cases like these, a particularly strong partnership between the school and home is essential.

The school reserves the right to verify the language which best serves a learner's needs where any of the following circumstances are present:

- Where parents/guardians prefer that a different language than that of the mother/guardian be used;
- Where the parents/guardians prefer that the language of education is different than that used at home;
- When the child grows up in a multilingual home area.

The school reserves the right to demand that an assessment report or recommendation of an educational psychologist or other specialist be provided to confirm enrolment in a specific language group. A recommendation without the accompanying assessment report is acceptable when the child is too young for standardised psychometrics and a recommendation is based on information obtained during a consultation with the parents and observations of the child.

The school reserves the right to recommend that parents consider changing the academic language where assessments and observations at school expose problems that are language related.

If any of these circumstances exist, but the choice of a language medium is necessitated by an irreversible choice since Grade 1 or the family is planning to immigrate, full cooperation of the parents are required to serve the best interest of the child: stimulation of language proficiency in a comprehensive and age appropriate educational setting using external language education as necessary.

Age differentiation

As it is a legal requirement that parents enroll their children for Grade 1 in the year that they turn seven, Curro Castle places them in a group according to their **birth year**, irrespective of month of birth. Therefore Group 3 is for learners who are two and turning three, Group 4 is for learners who are three and turning four, and Group 5 is for learners who are four and turning five.

When parents/guardians request enrolment in a **younger age group** or the school recommends that a current learner be shifted to a younger age group based on educational assessment, the school reserves the right to do the following:

- To request a full assessment report from an educational psychologist. The requested enrolment will only be considered if the psychologist confirms that the developmental problems is of such a nature that the expectation is that the child will not be ready for school in the year that he turns seven and recommends that the child be enrolled in a younger age group. Supporting reports from therapists specializing in communication pathology and occupational therapy and from medical practitioners are also valuable for this purpose.
- To give feedback to parents/guardians about the desirability of the age grouping based on educator assessment after enrolment. Should a school's assessment differ substantially from the psychologist's report the school reserves the right to request that a follow-up report be provided or to advise the parents to get a second opinion.

The school reserves the right to refuse placement with an **older group**. Such a request will often originate from parents/guardians that are planning to enrol a child in Grade 1 in the year that he/she turns six. The school is of the opinion that it is difficult to assess whether a child will be ready for school when he turns six. The risk for obstructing a child's development to his full potential is just too big especially when considering the long term implications that are involved. Even when the children who are younger than the rest of the class do not struggle

academically, they may have problems with social and emotional skills including peer pressure and - expectations.

POLICY REGARDING DISCIPLINE

Goals

- To be consequent and positive in applying discipline and lead the learner to socially acceptable behaviour.
- To put the interest of the learner first and treat misconduct professionally so as to mirror the caring culture of the school.
- To have an open door policy (appointments have to be made for serious discussions).
- To impress discipline as part of the educational process.

The development of self-discipline, behavioral changes and correction of misconduct, depends on:

- Administering discipline consequently and fairly. (Every educator uses own discretion for his/her age group.)
- Clear and age appropriate communication regarding the rules and with transgressors about their misconduct. (Class rules are introduced to the toddlers from day one.)
- Acknowledgement of good behavior. (Class symbol stickers are fixed in the communication book for parents to expand on.)
- Good cooperation between home and school.
- Mutual respect and acknowledgement as person. (For example greeting etiquette, physical aggression, swearing, apologising.)

Corporal punishment

- All forms of corporal punishment are prohibited even if permission to do so was given by the parent.
- Every form of violence or aggression associated with corporal punishment is prohibited, for example the pulling on limbs, pulling of ears, pounding, throwing the learner on a chair/floor, etc.

Chastising/punishment

- **Age appropriate punishment will be monitored by the phase head.**
- All forms of punishment that can be seen as emotional or physical abuse or as an attack on a learner's human dignity are prohibited, for example forcing him to stay in a strained position for some time (like standing on one leg); unsupervised isolation of a learner or locking a learner in a room or tying up a learner.
- Taking away of privileges have to be relevant and understandable. The focus is that it should be relevant, for example if a toddler should misbehave during a puppet show, he/she will be removed, if a toddler's table manners does not improve if admonished, he will have to eat apart from the others and should a learner grab someone else's toys, it will be taken from him.
- Destructiveness, bullying, hurting others by kicking, slapping, fighting and foul language are treated directly by giving time out.

Involvement of learners in restitution

- Discipline includes that learners be made aware of the consequences of their misconduct and be made part of restitution. Learners are given one warning and if it continues, the consequences are given through to him/her, for example time out or no further playing with the particular toy.
- All learners can be compelled to clean up rubbish that has been thrown about, or to correct vandalistic actions (for example scrubbing off chalk marks on the floor/walls), etc.
- Learners are compelled to apologise for aggressive or destructive behavior towards a fellow learner and/or to make peace, for example by giving a hug or a handshake.
- During time out a learner is placed at a suitable place apart from fellow learners, but where he/she is still able to observe what is happening. Time out of a minute multiplied by the age of the learner is recommended. The time out procedure escalates as follows:

- Time out in own class (for example sit on a chair against the wall or set apart from the group).
- Remove from the particular classroom to another classroom with learners of similar age. This can also happen in order to defuse a serious situation, because a learner's conduct completely disrupts a class or because a learner did not react positively on previous progressive punishment.
- Take the learner from the class to the office of the phase head. A meeting with the parents and educator will be arranged afterwards.

