



Policies and Procedures

Little Urchins, a Montessori culture; will be referred to as Little Urchins.

Introduction

Little Urchins will accommodate children from 18 months to 5 years old for half day childcare, with the option of after-care on request.

Little Urchins will provide holiday care, at an additional fee to monthly fee, and provide a fun environment for tourists to drop their children off for a day of fun.

Little Urchins has a Montessori aligned education system with age-appropriate activities and a spacious playground created with children's gross motor skill development and creative play in mind.

Our staff are dedicated and caring professionals.

Chantal is qualified to educate children up to the age of six years old.

Children who "graduate" from Little Urchins will leave us well adjusted, well educated, happy and ready to face the challenges ahead!

Goals

The goal of Little Urchins is to provide an environment for each child to grow socially, intellectually, and emotionally, while doing our best to meet the needs and interest of the individual child.

Little Urchins will strive to further each learner's individual skills at an appropriate pace for that child, allowing him or her to move forward towards personal growth.

- ❖ To embrace each child's uniqueness and inspire creativity
- ❖ To foster a positive self-image while respecting diversity in students, their families, and staff
- ❖ To build relationships based on trust and respect
- ❖ To help the children learn self-control and how to express their needs in a positive and socially acceptable way
- ❖ To help the children grow in all areas of development
- ❖ To support each child in the context of their family, the community and society
- ❖ To develop a learning curriculum that will meet these goals and developmental needs of the individual child.

Little Urchins Fees Policy

- ❖ **Please set up a scheduled payment for the 1st of each month, January to December**
- ❖ **Fees are payable in advance on or before the 3rd of each month.**
- ❖ School fees is billed as an annual fee and broken into 12 months increments for your convenience.
- ❖ Fees are payable even if your child is ill or on holiday or for any other reason, You are paying to secure his/her seat in the creche.
- ❖ If the fees are not paid by the 3rd of each month, a penalty of R100.00per week per child will be charged and your child will be suspended from school until payment has been made.
- ❖ Should your child be taken out before the expiry of the month, no refund will be made.



- ❖ Should fees still not be paid, your account will be handed over to a legal entity for collection at your expense.
- ❖ **One full calendar months' notice in writing on the first day of the month is required for termination of enrolment, and that months fees will still apply.**
- ❖ Holiday school and Day visitors are to pay before they arrive.
- ❖ 10% discount on total school fees for more than one child.

Little Urchins hours

Monday – Friday: 08h00 to 13h00

Aftercare offered on request until 4pm

Saturday, Sundays and Public holidays: Closed

Health, Medication and Illnesses Policy

Please notify Chantal if your child will not be attending school that day.

Little Urchins has adopted a ZERO TOLERANCE on sick children attending school, no coughing and runny noses will be accepted at the entrance.

You will be called to collect your child immediately should they show signs of illness at Little Urchins.

If a child has contracted a contagious illness, please keep him/her at home, an extra day will do them good for recovery.

Medicine

No medication will be administered by any staff of Little Urchins.

Should a child sustain a minor injury, I use colloidal silver to clean wounds and a dose of arnica which assists with swelling and anxiety.

Illness

- ❖ We reserve the right to refuse entry to a child who is displaying signs of illness as stated in *National Health Act, 2003 (Act No. 61 of 2003)*. Children who are ill must stay at home until they have recovered. In the event of a child with a high temperature (above 38°C), parents will be contacted to collect the child as soon as possible. This information will be recorded in the Medicine Register and Parent Call Book and parents will be required to sign this when collecting their child.
- ❖ If a child has any form of injury or isn't well, it will be reported and recorded in the incident file.
- ❖ No sleeping children will be accepted, and staff will need to do the "Signs of Life" test.
- ❖ In the event of an allergic reaction, parents will be contacted and if necessary, an ambulance will be called, which parents will be liable for.
- ❖ Any special dietary requirements such as allergies or medical history will be identified at Registration and recorded. The Health Department and parents will be informed of any outbreaks of notifiable or communicable diseases.
- ❖ Little Urchins reserves the right to close for any number of days should there be a reported communicable disease.



