



# SCHOOL RULES

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Excellence is accepted as the specific aim of this school. To this end “excellence” is defined as the ability to discover and/or design methods which will bring about harmony between technology and original nature; between sickness and health; between want and affluence; between justice and injustice; between ignorance and insight; between man and woman; between parents and children.

For sowing the seeds of excellence in young children, opportunity is given for boisterous physical play, a wide variety of interesting themes, challenging projects, creative thinking and unlimited flights of fancy. In addition, it is expected of every child to participate in all this without fear and without hesitation.

In order to create and maintain these high standards, rules are in place for the benefit of parents, children and staff members. Our school is based on Christian principles and as such has a Christian ethos.

To avoid any misunderstanding, please make sure you are aware of the following aspects of our school:

## **1. SCHOOL HOURS                    07:00 am- 18:00 pm**

Staff will open gates in the morning from 07:00 unless other arrangements is in place with Management  
Gates will be open for fetching children not attending the aftercare from 12:00 – 13:10. Between 13:10 and 14:00 the gates are locked, so that the children can rest.

BREAKFAST:	08:00
OFFICIAL PROGRAMME:	8:00 – 12:30
LUNCH:	12:30-13:00

Above is the official programme which is followed. If you need to bring or fetch your child outside of official hours, notice must be given beforehand.

Parents are requested not to disturb classes during the official programme. Parents are not allowed to stay in the classes for breakfast or any other part of the programme.

We follow a four-term year, but the school presents a holiday programme during the school holiday for children of working parents. We are closed for Christmas school holidays.

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## 2. DRESS

Please dress your child in comfortable, old, washable clothes as messy play forms part of the programme.

See the [General Policy](#) regarding which clothing is suitable for the Pre-Primary environment, available on the school's website.

## 3. JUNK / WASTE MATERIAL

We are dependent on parents to provide useful junk products. These provide many developmental and exploratory possibilities for the child. The same applies for old equipment needed in the technology learning area (e.g. old telephones; computers, kettle's etc.).

## 4. PROGRESS REPORTS

Progress reports are issued every Term. Grade R-classes undergo a Perceptual Development screening evaluation during February/ March, to establish the additional intervention required per individual learner. Rest assured that absolutely no preparation is needed for any of this assessment. This assessment contains nothing out of the ordinary and is done in a normal class situation in groups of six (6).

## 5. EXTRAMURAL ACTIVITIES

Music, song, dance, perceptual-motor development and creative expression form part of our daily curriculum. All of the above are taught by tertiary trained teachers, according to each age group's developmental level. However, to accommodate parents who wish their children to participate in extramural activities, we support the following:

Rugby Tots                      3-6 year olds

Ballet                              3-6 year olds

Children in the junior classes may only start extra-mural activities in the 3<sup>rd</sup> term and must be fully trained to use the toilet independently.

## 6. BIRTHDAYS

Each class follows their own birthday tradition. You are welcome to provide snacks or a birthday cake for the class on your child's birthday. . The Birthday celebration is held during snack time.

## 7. MARKET DAY / MAKING AND BAKING

Market day and Making and Baking are held alternatively (More information is available from the class teacher).

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### 8. MEDICATION/ILLNESS

See the Policy on Medicine and illness

### 9. COMMUNICATION

Weekly news letters class letters and other communication will be distributed via e-mail, whatsapp or sms.

If you have concerns regarding your child and/or the school, I am always available per whatsapp or to arrange a meeting asap. In all cases professional conduct can be expected from the staff of the school and likewise professional conduct will be expected from parents.

### 10. ADJUSTMENT

The adjustment of your child to the new school environment can be difficult and might take some time. There is no need to be concerned. With our experienced staff, your child should adapt and feel at home within days. Don't give up because of a few days of tears – your child will settle in.

### 11. PROFESSIONAL TEAM

The Schools Act determines teaching staff should guide and assist parents to be involved in the educational journey their child is following in the school. Assessment of your child is done on a continuous basis to ensure that problem areas are identified soon, and appropriate support is given.

Should the staff conclude that specialised attention is required for your child, they will inform you accordingly. We do not refer children to any specialist, but we do keep a list of various specialists whom you may contact if you wish.

### 12. SNACKS

All meals and snacks are provided by the school. However, we have observed that the Senior and Grade R groups often feel the need to bring a lunch box. After careful consideration, we have decided to allow learners in the Senior and Grade R groups to bring a lunch box to school. Please note that the school will continue to provide breakfast, lunch, and two snacks per day as usual. The lunch box is therefore optional and should be considered a snack box rather than an additional meal. We kindly ask parents to ensure that lunch boxes contain healthy snacks only. No cool drinks or juice are permitted—children may bring water only in their water bottles. This arrangement does not apply to the Junior group (Little Sprouts), as all meals and snacks will continue to be provided exclusively by the school for this group. Thank you for your cooperation and support in promoting healthy eating habits.

### 13. MEALS

Unfortunately, our kitchen staff are unable to cater for religious or allergic dietary restrictions. Should your child be unable to eat certain foods, please obtain a copy of the menu-plan from the office. On the days when a meal is served that your child is not able to eat, please feel free to send a substitute meal. Such a meal should be sent in a suitable container with the child's name on and the teacher must be advised. There are no discounts for home-provided meals.

