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CURIOUS MINDS
·BUILDING FUTURES
Reg #2013/177746/07

Information, Conditions, Rules & Regulations

CODE OF CONDUCT

Curious Minds is a Private Pre-School Centre and all children are welcome, however, parents of prospective pupils need to agree to abide by the Centre's Code of Conduct as well as the Fee Structure and the Terms and Conditions as per the Enrolment Contract.

- Centre Hours and Terms:

We open strictly at 07h00 and close at 17h30. Please do not be early for drop-off or late for pick-up, it is a very long day for the children as well as staff.

07h00	Centre opens
07h00 – 08h30	Arrival and drop off Please do not be early for drop off, teachers are on duty from 07h00 Please drop children off between 07h00 and 08h30 thereby ensuring there is enough time to complete a full three-hour work cycle. Please be on time in the morning and in the afternoon. Late arrivals and early departures cause the child to miss part of the structured work cycle and disrupts the smooth running of the Centre.
13h00	Pick up time for half day pre-school children.
02h00 – 03h00	Pick up time for three quarter day children. Late penalties will be charged to parents who are late to pick up their children. R50 for every 15 minutes or part thereof.
17h30	Full day children pick up time. Centre closes Please do not pick children up later than 17:30, as this is when we close Late penalties will be charged for parents picking their children up late. R50 for every 15 minutes or part thereof. This money is for the staff who are working overtime. Please note that picking your child up late causes extreme anxiety, and this needs to be avoided. If you are unavoidably delayed, please phone the Centre. Please consider staff members who have families and other commitments.

The Centre will close by 12h00 for December holidays.

- Arrival and Departures:

  The staff cannot be responsible for any child who is not given into a caregiver's care upon arrival. Each child must be given to the Arrival Staff on duty or taken to his/her class teacher every morning, this ensures your child's safety and enables you to share information with the class teacher about the child.
  It is best to be loving but firm and make your departure as swift as possible. Attempts to coax the child into one last hug can often make matters worse and more traumatic for all parties.
  We cannot allow your child to go home with anyone else if you have not informed us of this arrangement. The person will need to give us the correct password that you have provided us with and you will need to send a WhatsApp picture of the person who will be collecting your child to management.

- Centre fees:

  Registration Fees:

  A non-refundable registration fee is payable on registration.
  Please remember fees are paid **11 or 12 months of the year**; monthly, termly or annually in advance.
  For safety and security reasons we would like to limit the amount of cash kept on the property. Please pay Centre fees by EFT. Extra mural activities' fees should be paid directly to the service provider by EFT to avoid cash being kept on the Centre premises.
  All legal costs incurred by Curious Minds when collecting outstanding fees will be for the parent's account.
  Centre fees are due **IN ADVANCE by the 2nd** of the month. Fees not cleared by the 10th of the month, will incur a penalty of R1000. It is at the discretion of the Centre management to suspend a child from the Centre should there be a default on payment of fees.

- Notice:

  In the event that your child is to be taken out of the Centre, **a term's notice (3 months) in writing** is required. Failing to do so will render you liable for a full term's fees.
  No notice will be accepted after 1st October.

- Banking details:

  Curious Minds Stimulation Centre
  Standard Bank // Centurion Branch // Account nr: 3103 44 88 3

- Grocery List/Supplies and Stationery Pack

  We require a list of once off annual supplies in January or on your first day of admission. Please mark all the supplies and hand to front desk/your class teacher to tick off.
  A Stationery Pack is to be purchased for your first day in January or first day of admission. You will be notified as to where you need to purchase it. Curious Minds may decide to levy a stationery/equipment fee, rather than requesting a pack to be purchased. Curious Minds will notify parents regarding this decision.

