

Morsjorsie Rules

The Need for School Rules

The Need For School Rules – And Why You, As A Parent, Should Follow Them

1. School Rules are designed to make a school run more effectively and efficiently.
2. School Rules are usually proven, tried and tested, they are probably long-standing and the “kinks” have been worked out, following them will achieve the desired results.
3. Whilst concern for individuals is of paramount importance in the education system, children learn in groups/classes and School Rules take this in to account.
4. Do not expect every rule to be altered to suit you, imagine if every parent in the school wanted the rules personally “tailored”, this would defeat the exact reason for which they were written.
5. School Rules have a particular purpose in mind, usually relating to the functioning of the school or to your child’s own growth and development. (Children’s development is certainly more often than not the reason behind rules in pre-primary schools.)



MORSJORSIE KLEUTERSKOOL



Rules and Regulations

Clothing

1. All clothing (including underwear, socks, shoes and hats) must be clearly marked. We will not be responsible for any lost, torn or soiled items. Remember to check the "Lost Property" bin in the front office for any missing items.
2. Every child must have a change of clothing provided on a daily basis.
3. Please discourage your child from wearing costly jewellery or clothing that could be mislaid or lost.
4. Parents are requested to see that their child is dressed practically. Children are encouraged to be independent and it must be easy for them to remove and put on their clothing. Layer dressing is a sensible option in winter.
5. Every child must bring a suitcase to school daily so that they pack their belongings away safely.
6. Please check your child's clothing daily and ensure that all articles belong to him/her.
7. Please return any foreign article you may find and we will return it to the rightful owner. Remember to mark everything with a permanent marker.

Visiting Times

1. Parents/Guardians are welcome to visit their child or the school at any time during the day. You and your child need to know that the school is an extension of the family home and that you are always free to visit.
2. Do however, bear in mind that the class teacher does have a programme to follow and other children for whom she is responsible. If you wish to see the class teacher or the principal for an express purpose please make an appointment outside formal teaching time; we will be more than willing to facilitate open communication.

Sickness

1. The school reserves the right to decide whether a child may or may not attend for health reasons.
2. The school must be notified of any infectious illnesses that your child has contracted, immediately once you become aware of it.
3. It is advised that you do not send your child to school if she/he has a temperature, a bad cough, is vomiting or has any eye infection, diarrhoea or head lice.

4. The children are checked for head lice on a regular basis and if found you will be required to treat it ASAP. If left untreated it could cause an epidemic, thus your child should not return until treatment has been received.
5. Please notify the school if your child is unable to attend school.

Medicines

1. All medicines must be written up in the Medicine Information Sheet daily and placed on the shelf provided in the First Aid room, by the parent/guardian. We will not accept medicines and medicinal instructions from any child. No medicines will be administered unless written up on the Medicine Information Sheet. No medication for symptomatic relief will be administered at school.
2. The medicine must be clearly marked with the child's name and dosage. Please send a spoon along from home to reduce the risk of infection.
3. **Never leave medicine in your child's bag.** It is your responsibility as parent/guardian to take the medicine out of your child's bag, and to place it on the shelf in the First Aid room. You, too, must please collect the medicine at the end of each day, unless it is medication for a chronic condition or for emergency use.
4. The school reserves the right to obtain medical assistance from any medical doctor available, in the event of an emergency, and the resultant cost will be the responsibility of the parent/legal guardian of the child. We will however attempt to contact both the parent/s/guardian/s and the nominated family doctor prior to proceeding with the above steps.
5. Please note that in case of emergency fever treatment, the parents may be contacted telephonically to obtain permission.

Toys, Pets and Money

1. No toys, money, pets, bubble gum etc. may be brought to school unless it is that child's birthday, or unless it has been previously arranged with the child's teacher.
2. As toys and books that you provided are kept by the School, the children may not bring their own from home, unless for the interest of the teacher, or for a specific class activity. The school will not be held responsible for any loss or damage whatsoever.
3. Your child may not bring money to school. (Coins can so easily become lodged in a young child's throat.)
4. The teacher will keep all food and toys brought to School without prior permission, for that day. They will be handed to the parent at the end of the day.

Gates and Doors

1. All security gates and doors must be closed behind you for the safety of all the children
2. Please identify yourself by pressing the bell on the gate to announce yourself.
3. Please note that there are no toilet doors in any of the children's bathrooms. This ensures that the adults can monitor the children at all times. There are no scheduled bathroom times, so the children may come and go as they need to. There are separate toilets for the boys and girls. There is always a teacher on duty to oversee. Children are encouraged to develop a positive and appropriate sense of self and to also be sensitive regarding the personal dignity of other children. Please talk to your child regarding the personal dignity of other children. Please talk to your child about this aspect of school life.

Lifts

1. The staff must be advised as to who will be fetching your child from the school every day. On no account will children be allowed to go home with anyone other than the specified person/s.
2. If a child is going to go to the home of another child straight from school, the school must be notified in writing by the parent/s/guardian/s.

Personal Details

1. Should a parent or legal guardian change their address, work telephone number, home phone number or both, we request that you inform us immediately. Failure to do this could have serious consequences in the event of a sudden illness or accident. We urge all parents/guardians to be responsible and involved.
2. Should your child have a disturbed night or an upset on any given day, please inform one of the staff members, so that we are able to deal with the situation in as sensitive a manner as possible.
3. Should there be difficulties at home that could affect the child emotionally or otherwise it is important that you share this information with the class teacher as she needs to know how to address any changes in the child's behaviour.
4. Please remember that some children settle down to a new environment easily and some do not. It may take days, weeks or even months for a child to settle into a new routine and learn to accept new people.
5. It is best to be loving but firm and make your departure as swift as possible. Attempts to coax the child and to give one last hug can often make matters more traumatic for all parties.
6. Please remember that some children bite, scratch, hit, spit or 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.

7. Please understand that we do discuss the incident with all parties concerned. We do not approve of any form of corporal punishment and will institute other tactics to change this negative behaviour where possible.

Fees & Notice Periods

1. School fees are to be paid before or on the 1st of every month. Failure to do so may result in penalties.
2. One month's notice is required if your child is leaving the school. No notice will be accepted in November & December and the fees for those months remain payable in the event of leaving.

General

1. Please note that in the event of personal feuds between families or friends, the school will not give preference to children from either side. These are personal matters in which the school will not be involved.