

# CPM



## Household Rules and Guidelines

## HOUSEHOLD RULES AND GUIDELINES

### 1. ARRIVAL AND DEPARTURE TIMES

- Start times: Mondays to Fridays, 08:00 to 12:00
- Arrival: If a learner comes to school after teaching has already started, they must enter the class quietly and messages must please be passed on to one of the assistants.  
Arrangements should please be made in advance if your child is going to come later or be absent for the day.
- Departure times: Teaching ends at 12:00. Aftercare starts right after.  
Arrangements should please be made in advance when your child is collected earlier or later.
- Farewell: When you drop off your child, be sure to say goodbye to your child and assure him/her of your love. Be careful not to leave your child with negative words. **The faster and firmer the farewell, the easier it is for parents, children and educators.**

We assure you of an environment that offers security and that we will deal with the situation with empathy handle.

### 2. GENERAL HEALTH

Children are turned away in the following cases:

- When your child cannot participate in activities due to an illness.
- If your child's condition poses a health risk to other children.
- An unusual fever above 38 °C.
- Diarrhea and nausea.
- Symptoms of childhood illnesses.
- If childhood illnesses/infectious diseases occur, your child may only be allowed back to school according to the following guidelines.

Chicken pox	When all scabs are dry, which would be roughly after a week
Colds and Flu	2 to 3 days after first symptoms
Mumps	After symptoms are gone
Rubella (Measles)	At least 7-10 days after first symptoms
Streptococcus	After symptoms are completely gone
Tuberculosis	2 to 3 weeks after first symptoms
Hepatitis A	At least 7-10 days after first symptoms

Pink Eyes	24 hours after medication has been given. It usually subsides after about a week.
Impetigo	After infection is gone. With treatment it usually subsides within 5 days.
Hand foot and mouth disease	7-10 days after first symptoms
Lice	After the problem has subsided completely
Measles	5-7 days after the rash shows

### 3. INJURIES & MEDICATION

- You will be notified immediately in case of injuries; in serious cases your child will be transported to the local doctor (as indicated on the registration form) and the parents will be held accountable for any medical costs.
- In case of fever, the parents will be notified.
- Please note that we are not permitted to administer any medication. If your child is unwell, please keep him/her at home to avoid spreading the illness to other learners.

### 4. LIST OF NEEDS

Annually: 1x Pack wet wipes

1x Box of plasters

2x Boxes of tissues

1x Bottle of Handy Andy or Domestos

1x Bottle of Toiletduck

2x Bottles of liquid hand-washing soap

1x Apron (without strings)

1x Chair pouch (small)

1x Pack of thick "TEDDY" crayons

1x 43g Pritt

1x A4 Flipfile (10 pockets)

1x air freshener

1 x scissors (**only for Gr. RR learners**)

- **All necessities must please be clearly marked.**

### FOR THE KIDDIES ON DIAPERS

3 x packs wet wipes per term

1 box disposable diaper bags

Disposable diapers (at least 5)

Bum cream / Vaseline to keep in class

2 sets of clothes

Sleeping mattress with blanket

**No dummies please**

- Daily: Backpack  
Extra set of clothes  
Hat (summer)  
Lunch box and water/juice (enough for two snack times)
- Parents must please apply sunscreen to their children at home in the morning.
- Healthy food in the lunch boxes is of utmost importance. **No sweets are allowed during the week.** You are welcome to pack a treat on Fridays.

## 5. EXTRA-MURAL ACTIVITIES

External activities are offered at CPM – Jelly Tots by external parties on the school's premises. It is the parents' duty to contract and make arrangements directly with these parties.

Available Activities: Rugga Roots (Rugby Skills and Development)  
Shift netball

## 6. DRESS

- Comfortable, old clothes and shoes. All clothes must please be clearly marked.
- Please ensure that girls wear tights under their dresses.
- **Girls' hair must be tied up at all times. No loose hair allowed.**
- Lost belongings are placed in the "lost items" container.
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## 7. PARTIES

- A birthday is a big event, and we enjoy sharing this special day with your child.
- You are welcome to hold your child's party at school. Please make prior arrangements for class parties. Parties are held around 11h00.

## 8. ADMISSION POLICY

- Children from the age of two are admitted to CPM – Jelly tots.
- Children must already be off diapers and able to use the bathroom fully with permission.

## 9. DAY PROGRAM

This is an example of the day program. Times may vary if necessary.

08:00 – 08:15	Children are received. Free play indoor / outdoor
08:15 – 08:30	Class Register and Religion (Morning Circle)
08:30 – 08:40	Toilet routine and hand washing.
08:40 – 09:00	First morning refreshment
09:00 – 10:20	Directed play
10:20 – 10:30	Tidy up and pack away
10:30 – 10:40	Toilet routine and hand washing
10:40 – 11:00	Second morning refreshment
11:00 – 11:45	Free play inside / outside Directed outside play
11:45 – 12:00	Story time, songs, rhymes and greetings
12:00	Class adjourned and free play

## 10. PARENTAL INVOLVEMENT

- Parents are expected to be constantly involved in your child's development and progress.
- Parents' evenings and personal appointments allow for communication, especially for discussing your child's development and progress.
- A friendly request is made to you as a parent to inform us of any trauma your child may experience (e.g. divorce, death of a loved one, absence of a parent, etc.) so that we can support your child accordingly. We promise that the above information will be handled with the necessary sensitivity and confidentiality.