Accidents and Incidents Policy

- ❖ All accidents and incidents no matter how minor will be recorded in the incident/accident files in the correct manner by all staff concerned.
- ❖ Should the need arise, an Incident Investigator will look into the matter further and a report shall be written.
- ❖ If a child arrives with an injury (which occurred at home), this will be recorded in the accident report book.

Admission Policy

On admission to Little Urchins, parents or guardians are required to fill in an enrolment form. This asks for details regarding any special health needs, doctor's details, medical history of the learner and learning barriers.

- ❖ The parents must complete and sign the enrolment agreement for each individual child.
- ❖ The Enrolment Form together with the Indemnity form and the additional documents described below must be delivered to Little Urchins on or before the day their child is to start.
 - Copy of child's birth certificate
 - Certified Copy of each parent's ID document
 - Copy of medical aid card showing child's name
- A non-refundable once off registration fee of R800.00 is payable before your child starts at Little Urchins.
- Failure to fully complete the prescribed Enrolment Form in full shall render the application null and void.
- Providing misleading information and/or misrepresenting facts in the prescribed Enrolment Form, shall render the registration null and void.

Bullying

Zero Bullying Policy

We are committed to providing a safe, caring, and nurturing environment for every child. We believe that all children have the right to feel happy, secure, and respected while at Little Urchins.

Bullying or aggressive behaviour of any kind—whether physical, verbal, emotional, or social—will not be tolerated under any circumstances. Our goal is to guide children toward kindness, empathy, and respect for others through positive modelling and gentle redirection.

What We Consider Bullying or Hurtful Behaviour

Bullying or hurtful behaviour includes any repeated or intentional action that causes distress, frightens, or upsets another child. This may include:

- Hitting, kicking, pushing, or other forms of physical harm
- Shouting, screaming, or using loud, aggressive tones toward others
- Name-calling, teasing, or using unkind language
- Ignoring, excluding, or isolating others during play or group activities
- Taking or damaging another child's belongings
- Invading or not respecting another child's personal space or boundaries
- Using gestures, facial expressions, or body language meant to intimidate or frighten



Our Approach

- **Early Intervention:** Teachers observe and respond immediately when unkind or aggressive behaviour occurs.
- **Guidance and Education:** Children are gently supported to understand how their actions affect others and are taught positive ways to express their feelings.
- **Open Communication:** We maintain open, respectful communication with families to ensure consistency between home and school.
- **Support for All Children:** Both the child affected and the child displaying challenging behaviour are supported through patience, care, and understanding, to encourage personal growth and emotional regulation.

Our Commitment

We maintain a **zero-tolerance stance on bullying and aggressive behaviour**. Repeated incidents or severe situations may result in further steps, including behaviour meetings, individualized support plans, or reconsideration of a child's placement at Little Urchins, if necessary, to protect the well-being of all children and staff.

Together with our families, we strive to build a preschool community rooted in **kindness, respect, and understanding**

Children's Birthdays

- ❖ Birthdays can be celebrated with cupcakes and/or a party bag. Any of these options are to be supplied by the child's parents.
- ❖ Birthdays are celebrated in a traditional Montessori way and parents are welcome to join.

Cleanliness of Equipment and Toys

- ❖ Tables and chairs are wiped down before and after mealtimes with an appropriate disinfectant. Suitable cleaning equipment is made available to staff for such purpose.
- ❖ Toys are washed and cleaned on a regular basis.
- ❖ Chantal Shooter is very environmentally conscious and will only use environmentally friendly products that are safe for our children and the environment.