- Illness & Absence:

  Please message your child's teacher or phone the Centre in case of absence.
  Curious Minds reserves the right to decide whether a child may or may not attend for health reasons.
  For the protection of all children DO NOT SEND your child to the Centre if she/he has fever, a bad on-going deep cough, nasal discharge that is not clear, head lice, diarrhoea, vomited in the last 24 hours more than once without medication or has an eye infection (red swollen eyes with discharge). A child must be fever free for 24 hours before returning to the Centre and if on antibiotics he/she may only come after 48 hours of taking antibiotics. When the temperature is 38˚ C or higher, the parent will be requested to collect their child immediately.
  Please note that conditions such as rotavirus, gastro, chicken pox, measles, eye infections, coxsackie virus or any other contagious illness will require a clearance letter from a medical practitioner in order to return without danger of contamination. Please notify the Centre immediately should your child or anyone at home contract any of the contagious illnesses.
  NO credit will be given for non-attendance due to illness or children taken out on holiday during Centre terms.

- Immunisations

  In terms of the National Health Norms and Standards, only children who have been vaccinated, or are in the process of their vaccinations, may be admitted to this Centre. A copy of the child's vaccination card is to be handed in with the enrolment forms.
  NO JAB NO PLAY!

- Medicine:

  Teachers will ONLY administer chronic medication, homeopathic medication, or the last 3 days of an antibiotic course.
  All medication is to be handed to the teacher by the parent. Please DO NOT leave it in your child's bag. Please remember to collect your medication at the end of the day unless it is chronic medication or an epi pen. The required dosage and time schedule is to be discussed as well as written and signed for on the medication form. No medication will be administered for symptomatic relief at the Centre unless we have contacted the parents, or if we cannot get hold of any of the child's contacts and the fever is above 38°C. In this case we will administer Nurofen, or Panado in the age-appropriate dosage and we will record this on the medication register in your child's class for which you will be asked to sign.

- Parking:

  Please be considerate and be sure to park in a manner that allows other parents to be able to park easily. To avoid traffic congestion, try to be as speedy as possible when dropping off and collecting children.

- Meals:

  At Curious Minds, children are NEVER forced to eat, we will encourage a fussy eater to taste the food, but they will never be forced to eat it.
  We provide breakfast from 07h30 until 08h30, a morning snack, lunch and two afternoon snacks, one at 14h00 and another at 15h30 for full day children.
  We take pride in our meals, and there is a seasonal rotation in the menu. Curious Minds varies their vegetables, starches and fruits constantly, providing an overall holistic approach to healthy eating. Seconds are available for children who are hungry after finishing their first helping of food. The food menu is displayed on the notice board and is updated constantly. Parents are asked to not send any further food unless your child will not be able to eat the food, we provide due to food intolerances, allergies and religious reasons. We are a NUT free environment and we ask that you respect this at all times.
  Fresh cool filtered water is available for the children's bottles to be refilled.
  There is no discount applicable if a child needs to bring his/her own food.

- Allergies

  Parents must indicate any allergies clearly on the registration form and the parents must ensure that the teacher and management are informed.

- Dressing Children for their day:

  The children are very active and should wear comfortable clothing and shoes suitable for play. Children are encouraged to be independent, and it must be easy for them to remove and put on their clothing. Please do not dress your little one in anything you do not want stained as we cannot always prevent this with eating, playing and creative activities. Curious Minds and its staff will not be held responsible for damage to clothing. Please avoid necklaces, bracelets, bangles or clothing that could be mislaid or lost. Belts make toilet training or even toilet use for young children very difficult, please do not send children with belts. Please check your child's bag and clothing each day to ensure that all articles belong to him/her. Please make sure that all clothing is clearly marked with the child's name in clear lettering.
  No spiderman, superman, barney or similar outfits are permitted.
  Please ALWAYS keep your children's nails SHORT and ROUND.

- Bags & Daily Supplies

  Children who are not yet potty-trained need at least 4 nappies in their bag per day as well as wipes and bum cream to be used on your child only. An extra set of clothing (at least 3 sets if potty training), a plastic bag, something warm in case the weather changes, water/juice bottle, milk bottle (if required) and dummy if required).

