SPEEL-SPEEL SLIM KLEUTERSKOOL

PARENT HANDBOOK

2026



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Welcome to Speel-Speel Slim Nursery School!

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a Child Care Provider. Please note by signing acceptance of this Handbook as a Parent of a Child enrolled in our School, you undertake to abide by the policies and procedures of Speel-Speel Slim Nursery School. After reviewing the Handbook you will have a full grasp of anything and everything pertaining to the care that we will provide for your Child.

You are most welcome to set up an appointment with the School Principal if you would like to discuss anything laid out in this Handbook.

Mission and Vision of Speel-Speel Slim Nursery School

At Speel-Speel Slim Nursery School, we follow South Africa's National Early Childhood Development Curriculum, delivering play-based learning rooted in Christian values to nurture children's holistic development.

As a bilingual preschool, we guide each child toward their fullest potential through faith-based principles and values. Our qualified staff partner with families in a caring, empathetic environment to prepare children for formal learning with dignity and respect.

We provide a play-based learning environment where children are nurtured to grow into confident, compassionate individuals. Our bilingual faith-based approach equips every Child with curiosity and character to embrace the future with joy.

Basic Information

School Operating Times

Full Day: Monday to Friday 6:00am to 6:00pm

Half Day: Monday to Friday 6:00am to 12:00pm

School Operating Dates

Public Holidays: CLOSED

School Holidays: OPEN

(Except for 1 week during the June/July School Holidays & Over the December/January Holidays)

Annual calendar

An annual calendar will be provided at the beginning of every year and also placed on the first page of your child's Daily Feedback Booklet. This will stipulate exact dates on when the School will be open and closed for the terms and the year.

Ages

Babies: 3 to 12 months old

Young Toddler: 13 to 36 months old

Older Toddler/Preschooler: 3 to 5 years old

* We do not offer grade R classes at our School. We can assist with the application process for Grade R at one of the excellent Schools in our area. We are a well-known School in our community.

Staff Qualifications

All Speel-Speel Slim teachers meet or exceed the National Department of Education licensing requirements. All staff have experience working with young Children in a supervised programme. In addition, our staff members truly love and understand child development and our play-based philosophy.

At all times, there will be Speel-Speel Slim staff members onsite who are trained in First Aid and CPR. We receive regular training and our Certification is renewed every 2 years.

School Supplies

Parents are responsible for providing the following essentials to support your Child's comfort and safety & health:

Required Items

- ✓ Diapers or pull-ups, wipes, and diaper cream
- ✓ Sunscreen (we apply it daily to all children going outdoors)
- ✓ Hat for sun protection
- ✓ Weather-appropriate clothing, a change of clothes, jacket, and shoes, boots of flip-flops
- ✓ Pacifier (if used)

* **Please do not bring your Child's own toys to School.** We have found that this causes unnecessary friction between Children.

Bedding and Laundry

- ✓ For rest time on mattresses or stackable beds, please provide a blanket and, if helpful, a comfort object.

- ✓ Take home your Child's blanket, and pillow every Friday for washing, return them clean on Monday.

Clothing Tips

- ✓ Children often get messy from meals, art, play, or outdoor fun, dress them for adventure! We are not responsible for stained or soiled items.

- ✓ Label tags (especially on socks and underwear) with your Child's name to avoid mix-ups.

Ongoing Checks

Please check your Child's backpack/bag periodically to ensure supplies are stocked, adjusting for weather changes (e.g., extra layers in winter, hats in summer).

Your attention to these details helps us focus on joyful learning and care.

Daily Schedule

This schedule is meant to give you an idea of your Child's Day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age-appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual Child and their various ages.

06:00 – 08:00 : Arrival & Free-play

08:00 – 08:30 : Breakfast (Will not be served after 08:30)

08:30 – 08:45 : Bathroom routine

08:45 – 09:45 : Daily class activities (Specific developmental activities)

09:45 – 10:00 : Bathroom routine

10:00 – 10:15 : Morning Snack

10:15 – 11:30 : Free-play

11:30 – 11:45 : Story Time

11:45 – 12:00 : Bathroom routine

12:00 – 12:30 : Lunch

12:30 – 14:30 : Quiet time

14:30 – 14:45 : Bathroom routine

14:45 – 15:00 : Tea time and afternoon snack

15:00 – 18:00 : Free-play

Learning and Fun

We offer a structured Nursery School curriculum designed to be used specifically in the Preschool environment. This Nursery School program is offered Monday through Friday and is both entertaining and educational. Your Child will enjoy activities ranging from art and craft projects to games, songs, puppet shows, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, and much more through various monthly themes.

Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that Children learn best by "doing". Therefore, the activities the Children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. We encourage participation, but the Child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your Child will be as enthusiastic as we are about our program.

Activities

We know that Children learn through play, because of this, we do not underestimate its importance to a growing child's mind, body and spirit. Therefore, the Children under our care receive lots of both free-play and structured-play throughout each day.
During structured-play we primarily have only one group of toys or activity out at a time in order to allow the Children to concentrate fully on each thing they do. Age-appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual Child, and their various ages. Activities that we and the children participate in, include, but are not limited to the following;

Indoor activities include: books and story-time, Lego, circle-time, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing.

Outdoor activities include: climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, various games, painting, exploring nature/weather, soccer, and yes falling. As you know, Children play hard and will get some bumps and bruises from time to time. We do our best to limit the number of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they occur. During the summer months we allow for more outdoor activities and creative art projects.

Weather permitting, we play outdoors every day. In the summer we play outdoors in the morning and in the afternoon.

Nap Time

- ✓ Our nap time is from 12:30 – 14:30 daily except for the Baby Class that has additional nap times.
- ✓ Toddlers sleep on mattresses or stretcher beds.
- ✓ We reduce sleeping times from the 5-year-old class. Please discuss the schedule of sleep tapering with your Class Teacher.
- ✓ Please send a blanket that can be kept at the Nursery School from Monday to Friday for your Child.
- ✓ No child will ever be forced to sleep, however, they are encouraged to remain quiet and on their bed during this time.

Arrival and Departure

To promote a secure, predictable routine for all Children, we have clear guidelines for drop-off and collection. We appreciate your understanding, these rules help minimise disruptions while allowing us to focus on nurturing your Child's Day. We're here to support smooth transitions, but adherence ensures safety and fairness for everyone.

Daily Sign-In/Out Procedure

Please ensure that you sign your Child in and out daily, this is vitally important for safety and accountability. We also ask that you not allow your Child to draw in the daily sign-in/out book, keeping it clear helps us track everyone accurately. Thank you for your cooperation!

DROP-OFF

- ✓ **Timing. Please arrive no later than 8:30 AM**. Breakfast service closes at this time to prepare for lunch, and late arrivals interrupt essential routines like group bathroom breaks and circle time.

- ✓ **Preparation.** Send your child clean, dressed in day-appropriate clothes (no pajamas), and fully ready to engage, along with all required supplies (e.g., diapers, changes of clothing).

- ✓ **Supervision.** Remain in full control of your Child during drop-off to prevent wandering or accidents in our busy entry area.

- ✓ **Goodbyes.** Keep farewells brief (1–2 minutes maximum) to ease separation anxiety for both you and your Child, prolonged goodbyes can make it harder. Always say goodbye with a smile and reassurance, but step away confidently.

COLLECTION

- ✓ **Early Pick-Up.** If collecting during nap time, inform us in advance so we can gently wake your Child or keep them awake without disturbing the group.

- ✓ **Authorized Collectors**. Only adults listed on your Child's registration form may sign out your child. **Siblings are not permitted to collect your child**, as they lack legal consent age and cannot ensure safe handover.

- ✓ **Security Measures.** For everyone's safety, do not encourage or allow Children to press the exit button at the front door, this maintains our secure access system.

- ✓ **General Safety.** Please do not encourage your Child to jump of the stairs, jump of the stage etc. These unwanted behaviors are often copied leading to larger risks for children.

- ✓ **Supervision After Handover.** Once your Child is handed to you, they become your full responsibility, **keep them closely supervised at all times.** The School cannot be held liable for any incidents after this point, even if you have not signed your Child out yet. We welcome casual play and Parent catch-ups at collection, but please actively watch your Children to avoid mishaps in our shared space.

Your cooperation with these guidelines creates a stable, caring environment for all. We know mornings and evenings can be rushed, but these steps protect routines and well-being. If adjustments are needed (e.g. occasional flexibility on drop off times etc.) please contact our office.