Collection of Children Policy

- ❖ If someone other than yourself is to collect your child, please notify Chantal Shooter on 078 458 0060 on WhatsApp or the assistant on duty.
- ❖ Children to be accompanied by their parents to the security gate and handed to the staff member on duty. No child to be dropped in the parking area or in the road.
- ❖ Late collection of your child/ren inconveniences staff and overtime payments will be due to them. Children are to arrive at school no later than 09h00.

Contractors Policy

Where possible, no construction and maintenance will be conducted during school hours. If work is conducted during school hours, the children will be segregated from construction. A school appointed person or management will continually inspect the progress of the work in alignment with agreed safety standards. Equipment is removed from the work area as soon as the work is completed. Where repairs are conducted on the playground, the area is thoroughly inspected after the work has been completed to look for dangerous items (Nails, tools, sharp objects etc.).



Disability Policy

Little Urchins is currently not equipped to admit children with disabilities, our staff are not trained, and the facility is not equipped. However, should a parent want to bring their child for a supervised play session with their own carer during the period of the day then they will be most welcome.

Discipline Policy

STAR RULES:

Safety first;

Toys belong to everyone;

All play together;

Respect & kindness for all people & animals.

These simple, logical and positively stated rules are learned by all children.

- ❖ Having a clear understanding of the school rules helps children understand acceptable and social behaviour.
- ❖ Our goal is to help children learn to be caring, how to share or take turns, be safe and respectful. If a situation arises when we feel that a child is not behaving in that manner, rather than 'punish' a child, we use the situation to teach them important life skills.
- ❖ Our first response is to stop the undesirable behaviour. We then talk individually with the children involved and why the interaction was not appropriate. It is important for children to learn to work things out and communicate with each other.
- ❖ Our role as child minders is to guide them and keep them safe. Learning to work out a disagreement with another person is a skill for life.
- ❖ **Time-outs** are used only when a child needs to be removed in order to ensure the safety of all children. At no time will any child be subjected to shaming or corporal punishment.
- ❖ If there are discipline issues that require more attention, it is our goal to communicate with parents immediately and help work out ways to improve the situation.

Emergency Situations

- ❖ Fire hydrant at suitable location
- ❖ All staff trained and certified in First Aid and CPR
- ❖ An emergency action plan is in place and is practiced regularly with all children. This plan includes threats of fire, bomb and other safety related aspects.
- ❖ Nothing is to be placed under any fire safety equipment such as fire extinguisher (this includes but is not limited to children).
- ❖ Children will be evacuated from the building with the supervision of staff and meet at the assembly point where all children will be accounted for.

Environmental Hazards

The property of Little Urchins is inspected at least once every six months for signs of bee hives, hornet nests and/or rodents.

Environmental Policy

All cleaning products are environmentally friendly and stored away from children.

Access is restricted to staff only.



Food Preparation Policy

- ❖ Parents are required to supply a healthy snack (sandwiches, fruit, veggie sticks, rice cakes, cheese, yoghurt, muffins are suggested).
- ❖ Sweets and cold drinks are discouraged in favour of teaching our children healthy eating habits.
- ❖ Baby bottles are prepared in a clean and sanitised environment and baby snacks are supplied by parents in alignment with age group requirements.
- ❖ A fridge, kettle and mini oven is available on site

First Aid

- ❖ Little Urchins have a minimum of two employees trained in Level One First Aid and CPR.
- ❖ First Aid equipment is kept in the office and a portable first aid bag is hung by the door for quick access.
- ❖ Parents will be informed immediately of any head injury to a child.
- ❖ In the event of a serious injury, parents will be contacted, and the child will be taken for medical treatment. If the school is unable to reach the parent, the school has the right to decide. Parents will be liable for all medical and ambulance costs. An incident/accident report will be filled in.
- ❖ All staff are aware of the normal precautions for avoiding infection and follow basic hygiene procedures. Any spilt blood or other body fluids will be cleaned up promptly using disposable gloves and the area will be cleansed with a suitable antiseptic solution.