Please ensure that every item of clothing is clearly labelled and marked. Please send your child with a reasonable sized bag, that can fit into their locker every day. A sunhat, oversized t-shirt for art and sunblock is to be left at the Centre, all clearly labelled. NO HAT NO PLAY!

- Safety and security:

  Never leave children or valuables unattended in the car or parking lot.
  Make sure to close the pedestrian gate and front door behind you when entering the Centre.
  Pin numbers for the pedestrian gate and front door are changed regularly.
  Be aware of REMOTE JAMMING in the parking a lot, always be vigilant and aware!!!
  All parents are requested to please NEVER turn across the solid white line in Justice Mohamed Street. Please for your safety turn at a legal turning place i.e. a robot and go around the block if necessary. This is a condition by which the Centre has to comply with, by order of the traffic department. Crossing the white line will result in a R200 penalty.
- CCTV

  For the protection of the Centre and children, as well as staff training, we have a camera system, most of the Centre areas are covered. The recordings are kept for approximately 5 days.
- Attendance register:

  A daily class register is still taken by the class teacher as well as by the Aftercare Manager.
- Mutual Respect:

  Curious Minds will not tolerate staff being spoken to in an abusive or threatening manner by parents or children. Such behaviour may result in termination of the contract and immediate removal of the child from Curious Minds. Please first discuss any areas of discontent with your class teacher, should a solution not be found, please escalate this to the Centre managers and only thereafter to the owner/head.
- Personal Belongings:

  Every item of clothing, including shoes, accessories, bottles, lunch boxes, bags, dummies must be clearly labelled; Curious Minds and its staff cannot be held responsible for the loss of items. Children may not bring toys from home as the staff cannot be held responsible for these items or the conflict and tears they cause.
- Extramural Activities:

  These activities are offered on the Centre property except for swimming, where children are transported by the swimming school. Curious Minds offers a variety of outsourced activities. Phyzz Ed, music and chess (older classes only) take place once a week and are included in the fees. We also have Pottery, Kinder Gym, Swimming, Soccer by Hellenic, Dance Mouse and Ballet. These activities run independently, they raise their own invoices and collect their own money. Payment must be made to them electronically and autonomously. Please keep abreast of your payments as outstanding accounts place Curious Minds in a difficult position. Curious Minds will not be held responsible for any extra mural activity payments. Please ensure that they are paid directly by EFT into the correct bank account and NOT to the Centre bank account.
- Outreach

  At certain times of the year we reach out to the less privileged and people or animals in need. Parent participation is greatly appreciated and contributions in big groups go a long way!
- Outings = Innings/Puppet Shows/Educational Shows:

  This is the term used to describe interesting talks and educational shows, presented by performers to the children every term. Parents will be informed quarterly of all outings, for which payment is charged. It is also on the monthly planner which is pasted into your child's communication book at the beginning of every month. If the outing is happening off the Centre premises, a consent form will be handed out and needs to be returned to the class teacher.

- Incidents:

  A log book is kept of all accidents that occurred during the day. This book is on the front desk and clearly marked. Your child's teacher/aftercare manager will inform you if any incident occurred during the day, whereby you should sign in the incident book.

  In the event of a serious incident, the Centre reserves the right to obtain medical assistance from any medical doctor available, having of course also attempted to contact both parents and emergency contacts, as well as the nominated doctor provided. Any costs incurred due to the medical emergency, will be levied to your account.

  If the incident requires, we will:

  - Administer first aid if possible.
  - Call the ambulance or transport the child to the nearest hospital (Groenkloof Life or ZAH).
  - Call a parent or emergency contact.
  - Stay with injured child until a parent/help arrives.

  Please ensure that incidents that happen at home are communicated to your teacher.

