

MCPP, MLPP, MRPP
Pre-Primêr Pre-Primary



GELUKKIGE KLEUTERS GERAT VIR MÔRE!
HAPPY TODDLERS GEARED FOR TOMORROW!

**MIDSTREAM PRE-PRIMARY SCHOOL
MIDLANDS PRE-PRIMARY SCHOOL
MIDSTREAM RIDGE PRE-PRIMARY SCHOOL**

GENERAL POLICY AND RULES

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1. PURPOSE

The purpose of this policy and rules is to ensure a learning environment without unnecessary disturbances and/or obstacles.

2. POLICY STATEMENT OF THE SCHOOL

- 2.1. In accordance with results from contemporary brain research, the staff and Management of this school accept that all children younger than seven years of age are particularly dependent on stimulation in order to grow and develop dendrites for the sake of increasing intellectual ability to maximum capacity.
- 2.2. Aforementioned stimulation has to be planned with the specific intention of providing for continuous and spontaneous movement to activate each muscle in every child's body towards maximal achievement of bodily skills. Therefore, all formal sport coaching during this life phase is contra-productive and hampers the natural flow of the child's becoming.
- 2.3. In the same way, the stimulation has to be planned intentionally in order to provide for continuous and spontaneous activities which can establish skills for pre-reading, -writing and -calculation which in turn not only prevent future learning problems but also ensure a smooth transition from pre-primary to primary education. For this reason, any effort to prematurely teach children to read, write and calculate is seriously detrimental to the children's later academic achievement.
- 2.4. Such stimulation has to take place in an environment where maximum peace and quiet prevail so that all disturbances and obstacles can be excluded. Consequently, any disruptive activity like untimely discussions by parents with staff and visits by outsiders have to be limited to the absolute minimum. Any disruption of the classroom activities is a threat to the children's experience of security and an obstacle in the flow of learning. Therefore, disruption has to be prevented by allowing parents and others access to the school grounds only under controlled circumstances.
- 2.5. Every effort to import activities of an unnatural nature into the programme of this school or plans which aim at changing spontaneous play into formally structured activities, will be met with severe resistance because it unquestionably leads to future learning problems in the primary school and early burnout in the high school.
- 2.6. The earliest possible age for a child to start Gr 1 or any other formal education, is the year in which he/she turns seven.

3. SCHOOL PROGRAMME AND ROUTINE

- 3.1. Routine is of the utmost importance, especially in the junior classes, as security is to be found in the rhythm of each day. Parents should stick to the routine, especially the gate times, as it helps your child to settle and adapt quickly.

- 3.2. We commence with Breakfast at 8h00 and the school gate closes at 8h10, by which time parents must have already left the school grounds. Children who arrive late for school shall be escorted to class by an assistant. Parents are requested not to take their children to their classes themselves as educators then have to interrupt the programme to greet such a parent.
- 3.3. Should parents have no other choice but to drop off children during the school programme, arrangements have to be made with the school in advance.
- 3.4. Parents are urged not to disrupt classes or the rest of the school programme in any way. Therefore, parents will not be allowed to remain in the classes during breakfast or any other part of the school programme.

4. SAFETY, SECURITY AND GATE TIMES

- 4.1. Parents must take note of the following times being gate times and school hours:

7h00	<i>Gates open.</i>
8h10	<i>Gates close. All parents should have left the school grounds at this time.</i>
12h00	<i>Gates open for Junior group and other learners going home early.</i>
13h10	<i>Gates close. The children sleep and rest.</i>
14h00	<i>Gates open.</i>
15h00	<i>Gates close. 15h00 to 15h15 – Time for a sandwich.</i>
15h15	<i>Gates open.</i>
18h00	<i>Gates close.</i>

4.2. Collection of your child or children by another adult

- 4.2.1. No registered parent or any other registered person may collect another parent's child from the school premises without the explicit consent of the child's parent and notification to the office staff, regardless of the circumstances.
- 4.2.2. Should a learner be collected from school by another registered parent or person with the express written consent of such a learner's parent or guardian, such a registered parent or person must first sign the learner out at the office and shall adhere to the prescribed sign-out procedure.
- 4.2.3. Parents who authorize another person to collect their child from the school must notify the school by completing the learner sign-in & sign-out register, calling the office, and/or sending an email with all relevant details. This arrangement is only valid for the specified day unless otherwise agreed upon in writing.

