

Admissions Policy



The Unique Playschool

Western Cape Government Social Development Reg.No 13/12/1/1/1 C7565

21 Oryx str. /4 Dexter str. Goedemoed Durbanville
021-9763950 / 021-9758646

Aims and Intent

The Unique Playschool exists to provide a safe, developmentally appropriate environment for preschool aged children. Our focus is to provide the child with an excellent and stimulating early care and education experience, which promotes the child's social, emotional, physical and cognitive development. Our goal is to ensure that the child's mind is opened up to ensure their life-long learning.

The aim of **The Unique Playschool** is to make our preschool accessible to, and inclusive of, all children and families from all sectors of the local community through open and fair practices.

Cognisance is taken that we have to earn enough money to pay the salaries, and all other school expenses as well as continuing to maintain and even improve the facilities at The Unique Playschool and therefore, we charge parents fees for their child/ren to attend this preschool.

As a preschool working in a community, we like "pay it forward". For this reason, per annum, we allow 2 under-privileged children to attend free of charge.

Key Facts

1. **The Unique Playschool** is licenced to care for and educate children from 4 months to 5years
2. The school year at **The Unique Playschool** is from January to December.
3. We follow a four term school calendar.
4. **The Unique Playschool** offers the following services:
 - a. Half day care with lunch (6.30 am – 1.00 pm)
 - b. Full day care (6.30 am – 6.00 pm)
 - c. Holiday Club for children under the age of 13.
 - d. After school care for siblings that attend The Unique Playschool
 - e. We offer a collection service from Durbanville area primary schools.
5. **Operating Days and Opening Hours:**
 - a. **The Unique Playschool** operates on a four term structure.
 - b. We are open during official school holidays
 - c. We are closed on all public holidays and long weekends.
 - d. If the public holiday falls on a Thursday or Tuesday, the school will be closed the next day, Friday, or on the preceding day, Monday.
 - e. **Opening Hours:**
 - i. Half Day, with breakfast & lunch, Monday to Friday: 06.30 am – 1.00 pm
 - ii. $\frac{3}{4}$ Day with breakfast & lunch, Monday to Friday: 06.30 am – 2.30 pm
 - iii. Full Day, with lunch, Monday to Friday: 06.30 am – 06.00 pm (Fridays 05:30)

6. School Fees:

- a. **The Unique Playschool** operates on a fixed year fee structure.
- b. The required CPA (Consumer Protection Act) documentation forms part of the legal agreement to be signed between **The Unique Playschool** and the parent/s.
- c. Fees are payable monthly over 12 months, or annually, on or before due date.
- d. There is a 10% discount for fees paid annually.
- e. There is an R300 discount on the fees of the second child, and any subsequent children, that the family has in the school at the same time.
- f. School fees are increased once a year in January
- g. **(Year) Fee Structure:**

Care	Monthly (over 12 months)	2019
Full Day	R 2700	
Half Day	R2300	
After School Care	R1720	
Holiday Club (per day)	R 150	

h. Additional Charges:

Service	Amount	Charged When
Registration Fee	R 500	<ul style="list-style-type: none">• Payable on the signing of the Enrolment Agreement;• Non-refundable;• Covers the cost of the Enrolment process.
Christmas Present & Diploma	R 200	<p>At the end of every year Father Christmas comes to school to give presents to the children.</p> <ul style="list-style-type: none">• In November a small charge is levied with which we purchase an age appropriate present per child.• In each class the boys get the identical present and the girls also get an identical present. This is to prevent fighting.

i. After Hours Care:

- i. A fine of R10 per 5 minutes will be levied if a child is collected from the school after 06.01 pm.
 - ii. This fine will be added to your account.
 - iii. Fines being levied do not give parents' permission to be late!
7. From mid-December to mid-January each year the school closes completely for maintenance and so that our hard working staff can have a good rest with their families.