- Parental Involvement
  - Parental involvement is the most important part of a child's development. Please remember to send theme related items, an item starting with the letter sound of the week, tuckshop money on Friday.
  - Should your child have a disturbed night or is upset in any way on any given day, please inform your class teacher so that we are able to deal with the situation in a sensitive manner.
  - Should there be difficulties at home, please don't hesitate to inform the class teacher, so they are aware of any emotional disturbances or behaviour.
  - Parents are welcome to make an appointment with the class teacher or Head, at any time to discuss your child. Each child is very important, and we are happy to discuss anything in a comfortable environment, however, a scheduled appointment needs to be made as it is difficult to have long conversations during the morning drop-off.
- Birthdays:

  Birthdays are very special days at Curious Minds. We would like to encourage healthier options for the birthday celebrations.
- Progress reports:

  Progress reports twice a year will be handed out to each child to provide a clear understanding of where that child is – our aim is school-readiness and a well-equipped child for the future. Should there be any areas where we feel your child needs some attention, we will refer you and your child to the appropriate support provider.

  Your child is our highest priority during the day, please follow these communication regulations for easy and understandable communication between you and the teacher:

  - Minimal telephonic contact is made with teachers during the teaching day, unless in the case of an emergency.
  - It is preferable that all communication must be made by email, to the manager or the class teacher.
  - Parents may not contact teachers or management after hours, unless in an emergency.
  - In the case of emergencies, the parent is welcome to contact Curious Minds immediately.
  - The parents must inform Curious Minds immediately of any changes to the contract or contact details.
  - Please be aware that teachers may only check their phones during certain times, please communicate any important messages via the main Centre phone.
  - To be able to receive a broadcast message please ensure you have all Centre numbers saved; these include your teacher, Head, Centre Manager and Aftercare Manager.

- Behaviour Management & Discipline

  Reinforcing acceptable behaviour is done by positive verbal praise and a behaviour chart in each classroom, managed by the class teacher. A time-out policy is used for inappropriate behaviour. If the behaviour is consistently unacceptable, it is at the teachers' and managers' discretion to contact the parents and arrange an appointment to discuss a positive path forward.

  Parents will be responsible for any damages caused by the child to any of the fittings, fixtures or property of Curious Minds.

  Please remember that some children bite, scratch, hit, spit and swear as they develop from toddlers to pre-schoolers. While we aim to prevent such incidents as far as possible, on occasion your child may become the 'victim' of such behaviour or even the aggressor. Please understand that we will discuss the incident with all parties concerned.

- Potty training:

  As children show an interest in potty training, teachers partner with parents to help accomplish this important milestone with pride. A consistent approach and an encouraging environment are the keys to successful potty training, supporting both children and their families with care and concern. We can only do potty training TOGETHER with you as parents. Please refer to our ***Potty Training Policy*** (available on request) for more details. Remember to praise every effort and never to scold an accident! Children are usually ready to potty train in the summer of the year they turn 2 but usually closer to 2 and a half. Children are very seldom night dry before 4 years of age and even later with boys.

- Toilets

  Please note that there are no toilet doors on any of the children's bathrooms. This ensures that adults can monitor the children at all times. During scheduled toilet times for children over three years of age, the girls go first, and then the boys, the under threes have integrated toilet times. Children are encouraged to wait in the passage outside the toilet, if there is a child in the opposite gender already in the bathroom. This is overseen by the adult on duty. Children are encouraged to develop a positive sense of self and to also be sensitive regarding the dignity of other children. Please talk to your children about this aspect of life here at the Centre.

- Outstanding Documents

  If for whatsoever reason, the parents do not comply with the criteria and regulations by Curious Minds insofar as the registration and documentation of the child, Curious Minds may by means of written notice, require parents to withdraw or remove the child from the Centre with immediate effect.

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RETURN FORM FOR AGREEMENT OF CODE OF CONDUCT

We, _____the Parent/s/Legal Guardian/s/Foster

Parent/s of_____ (child's full name) have read the

above-mentioned document and understand the content and agree to abide by the Curious Minds Code of Conduct and Rules & Regulations.

X _____
Parent/Legal Guardian

X _____
On Behalf of Curious Minds

X _____
Witness

X _____
Witness