Meals/Snacks

Each day, we provide four nutritious, well-balanced meals to support your Child's growth and energy. Breakfast is served at 8:00 AM, lunch at 12:00 PM, and an afternoon snack at 3:00 PM and again at 4:30 PM. Water or juice accompanies all meals and snacks. Parents are asked to supply a morning snack (e.g. yogurt), which we serve with fresh fruit and juice or tea at 10:00 AM.

Our weekly menus rotate to ensure variety and nutritional balance. We have a 5-week menu cycle at the School and the Menu for the week will be shared on the Class Whatsapp group every Monday. Children are offered food in a relaxed setting but never forced to eat, we respect their appetites and cues. Our aim is to foster healthy eating habits that promote overall well-being.

Special Diets

If your Child has dietary needs due to vegetarian preferences, allergies, religious beliefs, or other reasons, please inform us at enrollment and provide a doctor's note where applicable. We can often substitute meals to meet requirements while maintaining balance. However, if no we cannot accommodate your Child’s specific dietary needs Parents must supply some or all of their Child's meals and snacks. As a Christian based Nursery School, our kitchen does not comply with Hallal standards.

Well-balanced nutrition helps children meet daily energy needs, build strong bodies and minds, and avoid common issues like cavities, iron deficiency, obesity etc. If you do provide an additional snack for your Child, we ask that you please avoid sweets, chocolates and fizzy drinks. We partner with you to make mealtime a positive, nourishing part of the day, please engage with us regarding any preferences to keep your Child thriving!

Health Policy

At Speel-Speel Slim, the health and safety of every Child is our top priority. We promote a nurturing environment where little ones can thrive, free from unnecessary illness risks. This policy, aligned with South African guidelines like the Integrated School Health Policy, outlines our approach to illness prevention, response, and care. If you're ever unsure about your Child's attendance, please call our office, we're here to support you.

Preventing Illness | Keeping Everyone Healthy

- ✓ **Do not send your Child to School if they show signs of a communicable disease or illness.** This protects our staff's ability to maintain our high care standards and prevents outbreaks.

- ✓ We welcome Children with mild cold-like symptoms (clear runny nose, slight cough, no fever) if they are otherwise energetic and well. This is to provide for Children that have seasonal allergies or chronic conditions that are not contagious.

- ✓ **Hygiene Practices.** We emphasize handwashing (before meals, after play/toilets), daily cleaning of toys/surfaces, and sneeze/cough etiquette to minimize germ spread. Staff model and teach these routines. Please refer to our hygiene policy for further information on what we do as School to keep our Children healthy.

- ✓ **Vaccination Requirement.** Provide proof of up-to-date immunizations at enrolment (per National Health guidelines). Notify us of any updates or exemptions.

Common Symptoms and Exclusions

A child showing any of these symptoms **must stay home**:

- ✓ Fever of 38°C or higher (oral or axillary, an important sign of potential contagion, though fevers naturally help fight infections.

- ✓ Unusual lethargy, irritability, or persistent crying.

- ✓ Runny nose (beyond clear discharge), moderate/severe cough, or difficulty breathing.

- ✓ Communicable conditions: Pink eye, chickenpox, mumps, measles, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, or other contagious illnesses.

- ✓ Diarrhoea, vomiting, mouth sores, or rashes (unless a Doctor's note confirms non-contagious).

Please do not send your Child to School if they display any of these symptoms. Children as screened at the School in the mornings and your Child will be sent home if they are symptomatic. Please consider the other children in the Class & School in terms of the spread of communicable diseases.

If Your Child Becomes Ill at School

- ✓ Staff will monitor children closely throughout the day. If your Child is symptomatic of a communicable disease or otherwise unwell, we will contact you immediately.

- ✓ Parents or care providers must collect Children within 1 hour or sooner if a Child has a high fever or is otherwise very ill. In emergencies, we follow our first-aid protocol and seek medical help if needed.

- ✓ **Please inform the School if your Child is diagnosed with a contagious illness**. We will utilise the Class Whatsapp groups to inform all Parents of the diagnosis and what symptoms to be on the lookout for.

Returning to School After Illness

- ✓ **Return only when symptoms requiring exclusion are fully gone,** and your Child feels well enough for our full daily program.

- ✓ **Doctor's Clearance is required** for any potentially contagious condition. A note must confirm the illness is resolved or non-contagious.