## 11. COMMUNICATION

- The Friday Weekly is sent to all the parents by e-mail every Friday to communicate important information.
- Teachers communicate with parents by means of WhatsApp and/or text messages. The "WhatsApp class groups" are used by the teachers for the purpose of discussing school-related aspects only.

## 12. STIMULATION CLASSES

Stimulation classes are presented according to the NCF (National Curriculum Framework) with 6 ELDA's (Early Learning and Development Areas) as main sections. A specific theme is also covered each week. The stimulation classes are an integrated program with a holistic approach to develop children in totality.

- **ELDA 1: Wellbeing**
  - Being well nourished.
  - Having good health.
  - Being safe and secure.
  - Developing physical abilities and interest in physical activities.
  - Building resilience.
- **ELDA 2: Identity and belonging**
  - Children are aware of themselves as capable and confident learners.
  - Children have a strong sense of self care.
  - Children build strong relationships.
  - Children have a sense of group identity and a sense of celebrating differences.
- **ELDA 3: Communication**
  - Children listen to sound and speech.
  - Children speak using different styles of communication.
  - Children make meaning by “reading” what they see, hear, feel, taste and touch.
  - Children record their experiences and ideas through language, sounds, art, drama and later on through “writing”.
- **ELDA 4: Exploring mathematics**
  - Children show awareness of and are responsive to number and counting.
  - Children sort, classify, make comparisons and solve problems.
  - Children explore shape, space and measure.
- **ELDA 5: Creativity**
  - Identifying, searching for and creating solutions to challenges through problem solving.
  - Identifying, searching for and creating solutions to challenges through play and make believe.
  - Identifying, searching for and creating solutions to challenges through visual art activities.
  - Identifying, searching for and creating solutions to challenges through music, dance and drama.
- **ELDA 6: Knowledge and understanding of the world.**
  - Children explore and investigate their life world.
  - Children explore design, make items and use technology.
  - Children explore and investigate time and place.

- Two assessor reports are provided to parents during the year (June and December).
- Extra activities:
  - RSD and Shift netball
  - Making-and-Baking
  - Music and singing lessons (presented by Mr. Jehan van Niekerk)
  - Bike-day (children bring their own bikes to school on Fridays)
  - Candy-day (every Friday the Jelly Tots hold their own candy day).

### **13. EDUCATIONAL PHILOSOPHY**

- The first 7 to 9 years are the most important formative years of a child's life, and they form the basis of all future learning.
- Emotional stability, independence and security form the basis of other development.
- Happy children are so much more willing to learn and grow; physically and emotionally.
- Children are motivated to learn by playing with a holistic approach to develop in totality to everyone's own ability and potential.
- Special focus is placed on communication and listening skills.
- Every child is accepted and is important as he/she is.
- The uniqueness of each child is recognized and respected.
- Good routine and structure provide security and make children feel safe and secure.

### **14. DISCIPLINE**

- Discipline is applied through a method of positive behavior reinforcement (the use of uplifting words, love and praise). Children thrive better through positive behavior reinforcement than through constant punishment. In this way, a child's positive self-image, independence and intrinsic motivation are strengthened.
- Punishment is administered in extreme cases by removing the child from the activity/situation and explaining the unacceptable behavior to the child.
- We focus on ensuring that when a child is disciplined, the child is not personally demeaned, and his/her self-esteem is broken by the process. The child's behavior and the wrongdoing are addressed.
- We do not use words such as naughty, naughty chair/naughty corner, etc. as this can negatively "affect" a child.
- In exceptional cases of unacceptable behaviour it is discussed with the child's parents to find a solution together.

## **15. HOUSE**

- Parents are the primary educators of their children. Good discipline, values, respect and authority are therefore enshrined at home. The school and educators act as your child's secondary educator and reinforce the above which is already laid down at home.

## **16. SECURITY**

- Children may only be collected by their parents/guardian. If anyone else comes to collect your child, arrangements must be made with the school in advance.
- If there are persons who are not allowed to collect or visit your child under any circumstances, complete information must be provided to the school in writing.
- If someone else comes to collect your child, this must be communicated to the teacher in advance.
- The safety gate must be closed at all times.

## **17. JELLY TOTS SHIRT**

- You are welcome to order a Jelly Tots shirt.
- The shirts are worn during outings, sporting events, performances etc., carried as well as every Friday.

## **18. ANNUAL EVENTS**

- Kindergarten athletics
  - Every year Jelly Tots offers a fun athletics event for our toddlers from 2 years to Grade R. Entertainment and stalls with food and drinks for sale will form part of the day.
- Annual concert
  - At the end of each year, Jelly Tots presents a concert. This is a wonderful event to show how the learners have grown and developed throughout the year.
- Jelly Tots market day
  - Each grade gets the opportunity once a year to host a market day for the whole school. The purpose of the market day is to generate funds for that particular grade.

## **19. HOLIDAYS**

- Jelly Tots will be closed during school holidays and public holidays as communicated by the WCED.

## **20. AFTERCARE**

All the learners who are enrolled in aftercare adjourn after 12:00 to the aftercare where they will then be under the care of Mashé Alias. Feel free to call Mashé if you have any questions or require further information.

- Mashé Alias – 072 741 6418

DON'T FOCUS ON THEIR LIMITATIONS,  
RATHER FOCUS ON THEIR POSSIBILITIES....