8. The children are divided into the following groups:
 - i. Baby class - 4 months old to 12 months (or until walking)
 - ii. Bee class - 12 months to 24 months old
 - iii. Frog class - 2-3 years old
 - iv. Penguin class - 3-4 years old
 - v. Dinosaur class - 4-5 years old

9. The Unique Playschool provides tuition in English/ Afrikaans.
10. The Unique Playschool does accept children with special needs that can be accommodate by our facilities
11. The Unique Playschool is advertised widely in places accessible to all sections of the community.
12. Information about The Unique Playschool is accessible in written (a brochure) and spoken form (interview with the Principal and reference parents).
13. In the event a foreign national, who does not speak the language, wishes to enrol their child/children, if we have a member of staff who speaks and understands the foreign language, we will ask that member of staff to assist with translation and interpretation during the initial interview. When the child is enrolled the member of staff who speaks the language will help ease the child into settling well.
14. The Unique Playschool is sympathetic to emergency admissions, if we have space available.
15. Children may join the school at any time of year.
16. The Unique Playschool operates a waiting list and takes the following into account when a child from the list is admitted:
 - a. Date on which application was made for that particular class;
 - b. Siblings previously or already in attendance at The Unique Playschool;
 - c. The balance of the group as a whole;
 - d. Only once all paying children have been allocated a place in a class, will non-paying children will be considered is there is space in an appropriate class;

17. **Nutrition:** The Unique Playschool employs a cook who prepares the meals. If your child has any religious or specific food preference not provided by our menu it is the parent's responsibility to supply food daily.
 - a. **Babies:**
 - i. The Unique Playschool does not provide food for babies who are on formula and/or specialised baby foods. These are brought to school by the parents each day.
 - ii. A fresh bottle is prepared before each feed so parents of children on formula supply it in powder form together with clean bottles every day.
 - iii. Breast milk in bottles may be provided daily and will be stored in the refrigerator and be warmed up before a feed.
 - iv. As soon as the child is able to eat solids, as prepared by the school kitchen, the parent stops bringing baby food to school.
 - b. **All other children :**
 - i. **Breakfast:** A breakfast of jungle oats/mielie meal/corn flakes is provided every morning (Monday to Friday) from at 8.00 am.
 - ii. **Snack:** The following snacks are prepared Monday to Friday:
 1. **Morning snack at 10.00 am** – brown bread sandwich with a filling of jam, marmite, syrup. Or a fruit serving apples, bananas, oranges
 2. **Mid-afternoon snack at 3.00 pm** – brown bread sandwich with a filling of jam, marmite, syrup or honey and rooibos tea (served warm with sugar and no milk);

- iii. **Lunch** is provided every day (Monday to Friday)
- iv. At The Unique Playschool we do not force the children to eat. However, on days when sugary confections are served for dessert, the child who does not eat his/her food will forfeit the sugar (i.e. they won't get dessert).
- v. The Unique Playschool also takes cognisance that dairy is not always that good for children and for this reason we use minimal dairy products.
- vi. The only food that parents bring to school is a healthy snack, i.e. fresh fruit or yoghurt and a treat is **on a Friday** for 10:00 snack time.
- vii. Cool, fresh water is available to the children every day, in their classrooms and also on the playground.

18. Security:

- i. No child shall be allowed to leave the premises of The Unique Playschool with anybody not arranged by parents in advance.

b. Children Visiting Each other:

- i. Many of the children visit each other in the afternoons and, indeed, social interaction outside of school is encouraged. However, if your child is going home with another child's parents during the week, please notify to office as they will not be allowed to leave the premises with anybody, whether we know them or not, without your permission.

c. Access to The Unique Playschool is controlled as follows:

- i. **Magnetic Lock:** The front door to the school is secured with a magnetic lock, operated by staff members via remote or manually.
- ii. **CCTV Camera:** There is (number of) CCTV cameras position at all the gates, driveway, entrances, classrooms, baby's rooms. The monitor is in the office and all activity is recorded every day.
- iii. **Razor wire:** The Dexter premises are surrounded by **razor wire**. We have made sure that the outdoor climbing apparatus is positioned in such a way that the children cannot possible reach the fencing.
- iv. **Registers:** Registers are taken at the following times:
 - 1. **Daily Class Register:**
 - a. Taken at the start of the day, by an appointed staff member at 09:00.
 - b. Please inform the school if your little one will not be attending school on a specific day.

19. Extra-Mural Activities:

- a. The Unique Playschool offers the following extra-mural activities:
- b. Playball, Monkeynastix, Soccersize, Ballet, Drumming, Stretch-'n Grow, R-Skills rugby, Swimming (not on location), Karate.
- c. The organisers of the extra-mural activities sub-contact to the school and as such raise their own invoices and collect their own fees.
- d. Play time is more important and it is not recommended that children do more than three extra-murals, nicely spaced out, so as to not overwhelm them.