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- 4.2.4. No child/children will be allowed to leave the school premises without written consent from their own parents.
- 4.2.5. Should you wish to make an ongoing arrangement with another parent whose child/children also attend our school to regularly collect your child, such arrangements must be communicated via email to one of the following addresses:
- reception@mrpp.co.za
 - reception@mcpp.co.za
 - reception@mlpp.co.za
- 4.2.6. It is your responsibility to ensure that this person is familiar with and follows the sign-out procedure.

4.3. Gate security and sign-out procedures

- 4.3.1. New parents must register their fingerprints at the office as soon as possible at the beginning of the year.
- 4.3.2. Both parents, as well as any individual who regularly drops off or collects a learner, must have their fingerprints registered. Identification documents are required for all registered individuals.
- 4.3.3. A maximum of three persons per child may have their fingerprints registered in our system, and these individuals must collect the child more than three times per week.
- 4.3.4. Children under the age of 16 may not collect siblings; a responsible adult must accompany them.
- 4.3.5. The sign-out arrangement for another learner is only valid for the specific day unless a written agreement has been made between the school and the learner's parents.
- 4.3.6. If you register another person to collect your child from school, please ensure they are informed of these essential gate security rules and procedures.
- 4.3.6.1. Under no circumstances may any registered person open the school gate for another person; please direct them to reception. Any person not registered in the gate system, will be assisted by the office staff as needed.
- 4.3.6.2. Please ensure that the middle gate, which separates the reception area from the playground, remains closed preventing children from entering the reception area alone.
- 4.3.6.3. Parents and other responsible persons must ensure that children do not place their fingers on the fingerprint scanner or climb on the turnstile.

4.4. Gate hours and aftercare

- 4.4.1. Under normal circumstances, parents' access to the school, including gate hours, is outlined in paragraph 4.1 of the policy.
- 4.4.2. The gates close between 13:10 and 14:00 to allow learners to rest. Access to the school during this period will only be granted if prior arrangements have been made,

subject to the policy regarding extracurricular activities and therapists, as outlined in paragraph 5 of the policy.

- 4.4.3. The after-school programme strictly closes at 18h00. If a child is collected late, a penalty of R50 shall be imposed on the parent for every 10 minutes or part thereof that a child is not collected in time.

5. EXTRACURRICULAR ACTIVITIES AND THERAPEUTIC POLICY

5.1. Extracurricular activities

- 5.1.1. **Timing of extracurricular activities:** Extracurricular activities are scheduled in the afternoon, starting from 14:00 for most of the learners and 13:00 for Grade R learners after the completion of the school curriculum. Exceptions cannot be made to this timing, as it is vital for the well-being of all children.

Parents must refrain from scheduling extracurricular activities in the morning resulting in learners only arriving for school at 9:00 or 10:00. This practice is not acceptable, as it does not only deprive such learners of learning opportunities but also disrupts the school programme.

- 5.1.2. **Fetching learners for extracurricular activities:** The school gates are open from 12:00 to 13:10 in the afternoon. The gate remains closed from **13:10 – 14:00**, as this is the resting time for our pre-primary learners. Children participating in extracurricular activities must be collected during the designated gate opening hours, therefore coaches and/or parents are not permitted to collect the children before 14:00.

- 5.1.3. **Recommended extracurricular activities:** Due to the size of the schools, ensuring safety measures become extremely complex a. when signing the learners in and out of the school and b. to determine who takes liability for your child's welfare during extracurricular activities.

Therefore, only the trainers of the five recommended extra-curricular activities (Playball, JL Tennis, Kindermusik, Ballet and Kinderkenitics) are authorized to pick up/ sign-out any learners for participation in these activities. These relevant coaches may bring the learners back to MCP, MLPP and/or MRPP's school grounds / aftercare programme after the children's participation in the activity / sport.

- 5.1.4. **Approved Primary school sports:** Grade R learners (5 – 6 years old) and in some cases Grade RR learners (4 – 5 years old) are allowed to participate in specific sports endorsed by the Primary School. These include Swimming at Centurion Swim School, Bulletjie-rugby, mini-hockey, mini-netball, athletics and Bev-cricket.