Communication with the learner

- Age appropriate.
- Clear and controlled: confirmation of rules and misconduct.
- Personnel are not allowed to scream at learners.
- Swearing and strident/crude language are forbidden.
- A private talk in more serious instances especially after a learner has been taken to the phase head.
- Focus on misconduct and corrective steps (avoid labeling and breaking down of human dignity).
- Keep on giving educational support and provide feedback on progress.
- Acknowledge positive improvement (restitution) through fixing a sticker in the communication booklet.

Communication with parents

- Report misconduct to the phase head first, who will recommend further steps.
- Less serious incidents can be communicated to the parents when the learners get fetched or can by a message in the communication book, while the more serious incidents should preferably be discussed with both parents after an appointment has been made.
- Discussion in person is always preferable rather than contacting them telephonically to avoid misunderstandings and provide for the sensitivity of the issue.
- Report on the facts of the incident, supported by written records, without condemnation or favoring.
- Educators may find a solution to the problem by asking parents how they go about disciplining their child and what they would do to handle an incident like this.
- Educators need to get the parents' support and will always try to strengthen the relationship between the home and school.
- Educators will arrange for a follow-up discussion for more serious issues.
- Educators will keep a written record of the discussions with parents.
- Educators will refer parents to a qualified educational psychologist or other therapists, if professional advice is sought:
 - Provide a list of at least three psychologists that the parents can choose from.
 - Assessment and therapy are for the parents' account.
 - Where the particular learner poses a threat to the safety and social welfare of other learners, the school may require that a psychological report be obtained in a given time frame and that therapy be given as recommended.
 - A learner can be forced to leave the school immediately or within a specific time frame should parents not cooperate as described in number 3 above.

Communication with the school

- The school expects that parents immediately report any occurrences that you find in any way problematic or unacceptable.

PLEASE NOTE: Disciplining learners is done by all the personnel at Curro Castle, whether it is educators, intern students, assistants or administrative- and aftercare personnel. Some behavior is part of certain developmental phases and it will be prudent for parents to familiarise themselves with that, before deciding to take action against certain learners or warning the school of actions that they are going to take. Biting, grabbing and tantrums are for example common to the 2 turning 3 group. The 4- and 5-year-olds start to notice their private parts and that boys and girls differ. Learners who are still developing their language skills will more easily hurt someone because they have difficulty in voicing their needs.

CONFIDENTIALITY

The school acknowledges the right of learners, parents and personnel to privacy and is intent on preventing emotional damage to anyone through for example rejection, breaking down someone else's self-image, victimisation, using others or any other kind of degrading or damaging action. The school encourages a behavioral code that is based on politeness, mutual respect and the acknowledgement of the rights of all the groups the school community consists of.

Any incident or circumstance deemed sensitive is seen as private and handled in a confidential manner. Examples of this are issues surrounding faith, sexuality, behavior contrary to acceptable norms and Christian values, personal trauma such as divorce and drug dependency, developmental and emotional problems, etc. experienced by learners.

The following guidelines are followed in order to handle sensitive issues professionally:

- Only those persons involved or who are involved professionally have access to the information.
- Discussions are held behind closed doors and documents are treated confidentially.
- The nature of the sensitive issues will indicate how wide this will be discussed, for example only by top level management, or by the whole management, and/or on full departmental level.
- Social functions, parent evenings and incidental discussions are treated as general discussion forums, which are not suitable for discussions of a sensitive nature.
- Private matters about learners are handled with caution and are not discussed with persons other than the parents/guardians.
- Grandparents, other family and godparents that are not the guardians, are excluded from discussions about private matters of learners unless they accompany the parents/guardians to such discussions at the school.
- Where more than one learner is involved in misconduct, the identity of the other learners involved are not shared with the other parents. It is not expedient that the school shares the identity with the other parents – the school management will take the matter further.
- Parents may not be allowed to handle incidents that happened at school, for example fighting amongst learners, by themselves – management will take the lead and take steps to solve the problem, for example by arranging a meeting with the parents either separately or together.

Professional communication regarding a learner's progress and behavior requires confidential handling – closed discussion with only the parents/guardians, a member(s) of school management and/or the class educator and/or a therapist present.

Professional communication about a member of personnel will involve a closed discussion with presence determined by the position of the colleague involved.

Personal information regarding an issue will be communicated to all personnel if they are going to be involved with it and if the learner is to benefit from it. It will however still be handled confidentially.

The members of the RPC (Representative Parent Council) who sometimes also have access to confidential and sensitive information of learners, personnel and other parents are also bound by the confidentiality code.

Internal school matters are also seen as confidential and are protected by the confidentiality code in the service contract applicable to current and previous personnel as well as the confidentiality code of the RPC taken up in the constitution. Neither the parents nor members of the RPC are allowed to spread any rumors or disclose information that may reflect negatively on the school or may cast a bad reflection on the employer or the current or previous personnel.

The school reserves the right to refer rumors or lies to the highest level at head office and this may lead to litigation or expulsion of a learner from school.

IN CONCLUSION

We invite you to please work with us and come and discuss any problems or suggestions for the improvement of our service delivery.



A.M. Olivier
PHASE HEAD



A. Lombard
EXECUTIVE HEAD