



Little Urchins Policies

Introduction

Little Urchins, Montessori creche will accommodate children from 18 months to 4 years old with the option of full day or half day childcare, provide holiday care and provide a fun environment for tourists to drop their children off for a day of fun.

Little Urchins, Montessori creche has an excellent educational programme 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, Montessori creche will leave us well adjusted, well educated, happy and ready to face the challenges ahead!

Goals

The goal of Little Urchins, Montessori creche 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, Montessori creche 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, their family's creche, the community and society
- ❖ To develop a learning curriculum that will meet these goals and developmental needs of the individual child.

Little Urchins, Montessori creche Fees Policy

- ❖ 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.**
- ❖ Holiday school and Day visitors are to pay before they arrive.
- ❖ 10% discount on total school fees for more than one child.

Little Urchins, Montessori creche hours

Monday – Friday: 08h00 16h00

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 creche.

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, Montessori creche.

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, Montessori creche 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 reported to the office immediately and an Accident Report Form will be filled in.

Admission Policy

On admission to Little Urchins, Montessori creche, 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 each individual child.
- ❖ The Application Form together with the additional documents described below must be delivered to Little Urchins, Montessori creche 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, Montessori creche.
- Failure to fully complete the prescribed Application Form in full shall render the application null and void.
- Providing misleading information and/or misrepresenting facts in the prescribed Application Form, shall render the registration null and void.

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 in the story.

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 (R50.00 for every 30 minutes or part thereof). Children are to arrive at school no later than 08h30.



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, Montessori creche 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 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 social behaviour. Providing engaging and developmentally appropriate choices for children also minimizes discipline issues.
- ❖ 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

- ❖ 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, Montessori creche 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.

All cleaning products are stored at adult height, away from children.

Access is restricted to staff only.

A suitable fire extinguisher is placed within 10 meters of this area.

Food Preparation Policy

- ❖ Parents are required to supply a healthy snack for 10h30, 12h00 and 15h00 (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.

First Aid

- ❖ Little Urchins, Montessori creche 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.
- ❖ First Aiders are trained in the correct first aid procedures for a choking child or infant.

Toilet Training

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



Vegetation Policy

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

Nappy Changing Policy

- ❖ Parents of children still in nappies need to supply nappies daily (not all will be used everyday), wet wipes and bum cream as asked by his/her child minder.
- ❖ Nappies may only be changed on the floor 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, Montessori creche Play centre staff to inspect all electrical outlets regularly.

Drain Policy

- ❖ All drains to have protective covers on to prevent access to children.
- ❖ Covers are inspected monthly by the Health and Safety Officer.

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, Montessori creche 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, Montessori creche 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, Montessori creche.

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, Montessori creche with a court order to such effect.
- ❖ Little Urchins, Montessori creche will not be held liable for rendering possession of the child to a parent who may longer be entitled thereto if Little Urchins, Montessori creche 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.
- ❖ A breast-feeding area is provided for mothers still nursing.

Paths of Communication

- ❖ Little Urchins, Montessori creche 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. For repairs please see Contractors Policy. 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.
- ❖ The sand is regularly treated with coarse salt to keep it clean.

Progress reports

Progress reports for your child are sent out in December.



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, Montessori creche 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 is dirty.**
- ❖ 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, Montessori creche 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, Montessori creche 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, Montessori creche reserves the right to close for any number of days should there be a reported communicable disease.

Smoking Policy

- ❖ Little Urchins, Montessori creche, premises are designated SMOKE-FREE.
- ❖ Little Urchins, Montessori creche, 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, Montessori creche.
- ❖ 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 during sleep time.
- ❖ The mattresses are inspected daily by the child minder and monthly by the Health and Safety Officer for damages.
- ❖ Parents are to supply a blanket for his/her child to use during sleep time.
- ❖ Mattress covers are washed every week by Little Urchins, Montessori creche.
- ❖ Parents to provide any comfort toys.

Staff Cell phone Policy

- ❖ Little Urchins, Montessori creche owner, Chantal Shooter cellphone number must be given to family for emergencies.
- ❖ The school number will be used for WhatsApp only to provide information to staff on duty.
- ❖ To ensure the effectiveness of care and supervision of the children, Little Urchins, Montessori creche ask that assistants to leave cell phones in their bags and not be taken into the playground as children need to be watched without staff being distracted.
- ❖ If cell phones are taken into the playground a verbal warning will be issued. Calls on cell phones at other times may be quickly answered and messages may be checked.

Supervision

Children will be always supervised (this includes but is not limited to mealtimes and sleep times).

Training of Staff Policy

- ❖ Only competent persons are permitted to conduct work on Little Urchins, Montessori creche premises.
- ❖ Any unskilled staff members are always supervised by a competent person as required by the Occupational Health and Safety Act.
- ❖ Little Urchins, Montessori creche 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. Occasionally we may bring in an age-appropriate movie.
- ❖ Fresh water is always available to all children and staff. Staff and children are encouraged to drink regularly during very hot conditions.
- ❖ 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.