Medication and Allergies

We administer medication to support your Child's comfort and participation, but only when it's safe and necessary. If medication is required to get through the day, your Child may be too unwell to attend, in this instance we need to prioritise rest and recovery.

- ✓ **Prescribed Only.** We only give medication prescribed by a doctor or qualified healthcare practitioner. Please request your doctor to prescribe any doses we might administer. No over-the-counter medication will be administered at the School.

- ✓ **Labelling Requirements.** All medication must be in its original container with a clear prescription label including: 1) Date, 2) Child's full name and surname, 3) Dosage instructions. We will not administer medication that is out of date.

- ✓ **Consent and Process.** Provide written Parental consent and detailed instructions at drop-off. We store items securely (refrigerated if needed), log each dose, and return unused portions. Staff are trained in safe administration but are not medical professionals, consult your doctor for advice. Our staff may refuse to administer certain medication that may cause pain of discomfort when administered (i.e. Suppositories)

- ✓ **Allergies.** Submit a detailed allergy action plan at enrolment. We accommodate dietary needs wherever possible but cannot guarantee that our kitchen is free from allergy causing contaminants. Parents may need to provide food and snacks for children that are severely allergic. Please discuss this with your Class Teacher and Management at enrolment.

First Aid, Emergencies and Health Records

- ✓ **First Aid.** Our qualified staff handle minor incidents as per our first aid qualifications. For emergencies, please refer to our Emergency Procedure.

- ✓ **Health Records.** Please update the School annually on your Child's health history, including chronic conditions. Please let us know if your Child has been diagnosed with any serious condition.

This policy helps us to keep all the Children in our care and our Staff healthy. Thank you for assisting us with this!

Medical Emergency Procedures

At Speel-Speel Slim, we take every precaution to keep your Child safe, but we know emergencies can arise. Our procedures prioritise quick, calm responses to ensure the best care possible. Emergency contact details and health records are securely filed and updated annually, please notify us immediately of any changes to keep them current.

All Parents provide signed authorization for emergency treatment at enrollment, allowing us to act swiftly if needed. Parents are responsible for all associated costs, including transport and medical fees. In the event of a serious accident or sudden illness:

- ✓ **Immediate Response.** Staff assess the situation and administer first aid as trained.
- ✓ **Call for Help.** We contact emergency services (e.g., ambulance) right away if required.
- ✓ **Notify Contacts.** We reach out to you (or your designated emergency contact) immediately to update on your Child's status and arrange collection or transport.
- ✓ **Isolate and comfort.** Your Child is cared for in the sick bay in the School offices, until help arrives.
- ✓ **Transport and Follow-Up.** You, a staff member, or emergency services will take your Child (with their health records) to the ER at Cape Gate Mediclinic (Our closest ER and elected emergency care provider). We complete an incident report, sharing a copy with you and notifying the Department of Education of the incident.

Rest assured, our qualified staff are prepared for these moments, and we're always here to discuss any concerns.

Hygiene Policy

At Speel-Speel Slim, we prioritize a clean, healthy space to support your child's well-being and prevent illness. Our daily routines follow South African Department of Health guidelines, including thorough cleaning, disinfection, and handwashing, the most effective way to curb germ spread. Staff are trained in these practices and model them for the Children. We appreciate your help by ensuring your Child arrives with clean hands and clothes.

Daily Cleaning Practices

- ✓ All surfaces (tables, doorknobs, floors) are wiped with soap, water, and Child-safe disinfectants multiple times daily, especially high-touch areas.

- ✓ Diaper-changing tables are sanitised between every use with fresh wipes & sanitising solution.

- ✓ Toys and play equipment are cleaned and disinfected daily (or more often during outbreaks), sensory items like play-dough are replaced regularly.

Handwashing Protocols

We promote frequent, proper handwashing (20 seconds with soap and warm water) for everyone. Supervision ensures it's fun and effective, singing a quick song helps!

Staff Wash Hands:

- ✓ Before starting their shift and after ending it.
- ✓ Before preparing/handling food or feeding Children.
- ✓ After toilet use, assisting with toileting, or changing diapers/soiled clothes.
- ✓ After contact with bodily fluids (e.g., runny noses, spit, vomit, or waste).
- ✓ When hands are visibly dirty or after cleaning Children, rooms, toys, or bathrooms.
- ✓ Before administering medication or applying ointments.