### 14. OUTSIDE PLAY-AREA

The outside play area is an extension of the inside learning programme. It holds more opportunity for gross motor movement and investigative activities. All these activities form part of the child's complete learning experience.

"Movement activates the neural wiring throughout the body, making the whole body an instrument of learning".

"Beginning in infancy and continuing throughout our lives, physical movement plays an essential role in creating nerve cell networks that are the essence of learning".

(Hannaford C; 1995).

"The first requirement in designing any childcare space should be to maximize opportunities for children to move their entire body freely and extensively in all directions. Whether indoors or out, our designs must be based on what children do when they are moving – the specific ways they move.

Their bodies in relation to space and objects:

"Children climbing..... crawling..... sliding..... balancing..... hiding.....and jumping off..... are not simply being obstreperous. Their actions are motivated by a deep, primary, developmental need to explain the multifaceted parameters of physical activity" (Olds, A.R; Human Ecology Forum 1980).

"Movement – exploration, which utilizes divergent problem solving with many different responses to a single challenge, allows children to respond to challenges at their own developmental levels and rates" (Pica, R; 1993).

We planned our Outside Area based on all – and more – of the above-mentioned. MMA strive to provide as many opportunities as possible for your child to have a wide range of development.

### 3.

We ask you to support us in the venture by allowing your child to gain the movement experience on this terrain. Mishaps can occur, but we try to minimize this by installing well planned supervision and support.

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We invite you to visit the Outside Area and to ask any questions you may have. When you sign the acceptance of the school rules, this will also be taken as consent for your child to use the terrain. (See the School's Admission/Enrolment pack).

### 15. ACCOUNTS

Take note in accordance with the South African Schools Act (No 84 of 1996) **school fees are compulsory** as well as that School fees are **payable in advance** and must be paid first of each month. Accounts are sent out at the beginning of each month before the 31<sup>st</sup> of the month. Should you fail to pay in advance before or on the first, you will receive a reminder. If the account is still not settled by the third you will have to make arrangements with administration in order to secure your child's place in the school. School fees are charged over **12 months** from January 1 to December 1 each year.

### 16. FETCHING YOUR CHILD

The gates are closed between 13:10 and 14:00 for children to rest. You will only be allowed to enter the school during this period through prior arrangement subject to the policy regarding extramural activities.

If someone other than yourself is fetching your child in the afternoon, please phone Principal Pinky in the morning and arrange.

Aftercare closes at 18:00 pm A child who is fetched late, is fined R 70-00 for every 10 minutes or part thereof.

### 17. ACCIDENTS

At all times, at least one staff member on duty is trained in First Aid. Every teacher has a basic First Aid Box at hand and a well-equipped First Aid Box is available in the office. In case of an accident, a proper procedure is in place which must be followed by the staff. A report gets written in the Incident Book for your information. When an injury is serious to the point of medical intervention, a full report is provided to you.

### 18. TOYS

No toys of any nature are allowed at school. Teachers cannot take responsibility for the protection of such items and it causes problems between children.

### 19. CURRICULUM POLICY

- MMA follow a Perceptual Development programme that support the South African National Curriculum Statements. These are the revised version of Curriculum 2005.
- According to this Curriculum, the method of teaching is through Outcomes Based Education (OBE). The basic principles in OBE are applied at MMA.
- Children should not only gain knowledge (as in memorising) but also understand what they learn. Parallel to this, children need to attain the necessary skills, attitudes and values accompanying this knowledge.
- Children should become active participants in the learning process and expand their creativeness.
- Children are given the opportunity to work at their own pace and in various ways. Yet they work within time frames.

We also underline the core assumptions of OBE:

- All learners can study successfully.
- Success breeds success.
- Educational institutions determine the (educational) circumstances which ensure success.
- Lastly, we want to draw your attention to the fact that OBE was implemented in the then Government pre-primary schools since 1970. The success of these schools was common knowledge and is well documented. One of the reasons being that this method is extremely suitable for the Foundation Phase. (Gr. R to Gr. 3) and has been the most excellent method of training small children worldwide.
- You will receive ongoing information about our Learning Programme as we believe you as parents should be involved in the learning process of your child.
- The class sizes range from 10-15 children, with a teacher and 2 teacher's assistants in each.

### NOTICE

Two (2) calendar month's written notice is required, except in the last term (not including Grade R's), please do so by the **no later than 1 October, as November doesn't serve as a notice month.**

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Late notification will result in the payment of a cancellation penalty equal to one (1) month's school tuition fee and may be deducted from the Deposit.

### 22. POTTY TRAINING

This is a very important stage in your child's life. It should be a healthy experience without any stress. Our staff is experienced and very patient and we hope you will follow in this way at home.

The procedure works as follows:

- Training starts with the older children in the group.
- You will be informed two weeks before commencing.
- Do not put unnecessary pressure on your child – it will only prolong the process.
- Follow the process at home as well. Your continued participation is important.
- Send 4-6 sets of clothes as well as plastic bags for wet clothes. Clothes must have elastic in the middle for easy taking off or putting on.

We look forward to being part of the enriching of your child's education.

May the time at our school be a special period for you and your child from which pleasant memories will grow.