Toilet Training

- ❖ Potty time only happens in a designated area and not in a general area of Little Urchins.
- ❖ Spills are cleaned up immediately. Nappy bins will be at the changing stations.

Vegetation Policy

- ❖ There are no poisonous or dangerous plants on Little Urchins property.
- ❖ Children at Little Urchins are educated on the risk of consuming plants, berries, roots etc.

Nappy Changing Policy

- ❖ Parents of children still in nappies need to supply nappies, wet wipes and bum cream
- ❖ Nappies may only be changed on the floor at the designated nappy changing station and not on any other surfaces (including tables and mattresses).
- ❖ Children's wet wipes and bum cream are kept close to the nappy changing station, so child minders never leave children unattended on the ground surface.

Electrical Policy

- ❖ All unused electrical plug points always have safety protectors.
- ❖ All Little Urchins staff to inspect all electrical outlets regularly.

Drain Policy

- ❖ All drains to have protective covers on to prevent access to children.



General Hygiene Policy

- ❖ Cleaning staff have been appointed for the management of hygiene.
- ❖ A cleaning schedule has been created for the facility and bathrooms.
- ❖ There are sufficient toilets and wash hand basins for the number of children as per by-law requirements. All bathroom and toilet equipment is inspected on a monthly basis and repairs are made as required.
- ❖ Management conducts regular spot checks to confirm conformance. Toilet paper, hand soap and hand drying facilities are always available.

HIV/AIDS Policy

- ❖ No one with HIV infection should be denied the opportunity to receive education or to work as an educator if they are able to do so.
- ❖ HIV infection does not pose a significant risk to others in school so long as the necessary precautions are followed, so there is no reason to deny infected educators and learners the same rights as others. The law does not allow learners or educators (or any employee) to be forced to have HIV tests – Little Urchins will abide by this ruling.
- ❖ Genuine voluntary disclosure of a learner's or educator's HIV status will be welcomed.
- ❖ Educators who are given such information must be prepared to treat it as confidential and ensure that no unfair discrimination follows from it.

Language Policy

- ❖ Little Urchins is an English medium school.

Parent Information

- ❖ It is the parent's responsibility to see that updates are given of change of address and telephone numbers to Little Urchins.

Parents' Right to Custody

- ❖ Should the Parents' right to custody of the child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply Little Urchins with a court order to such effect.
- ❖ Little Urchins will not be held liable for rendering possession of the child to a parent who may no longer be entitled thereto if Little Urchins did not receive proper notification.

Parents Visitation Policy

- ❖ As per *Section 61 of the South African School Act 84 of 1996*, Parents have the right to visit the school where their children have been admitted.
- ❖ Little Urchins staff reserve the right to admit a parent entry should the staff member feel the parent is a danger to the establishment, the facilitator on duty has the right to call security for assistance.



Paths of Communication

- ❖ Parents are notified on the Parent WhatsApp broadcast chat – admin is Chantal.
- ❖ **Only communicate with staff should Chantal be absent, please communicate all concerns, information to Chantal first.**
- ❖ Little Urchins have an open-door policy. However, for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern, they should make an appointment with Chantal Shooter, this, also applies to any confidential matters.
- ❖ if there is a need for further intervention, then the relevant avenues shall be contacted.

Playground Policy

- ❖ All playground equipment is placed onto a register. This equipment is checked daily by staff.
- ❖ Playground equipment that is seriously damaged is taken out of the playground areas to prevent children from gaining access. Suitable, lead free paints are used when painting equipment.
- ❖ Parents and Child minders to ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation.

Observation reports

An observation report will be given to a child when they graduate from Little Urchins.

Religion Policy

- ❖ The South African Schools Act (Act 94 of 1996) *upholds the constitutional rights of all citizens to freedom of conscience, religion, thought, belief and opinion, and freedom from unfair discrimination on any grounds whatsoever, including religion, in public education institutions.*
- ❖ Within this constitutional framework, we, Little Urchins have a responsibility to promote the core values of a democratic society, through the curriculum, through extracurricular activities, and in our approach in general. These core values include equity, tolerance, multilingualism, openness, accountability, and social honour.

