



## Parent Handbook

**Name of Child** : .....

**Age** : .....

**Class** : .....

**Start Date** : .....

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Dear Parent,

A warm welcome to you and your little one!

This is your Parent Handbook which outlines how Yummies Nursery School operates.

## Our People

### Leadership and Oversight

My name is Isabel van Emmenis and I am the Principal and owner of Yummies Nursery School. I have complete oversight of the preschool and am responsible for the smooth functioning of all areas in the school.

I'm actively involved and know every child in this preschool very well, so I am very well aware of each one's strengths and where attention needs to be given. I scrutinize each child's report before it's given to you, and so I'm well aware of how the children's development is going. Even though your first contact person on this subject is your teacher, please feel free to chat to me about it any time.

Merle Tinkhof is in the office, and she will assist you with all admin matters. Usually, she answers the emails and sends out the invoices.

### The Teaching Staff *(All classes are overseen by Isabel – Principal)*

Pony Class: 18 months - 36 months  
Teacher's name/s: Merle/Susan

Parrot Class: 36 months – 48 months  
Teacher's name: Leah

Lion Class: 48 months – 60 months  
Teacher's name: Isabel

### Support Staff

Oswald: Is our Groundsman

### Financial Matters

In financial matters I am your contact person and you're always welcome to talk to me about any concerns or queries. Merle Tinkhof, our administration lady in the office can also assist you.

## Contact Details

<b>Business Owner &amp; Principal:</b>
Name: Isabel van Emmenis
Email: <a href="mailto:info@yummies.co.za">info@yummies.co.za</a>
Cellphone (office hours): 082 852 2721

## Communication

## Digital Comms

1. Our preschool is green and eco-friendly as so wherever possible we communicate with you through email and mostly on WhatsApp.
2. Our website [www.yummies.co.za](http://www.yummies.co.za)

## Newsletters

These are sent out on our WhatsApp groups.

We update our website every week and you'll be able to find our diary, and photographs as well as general info about the school.

## Birthday Parties

You are welcome to organize your child's birthday party at school. In this event, the party will take place during mid-morning snack time. Please do not bring any boiled (hard) sweets, suckers, nuts, or balloons. All that is needed is cold drink, a small cake because children really do not enjoy baked cake (only ice cream cake), a few soft sweets and crisps. If there is any left-over cake, we will share it with the rest of the staff, and if there is still some left, we will send it home.

If you wish to organize a clown or puppet show you are welcome to do so and we can advise you which ones do not frighten the children. People dressed up strangely in large animal costumes with big heads do still frighten most of the children. With your approval, we will invite the children from the other classes to watch the show.

The other children can bring presents for the birthday boy/girl to school. The presents will not be opened at school but packed in a large bag and kept in the office for you to take home when you collect your child.

Many parents have the birthday parties at home and issue the invitations through school. When you receive an invitation, please do reply to the hostess so that she can know how many children she needs to cater for.

## Charity

Each year Yummies Nursery School supports one of the charities, and the parent's support has always been phenomenal. The way it works is that when you have a clean out in your home, please bring the goods (kitchen utensils, clothing, toys, etc.), to the school and when the load is large enough the charity sends their driver to collect it.

## Creative Activities

The children are very proud of their creative activities, and they are displayed in the child's classroom. Please do make a point of going into the class and admiring the art on the walls, paying special attention to your own child's. We will also be sending some marvelous creations home during the year.

## Drop-Off and Pick-Up Arrangements

In the mornings when you drop your child off, please do not have unscheduled meetings with your teacher, as she has to attend to her duties and the children in the class. However, we will always be able to accommodate pre-booked meetings. My door is always open, so if you have something to discuss urgently, please do not hesitate to make an appointment in the office to see me.

When collecting your child in the afternoons, please notify the teacher in your section that you are taking your child.

## Extra-Mural Activities

Description	Duration / Frequency	Venue	Age Cohort
Swimming	25 min. 1 x per week	At school.	4 years - adults
Ballet	30 min. 1 x per week	At school	3 – 6 years

The Extra-mural teachers issue their own invoices and collect their own payments. Please do not add any extra-mural charges to your fee payments.

## Fee Structure

Fees are payable on presentation of the invoice, before the 5<sup>th</sup> of every month. Our preferred method of payment is by EFT directly into the school's bank account. The account details are:

Account Holders Name : YUMMIES VILLAGE CRECHE CC  
 Name of Bank : NEDBANK  
 Branch Code : 15140500  
 Branch Name : RANDRIDGE  
 Account Number : 1204602026  
 Reference : Please use your child's name as a reference

### Payment Frequencies

By prior arrangement, payments may be made:

- Monthly
- Annually in January of the current year - 10% discount

### 2024 Fee Structure:

Care	Payment Frequency	Price
Full Day	Monthly over 12 months (Jan-Dec)	R3300.00
	Annual (Payable beginning January in the current year)	R35 640.00
Half Day	Monthly over 12 months (Jan-Dec)	R3000.00
	Annual (Payable beginning January)	R32 400.00

## Marking Clothing and Other Belongings

Please mark all your child's clothing and other belongings as this goes a long way towards preventing losses. We have a "Lost Property" box, kept in office where all odds and ends left behind are kept. You're welcome to sift through in the event of something being lost. The Practitioners at Yummies Nursery School will make every effort to help your child learn to look after his/her belongings, but we cannot be held responsible for missing items.

## Medical Matters

The medical regulations are well documented in our Medical, Safety and Health Policy. We would like to place on emphasis on the following medical matters.

### Ill Children

A school for small children is like a magnet for viruses. The policy here is simple; ill children may not come to school, especially under the following conditions: ○ Within 12 hours of a high temperature. ○ Within 48 hours of going onto an antibiotic. ○ Spots and rashes, ringworm and impetigo.