Children Wash Hands:

- ✓ Before and after meals or snacks.
- ✓ After toileting, diaper changes, or soiling clothes.
- ✓ Before and after water play or using play-dough/sensory materials.
- ✓ After outdoor play or playground time.
- ✓ When hands are visibly dirty.
- ✓ At the end of the day before going home.
- ✓ We also sanitise hands in between during outbreaks of communicable diseases.

Detailed Hygiene Policy and Cleaning Schedule

The School has a more detailed Hygiene Policy and a Cleaning Schedule that we use for Staff Training. This has a lot more information on what we do at the School to keep the School Hygienic and clean. These are available on request.

Kitchen Hygiene Policy and Food Safety

The School has a separate Kitchen Hygiene and Food Safety policy for the kitchen that is fully compliant with the Department of Health Standards. This ensures that all of our meals cooked at the School are safe for consumption and taste great!

The School is inspected by the DOH on a quarterly basis to ensure that we maintain this standard in the Kitchen. This policy is also available on request.

These policies create a safe and healthy environment for all. If you notice anything that we can improve upon or have any suggestions, please let us know we always want to know where we can possibly improve further to keep the Children in our care healthy!

Diaper Changing Policy

At Speel-Speel Slim, we handle diaper changes with care, comfort, and hygiene as top priorities, ensuring a happy Child with every diaper changing routine. This supports their development while aligning with health standards. We partner with you to make this seamless, please keep us stocked and informed.

Parent Responsibilities

- ✓ Provide an ample supply of diapers, wipes, and diaper cream (labeled with your Child's name) at drop-off.
- ✓ Check and replenish supplies periodically, our team will remind you if they're low, but we ask that you please assist in monitoring supplies to keep things running smoothly.

Our Changing Routine

- ✓ We check diapers frequently and change every 2-3 hours (or sooner if wet/soiled for comfort).
- ✓ Bowel movements (#2) are changed immediately to maintain hygiene and your child's well-being.
- ✓ Changes occur on a sanitised baby change mat on the compactum in the Classes.

Hygiene and Safety

- ✓ Compactum and baby change mats are thoroughly cleaned and disinfected between every change using Child-safe solutions.
- ✓ Both staff and Children wash hands immediately after (or use sanitiser if water isn't nearby), following our full handwashing protocol.

This approach minimises risks and promotes independence, many children even "help" as they grow! If your Child is potty-training or has special needs in relation to their potty training, please let us know so that we can work on a plan to assist your Child.

Potty Training Policy

At Speel-Speel Slim, we celebrate potty training as an exciting milestone in your Child's journey towards independence. We happily support this process when they're developmentally ready, typically around 2–3 years old. Signs of readiness include showing interest in the toilet, staying dry for longer periods, or communicating their needs. Our goal is a positive, pressure-free experience, with close collaboration between home and School.

Open Communication

Your Class Teacher will communicate with you when they see signs that your Child is ready to start potty training. You can also initiate this conversation when you feel your Child is ready.

Regular check-ins with your Child's Teacher are essential for sharing progress, adjusting strategies, or troubleshooting.

Preparing at Home

- ✓ Begin training at home for at least two weeks, achieving consistent success (e.g., few accidents) before starting at School. This builds confidence and sets a strong foundation.
- ✓ Pack a daily bag with pull-ups, wipes, extra clothes, and any favorite rewards to make it fun. Discuss this with your Class Teacher.

Our Support at School

- ✓ Once home training is going well, we'll encourage regular toilet sits, gentle reminders, and praise for efforts.

- ✓ Children start in pull-ups at School, if accident-free, they can transition to cotton training pants or underwear.

- ✓ Accidents happen, we handle them calmly, with clean-ups and encouragement, without shame. Hygiene protocols (e.g. handwashing) are followed every time.

- ✓ We will place soiled underwear or clothing in bag that is tied to the outside of your Child's School bag (to prevent smells in the bag). A note will be included to state what the cause of the soiled clothing is. We do not wash clothing but will rinse them as best we can.

When Does Potty Training Need To Be Completed

According to typical developmental milestones your Child should be completed with their potty training when they finish in the 3-year-old Class. The 4-year-old Class is not equipped specifically to assist with potty training as is the case in the 2- and 3-year-old classes. We do, however, accommodate children that were born later in the year.