- 5.1.5. **Child's Independence:** Parents are responsible for determining whether their child is emotionally independent enough to stay with the group, visit the restrooms

independently on the primary school's premises and manage their sports equipment responsibly, before you grant approval for participation.

- 5.1.6. **Registration for participation:** Parents must directly register their child for extracurricular activities or Primary school sport either, with the activity provider of the Primary school or the service provider of the extracurricular activity.

Please note that the coaches of these activities and sport accept **full liability /responsibility** for your child's safety when your child is not on the MCP, MLPP and/or MRPP's school grounds or involved in the aftercare programme during their participation.

- 5.1.7. **Written Consent Required:** Parents must provide written consent to MCP, MLPP and/or MRPP so that we can hand your child over to the activity provider/ coach. The coaches of the extracurricular activities and/or Primary school must notify MCP, MLPP and/or MRPP in writing by means of a list of the children who will be taken by them. No child will be permitted to participate, should their name not be on the list.

- 5.1.8. **Signing In and Out:** The relevant activity/ sport coach must sign your child in and out at MCP, MLPP and/or MRPP's school office before and after the activity.

It's important to understand that during the period of participation in any extracurricular activities, your child cannot be picked up directly by a sibling, family member, friend, nanny, au pair or yourself. Your child must first be signed back in at the MCP, MLPP and/or MRPP school after which they can be collected. This is to ensure their safety and is also necessary to reduce the liability risk.

- 5.1.9. **Liability during Activities:** While your child is participating in any Primary school sports on their premises or recommended extracurricular activities taking your child away/out of the school's Aftercare Programme, the relevant coach and/or supplier and/or bus driver assumes full responsibility for your child's wellbeing, safety and supervision.

The school's responsibility for the wellbeing, safety and supervision of your child resumes only when the child is returned by the relevant coach/supplier/driver and signed in at the Pre-primary school office.

5.2. Therapist

- 5.2.1. Parents must provide the school with written permission if a learner is going to undergo therapy, after which the Therapist will also inform the school in writing through a list of the children that they are seeing.
- 5.2.2. The school accommodates therapy during the morning programme with prior arrangements having been made by parents with the school.

- 5.2.3. Learners taken to therapy or other extracurricular activities have to be signed out from school (MCP, MLPP, MRPP) and also signed back into school upon their return.
- 5.2.4. Should a therapist collect a learner from class for therapy, such a therapist must return the learner back to class personally.
- 5.2.5. Therapists who wish to discuss a learner with an educator must make an appointment with such an educator in advance to avoid an interruption in the school programme.

6. LEARNER DISCIPLINE

- 6.1. Parents are the primary caregivers of their child and the school has the responsibility to build on the foundation laid at home. Please refer to the School's Toddler Code of Conduct.
- 6.2. It is very important to teach children respect for their friends, teachers, assistants and our apparatus. We expect you, as the parent and primary caregiver of your child, to re-enforce these principles at home. If the teacher experiences disciplinary problems with a child, she will take it up with the parents as the school would like to assist the parents to address and resolve the child's behaviour.
- 6.3. If a teacher experiences disciplinary issues with a child, she will take it up with the parents of the child. The school aims to work with the parents to solve disciplinary issues.
- 6.4. The school follows a policy of no corporal punishment. Educators will remove a child who has wronged from the situation for a number of minutes equal to the child's age in years. This is the only method of disciplining in the schools and if the method does not have the desired effect on the child, the parents will be notified.
- 6.5. Discipline is an important aspect for the school and therefore the school has comprehensive policies on Child Intervention, Abuse, Neglect and Healthy sexual development. We request that you study these policies thoroughly and familiarize yourself with the content. If you have any questions, feel free to contact the Principal.

7. MENU AND SNACKS

- 7.1. Unfortunately, our kitchen cannot accommodate any religious or allergy specifications.
- 7.2. If your child may not eat certain products, you are more than welcome to get a copy of the menu from the office. On days when food is served that your child may not eat, you have to inform the teacher about it and must send a meal from home in a clearly marked container.