- Sore throats, especially tonsillitis. An infected throat can usually be smelt and usually there will be a temperature.
- Infected eyes. ○ Any runny tummy or vomiting. ○ Yellow, green, or brown noses. ○ Weeping ears. ○ Lice – a clinic or doctor's certificate is required before the child may return to school.

Childhood illnesses are normal; they are also highly contagious and can result in “crèche syndrome”. This makes the other children and the staff ill and we do send ill children home.

Last but not least, sick people need to stay at home and be looked after.

### Medicines

First thing in the morning when you drop your child off at school, please place any medication he/she is on in the capable hands of our staff on duty. Please fill in the Medication Administration Form, which is used by our Staff to administer the medicines at the specific times. Please remember the following:

1. Never allow your child/children to carry their own medicines into school.
2. Notify your teacher that your child is on medication.
3. We are unable to administer any medication unless the medicine form is signed.
4. Never leave medicines in the child's bag. This is an extremely dangerous practise.
5. Take your medicines home with you when you pick up your child.

If your child is allergic to bee stings, please leave a bottle of antihistamine or an epi-pen at school. When it expires we will let you know.

## Operating Hours

We are registered to be open during the following times, Monday to Friday:

Full day: 6h30 am – 6h00 pm  
Half day: 6h30 am – 01h00 pm

Please note that every effort needs to be made to pick your child up on time.

Please have your child at school by no later than 8h00 am in the mornings as we begin our routine at that time. Late children miss out on a lot of important the activities and, in addition, we greet every child individually, so it also disrupts the class.

## Policies

At Yummies Nursery School we have all the required policies, and then some more. The purpose of our policies is to document the procedures at this school and inform the staff so that they can act promptly and sensibly in many situations. Our policies can be viewed in the office. The policy list is:

- Admissions
- Behaviour Guidance and Discipline (the children)
- Biting
- Child Protection and Anti-Abuse
- Children's Rights, Entitlements and Responsibilities
- Complaints
- COVID-19 Prevention and Control
- Disability and Inclusion

- Discipline and Grievances (the staff)
- Electronic Communication, social media and Children's Policy
- Emergency Preparedness and Evacuation Procedures
- Head Lice
- Health and Safety
- HIV and AIDS
- Human Resources
- Infection Control
- Medical, Health and Safety
- Nappy Changing and Toilet Training
- Nutrition
- Outings and Excursions
- Protection of Personal Information
- Toy Cleaning and Maintenance

## **Security**

### **NB! Children Visiting Each Other**

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 advise us as we will not let them off the premises without your permission.

### **Electric Gates**

Access into the parking lot is controlled by means of an electric gate. The electric gates are open from 6h30 to 9h00 in the mornings and again from 14h00 to 18h00 in the afternoons.

### **CCTV**

There are 3 cameras in the preschool positioned at all the gates. The monitor is in the office and all activity is recorded every day and any issues that arise are soon picked up.

### **Magnetic Lock**

The small gate at the entrance is secured with a magnetic lock. Please type in the code on the keypad in order to open the gate. The code is changed twice per year and you'll always be notified of the change.

## **School Fees**

Below is an explanation of the charges you will find on your invoice:

### **The Registration Fee**

The registration fee of R1000 is once annual and non-refundable.

### **12-Month Fee Structure**

The school fees are levied over 12 months (January to December).

### **Edutainment**

Termly edutainment such as puppet shows, pizza making, mobile farmyards and zoos, etc. are invoiced at the end of a term.

## Christmas

Parents send a wrapped Christmas present to school with their child's name on. Cost not more than R300 p/child.

## Sun Hats and Sun Block

Please ensure that your child has a sun hat packed every day, as they are not allowed onto the playground without one. Please send your child to school with sunblock already applied.

## School Functions

We have several school functions during the year, for example, parent meetings, the concert, graduation. You will be notified well in advance and the events are listed on our annual and quarterly planners. We usually cater at our functions and will request plates of eats from specific classes for the functions.

## Monitoring a Child Development and Feedback to Parents

- Daily observations are noted by the teachers.
- Assessments take place once per term.
- Reports are issued in:
  - March (detailed written version), ◦ June (detailed written version), ◦
  - December (detailed written version)

## What to Bring to School

18 months to 3 Years Old	3 Years and Older
<ul style="list-style-type: none"><li>• Warm jersey</li><li>• Sterilised bottles/sippy cup and/or dummies</li><li>• Formula</li><li>• Purity, cerelac, etc (breakfast, lunch and 2 x snacks)</li><li>• Wet wipes</li><li>• Nappies</li><li>• Backside cream</li><li>• Standard sized mattress including a fitted sheet</li><li>• Blanket for nap time</li><li>• Cuddly toy</li><li>• Change of clothing</li><li>• Sun hat</li></ul>	<ul style="list-style-type: none"><li>• Breakfast, Lunch, 2 x snacks</li><li>• Warm jersey/rain jacket</li><li>• Standard sized mattress including a fitted sheet</li><li>• Blanket for nap time</li><li>• Fitted sheet</li><li>• Wet wipes</li><li>• Change of clothing</li><li>• Sun hat</li></ul>

## Meals

Kindly note that our school only provides breakfast (Mielie-pap or Maltabella) and a morning snack (Yoghurt or Biscuits). Parents are please to provide lunch and an afternoon snack (if your little one is at School full day).



## **What Not To Bring to School: Toys**

Please do not allow your child to bring toys to school. Toys and bikes are ONLY ALLOWED on FRIDAYS!!  
The toys and bikes must be clearly marked.

Thank you for choosing our school. We shall look after and educate your child very carefully.

Kind regards  
Isabel van Emmenis and the Staff at Yummies Nursery School

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Name and Signature