Your child's specific needs can be discussed with your Class Teacher.

Behavior Management & Discipline Policy

At Speel-Speel Slim, we view behavior as a window into your Child's growth, emotions, and needs. Our approach is rooted in patience, consistency, and positive reinforcement, fostering kindness, respect, and self-regulation. We lead by example, staff model calm, empathetic responses to teach these values daily.

Rules are explained simply and often, tailored to each age group, so Children understand expectations. For Children old enough to grasp them (typically 2+ years), we use gentle, developmentally appropriate techniques to guide positive choices. Our goal is always to build confidence and connection, never punishment. This policy aligns with our Children's Code of Conduct and Parents' Code of Conduct (detailed separately), which outline shared expectations and cross-reference these guidelines.

Guidance Techniques

When a Child shows challenging behavior (not following rules, not listening to Teacher etc.), our first call is to respond with empathy.

- ✓ **Positive Reinforcement.** We praise and celebrate good choices, like sharing or using kind words, to encourage repetition.

- ✓ **Redirection**. We gently shift focus to a different activity, giving them a fresh chance to succeed later, turning "no" into "try this instead."

- ✓ **Time-Out.** For repeated refusals, tantrums, or harm to self/others/property, we offer a brief calm-down space (1 minute per year of age). Once they're ready we invite them back with encouragement to rejoin the group.

Prohibited Practices

To ensure a safe, respectful environment in line with South African law (e.g., Children's Act), we strictly prohibit:

- ✓ Any form of physical punishment, humiliation, verbal or emotional abuse.
- ✓ Threats, shaming, isolation beyond brief calm-downs, or withholding essentials like food & play.
- ✓ Shouting at Children in our care.

Documentation and Escalation

We maintain clear records to track patterns and support growth:

Incident Forms. For any notable behaviors or incidents, staff complete a detailed form noting what happened, when, where and how etc.

Parents review and sign these forms at pick-up, ensuring transparency and a shared record for possible escalation.

Escalation and Support for Ongoing Challenges

If behaviors persist and possibly affect the safety and wellbeing of other Children in the Class, we will schedule a meeting with you to explore root causes, share observations, and create a strategy to move forward.

In more challenging cases the School may have to refer your Child to a professional (e.g. occupational therapists or Child psychologists) for assessment, your willingness to collaborate is key. To guide these discussions, in terms of incidents we consider:

- ✓ **Frequency.** How often incidents occur (e.g., several times a day, daily, or weekly).
- ✓ **Severity.** The impact (e.g. mild like yelling, not listening, or mild bumping; vs. serious like biting, scratching, hitting, spitting, or drawing blood).
- ✓ **Provocation.** Whether behaviors are triggered (e.g., frustration) or unprovoked.

In rare cases where resolution isn't possible, we may recommend alternative care settings that better suit your Child's needs.

Open communication is our foundation, we'll engage with you early if we notice patterns regarding your Child's behavior in the School setting. We ask for your support in this process, always prioritising your Child's needs above all. At this young age, they may not yet grasp the full consequences of their actions, so our decisions reflect what's best for them and the entire group. Together, we nurture growth with grace and understanding, your partnership makes all the difference.

Children's Code of Conduct

At Speel-Speel Slim, we create a safe, joyful space where Children learn to treat each other with grace, dignity, and respect. These "Golden Rules" are shared through stories, songs, and play, helping little ones build positive habits. We celebrate their efforts with praise and gentle guidance, knowing growth takes time. Remember, slips happen, it's about trying again with kindness!

- ✓ Bathrooms are for business only. No playful splashing, honor our shared spaces with care.
- ✓ Color on paper, not on walls or friends. Use creativity to create, not harm.
- ✓ Use kind words. No name-calling, yelling, cussing, or foul language, we speak softly and lift each other up.
- ✓ Gentle hands and bodies. No hitting, kicking, pushing, pinching, biting, spitting, or hair-pulling; instead, show respect through hugs and helping hands.
- ✓ Love our garden. No picking plants, grass, trees, or rock throwing.
- ✓ Cupboards & store rooms are off-limits for play. Kitchen and bathroom one's hold important things.
- ✓ Share and take turns. Give freely, one toy at a time, then pass with a smile.
- ✓ Help tidy up. Work together to make our space shine for all.
- ✓ Be happy and spread joy. Laugh, smile, play, and have fun! All while treating others with love.
- ✓ Respect our property. Please take care of our toys, books, equipment, play areas, common areas and classrooms.