7.3. There is no discount to be had for meals you sent.

8. SCHOOL UNIFORM

- 8.1. Please dress your child in comfortable, old, washable clothes because messy play forms part of your child's experience in the programme. Clothes with action- or TV characters like Spiderman, Superman and the like may not be worn to school.
- 8.2. Children must wear a shirt under a sweater/ jersey which can be removed in warm weather.
- 8.3. No high heels, platform shoes or wheelies are allowed, because it inhibits foot development.
- 8.4. Little girls thoroughly enjoy climbing and clambering but are hindered by dresses which are either too long or too short. Therefore, girls must wear shorts of a kind underneath their dresses. That will give them the freedom to climb- and-clamber as they wish and also prevent a skin rash because of the salt and Dettol in the sandpit.
- 8.5. On Friday's learners have to wear the school T-shirt and during winter the school's tracksuit should be worn. It is also compulsory during outings and special events like In-house visits.
- 8.6. All clothes and shoes have to be clearly marked.

9. CURRICULUM POLICY

- 9.1. The school follows a Perceptual Development programme that supports the South African Curriculum Statements. These Statements are the revised version of Curriculum 2005. According to this, the method of teaching is based on outcomes-based instruction. The basic principles of outcomes-based instruction are applied at the school.
- 9.2. Learners should not only collect knowledge (as with memorizing facts) but they should also understand what they are learning. Together with this, they should obtain the necessary skills, cultivate the correct attitude and build a value system that belongs with such knowledge.
- 9.3. Learners have to be actively involved in the learning process and expand their creativity.
- 9.4. Learners are given the opportunity to work at their own pace in different ways whilst still keeping them within a set timeframe.

9.5. We emphasise the core presumptions of outcomes-based instruction:

9.5.1. All learners can study successfully.

9.5.2. Success cultivates success.

9.6. You will continuously receive information regarding the educational programme at school because we believe that parents should be involved in the educational process.

10. PROGRESS REPORTS

10.1. Progress reports are provided by educators at least twice a year.

10.2. Grade R classes undergo a perceptual development screening assessment during February/March to ascertain the additional intervention required per individual learner. Please be assured that no preparation is necessary for this assessment and that the screening is conducted during a normal class situation in groups of six (6).

11. ENQUIRIES OR GRIEVANCES

11.1. The directors, operations manager, principal and school staff are committed to promote the school's interests at all times and to try to ensure the development of the school by providing quality education to all learners in the school. This commitment equally applies in respect of the organisation and conducting of all school activities. Therefore, parents and/or visitors are requested to support the directors in this endeavour.

11.2. Parents are encouraged to take up any complaints, queries or concerns with regards to the school or school activities as follows:

11.2.1.1. by discussing it with the applicable educator first; and

11.2.1.2. only, should the educator not be in a position to address the issue or should the parent not be satisfied with the feedback from the Educator, the parent must then take the issue up with the Principal and/or Operations Manager in writing, where after the Principal / Operations Manager will investigate the matter as and when she deems it fit to do so and thereafter report back to the parent. If the parent/s is not satisfied the matter will be referred to the Directors.

11.3. Parents can contact the offices for an appointment with the Principal, the Operations Manager and/or Directors with regards to urgent matters. Such appointment shall then be scheduled at a time that suits both parties.

11.4. Parents are urged to discuss any queries, complaints and/or problems with the school and not with other parents and/or the media or elsewhere.

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- 11.5. Parents are urged not to respond critically or negatively to the staff of the school in the presence of learners, but to rather take any issues with regards to staff members up with the Principal/ Operations Manager / the Directors.
- 11.6. Parents are further urged not to undermine the authority of educators in the presence of learners.
- 11.7. Complaints and or problems will only be heard from parents with regards to their own child/children. No parent will be allowed to take a matter up with the school on behalf of another parent.
- 11.8. If at any time, you feel that your child has been treated unfairly, kindly contact the Principal/Operations Manager to hear both points of view before reacting, being critical in an open forum or in the presence of your child.
- 11.9. Do not criticise or undermine an educator or the school in the presence of your child. This often instils a false sense of protection, and your child could be negatively affected by this practice. The authority of the educator may not be undermined, and care must be taken to address issues through the correct channels.
- 11.10. Parents may not discipline children other than their own when on the school terrain. Parents are urged to report issues and incidents through the correct channels.

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12. REVIEW

This General Policy shall be reviewed from time to time as and when deemed necessary by the Principal, Operations Manager and or the Directors of the School.

Document Control:

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ACCEPTED BY THE BOARD OF DIRECTORS ON 10 April 2025.



 PRINCIPAL



 OPERATIONS MANAGER



 DIRECTORS