20. Communication: The Unique Playschool uses the following methods to communicate with parents:

- a. **Notebooks (Babies – 3 year olds)** our most important method of communication with you is via the notebook system. Every day the class teacher fills out the notebook, which you sign

and return in the mornings in your child's school bag. Please write back to us as often as you would like to.

b. Email:

- i. At The Unique Playschool we try to be as green and eco-friendly as we can and wherever possible we communicate with parents through email.

c. **Newsletters:** These are sent out on a regular basis during term time. We either print or email them depending on your requirements.

d. Class WhatsApp groups

e. Year Planner:

- i. Contains the themes and other activities happening at school.
- ii. Sent out to parents at the beginning of each year so that they know what their child is learning about/doing at any given time.

21. Reports and feedback to parents on their child's development: Reports and parent feedback meetings happen in:

- a. April (end of the first term) – short written report and parents meeting;
- b. June (end of the second term) – detailed written report ;
- c. July (after the school holidays) – parent feedback meeting about the development over the past six months);
- d. November (end of the fourth term) – detailed written report.

22. Sun Hats and Sunblock:

- a. Children are not allowed onto the playground without a sun hat.
- b. Parents provide a sun hat which is kept at school until Friday when it is sent home for washing and to be returned on Monday.
- c. Parents can provide a bottle of spray on sunblock which is kept in the child's bag. Sunblock is applied:
 - i. At home before school;
 - ii. At school before first play time;
 - iii. At school after nap time, before aftercare

23. Marking Clothing and other Belongings: The onus is on the parents to mark their children's belongings as The Unique Playschool is not responsible for lost or missing items. It is almost impossible what belongs to whom if articles are unmarked.\

24. Medical Matters:

- a. Children who are ill may not be brought to school especially under the following conditions:
 - i. Within 12 hours of a high temperature;
 - ii. Within 48 hours of going onto an antibiotic;
 - iii. Spots and rashes, ringworm and impetigo;
 - iv. Sore throats, especially tonsillitis;
 - v. Infected eyes.
 - vi. Any runny tummy or vomiting.
 - vii. Lice
- b. When a child has been on an antibiotic for 48 hours and deemed well enough to return to school, the school will administer the remainder of the antibiotic at appropriate times.

- c. If a child is to receive medicine during the course of the day, the parent fills in and signs the Medication Register.
- d. Children may not carry their own medicines into school and they may not be kept in the child's bag.
- e. It's up to the parent to collect the medication from the office when it collects the child.
- f. Without the Medication Register having been properly filled out and signed, no medication will be administered to that child.
- g. If a child is allergic to bee stings, the parent leaves a bottle on anti-histimine at school. When it expires the parent replaces it.

25. **Items to bring to school:** At **The Unique Playschool** we strive to be self-sufficient so that parents can get on with the time consuming business of earning to support their families. However, we do need a few articles to be packed in the children's bags as a matter of course.

Parents bring the following to school on a daily basis:

Birth to 24 months old	24 – 36 months old	36 months and older
<ul style="list-style-type: none"> • Signed notebook • Warm jersey • Bottles and/or dummies • Formula • Purity, cerelac, etc • Nappies • Change of clothing • Sunblock and sun hat • Yoghurt or fresh fruit • Warm blanket • Toy for the cot • Feeding bibs 	<ul style="list-style-type: none"> • Signed notebook • Warm jersey • Nappies • Change of clothing • X3 extra clothing if potty training • Sunblock and sun hat • Extra-mural apparel • Lunch box(Fridays) • Cooldrink daily 	<ul style="list-style-type: none"> • Signed notebook • Warm jersey • Change of clothing • Sunblock and sun hat • Extra-mural apparel • Lunch box (Fridays) • Cooldrink daily

26. **Spiderman, Superman, Batman, Barney, and the like:**

- a. Children may not come to school dressed in superhero **costumes** as it causes wild behaviour.
- b. The school will send out notifications when dress up days are organised.

27. **Birthday Parties:**

- a. The Unique Playschool permits short birthday parties to be held at school.
- b. Prior arrangements need to be made with the child's class teacher.
- c. The birthday party will take place during morning snack time, after the creative activity and before first outdoor time.
- d. The parents and family of the child are welcome to attend the short party and take photographs.
- e. Parents are welcome to organise a jumping castle or clown. These activities will be made available to all the children at the school in a controlled fashion.