School Bags and Clothing Policy

- ❖ A school bag must be brought to school daily with a clean set of clothing. Please mark all clothing.
- ❖ We are not responsible for any loss or damage.
- ❖ Please dress your child in suitable clothing for school, ie.clothing that can get dirty. New and expensive clothing will only get damaged. **Learning through play is our aim and play can get messy.**
- ❖ Parents to ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation.
- ❖ Children are prohibited from bringing toys, sweets, cell phone/electronic device and chewing gum to school.
- ❖ If a cell phone or similar electronic device is brought on to the property of Little Urchins by children, no employee will be held responsible for any loss or damage.
The item will be taken away until the child's parent arrives for collection.



Little Urchins Closures Policy

- ❖ The school has the right to close for any length of time (e.g. political riots etc.).
- ❖ The school will be closed on all public holidays and during December/January school holidays.
- ❖ We may incorporate 4–5 weekdays during the year, along with the public holidays to make an extra-long weekend or two. You will be advised timeously of such possible closures.
- ❖ Little Urchins reserves the right to close for any number of days should there be a reported communicable disease.

Smoking Policy

- ❖ Little Urchins, premises are designated SMOKE-FREE.
- ❖ Little Urchins, in recognition of Health, Safety and Environment concerns, is committed to providing and maintaining a safe and healthy working and learning environments for all its employees, children, parents and visitors. *Act 23 of 2007 Section 2: No person may smoke any tobacco product in a private dwelling if that private dwelling is used for any commercial childcare activity, or for schooling or tutoring.* All employees, parents, contractors and visitors are requested to abide with this Policy when performing activities at Little Urchins.
- ❖ The smoking Policy is made clear to every visitor and employee by way of signage.
- ❖ All employees are required to report any non-compliance of the Smoking Policy immediately to management.
- ❖ Any breach of this policy will lead to a fine of R200 as imposed by law.

Montessori equipment and school toys

- ❖ All play toys and tools are suitable for the intended age group.
- ❖ A register of all toys and educational equipment has been created for each learning area.
- ❖ All equipment is visually inspected daily by the child minder and a formal inspection is done quarterly.
- ❖ Broken or dangerous toys are taken out of the classroom immediately and are either discarded or repaired as soon as possible. Any toys that increase the risk of strangulation are prohibited.
- ❖ Damages are to be reported immediately to management so repairs can be arranged. All defective equipment to be removed from the room immediately.

Sleep time Policy

- ❖ Children are provided with a stackable bed to be used when they feel like sleeping.
- ❖ We do not enforce sleep time, should a parent want to continue a nap routine, the child must be collected half hour before.
- ❖ Should a child fall asleep during school hours – they will be made comfortable and the parent will be notified.
- ❖ The mattresses are inspected daily by the facilitators.
- ❖ Parents are to supply a blanket for his/her child to use during sleep time.
- ❖ Mattress covers are washed every week by Little Urchins.
- ❖ Parents to provide any comfort toys.



Chantal Shooter

078 458 0060

Email: LittleUrchins6312@gmail.com

Website: www.LittleUrchinsMontessori.com

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Training of Staff Policy

- ❖ Only competent persons are permitted to conduct work on Little Urchins premises.
- ❖ Any unskilled staff members are always supervised by a competent person as required by the Occupational Health and Safety Act.
- ❖ Little Urchins staff are regularly sent on necessary training to constantly improve their knowledge and skills.

Weather Policy

- ❖ Should the weather not be appropriate for outside play, the children will be brought indoors.
- ❖ Fresh water is always available to all children and staff.
- ❖ Parents are to provide a bottle of suitable sun block and sun hat (cricket hat style) at the beginning of each term for each child.