These rules connect to our Behavior Management Policy, where we guide with patience and redirection. We address copied behaviors (like unkind words) gently, teaching the importance of dignity and respect.

If your child damages School property the School will engage with you to have the item replaced or repaired at your cost. This is not applicable for accidental damage, which will be for the School Management's account.

Parents' Code of Conduct

As partners in your Child's Speel-Speel Slim journey, we value your role in creating a respectful, supportive community. This Code outlines mutual expectations, fostering trust and collaboration through grace, dignity, and respect for all.

It aligns with our Behavior Management Policy, disrespect erodes trust, so we hold each other accountable with empathy, yet firmly. We appreciate your commitment, upholding these guidelines honors our shared mission.

- ✓ **Respect our shared space and team.** Treat staff, Children, and families with dignity, no yelling, cussing, threats, or verbal abuse. A gentle approach builds bridges for everyone. If you would like to discuss anything please set up a meeting with School Management. Our doors are always open.

- ✓ **Communicate openly and promptly.** Share updates on your Child's needs and respond to school Whatsapp messages and calls within 24 hours.

- ✓ **Follow all policies and guidelines** as set out in the Parent Handbook. (Please drop off your Child on time every day, please keep your child home if they are unwell etc.)

- ✓ **Support learning at home.** Reinforce school values like kindness and respect, limit screen time and encourage play-based routines. Ensure that your Child has a fixed sleeping schedule.

- ✓ **Honor confidentiality.** Respect privacy, discuss concerns privately with Teachers, not in groups or online. The School Management is always willing to set up a meeting to discuss any concerns. We follow a transparent process where we work with facts to achieve set goals and solutions. We give feedback and open up channels of communication to ensure that expectations are met.

- ✓ **Model good behavior.** Use gentle, uplifting language around your Child, we're all examples in their eyes.

- ✓ **Address issues constructively**. Baseless and unfounded claims that are discussed on groups can cause an unnecessarily high level of emotion and can be avoided by simply approaching the School for clarity. We are open and transparent and want to resolve issues amicably.

- ✓ **Engage positively.** Attend meetings, events, and Parent information evenings, volunteer to build community spirit. Contribute to fundraising events for the benefit of the School and your Child.

By signing our Parent Handbook Acceptance Form and Registration Form, you affirm this Code. Breaches, especially disrespect toward staff (e.g. yelling or profanity), will prompt immediate action. Repeated or severe incidents may lead to suspension or termination of enrollment, as we protect our Team's well-being.

We're committed to resolution through open dialogue, let's extend grace and dignity to one another.

Safety Policy

At Speel-Speel Slim, your Child's safety is our sacred responsibility, woven into every moment of their day. We adhere to South African standards like the Children's Act (2005) and ECD regulations, maintaining secure, hazard-free spaces with vigilant supervision and regular inspections. Our qualified staff (all vetted with police clearances) prioritise prevention. Please report any concerns that you may notice immediately with us.

Supervision and Staff-Child Ratios

- ✓ Constant, attentive oversight. One teacher per 1:6 infants/toddlers (under 2 years), 1:10 for 2–3 years, and 1:12 for 3–5 years, exceeding national minimums.

- ✓ Line-of-sight rule. No Child is out of view; transitions (e.g. to bathroom) involve hand-holding or group movement.

- ✓ Daily headcounts at arrival, activities, meals, and dismissal to ensure everyone is accounted for.

Facility and Indoor Safety

- ✓ Child-proofed environment. Gates on stairs & doorways, outlet covers, and locked storage for hazards etc.

- ✓ Clean, clutter-free floors and rugs to prevent slips. Toys & equipment inspected daily for damage necessitating repairs or replacement.

- ✓ Age-appropriate equipment. No small parts for under-2-year old's (choking prevention), soft mats in classes.

- ✓ We have an extensive Indoor Play Procedure stipulating where staff should be when to ensure adequate supervision etc.

Outdoor Play and Playground Safety

- ✓ Enclosed, fenced yard with soft-fall surfaces (Grass and Sand)
- ✓ Equipment checked weekly for stability and damage. Sun protection via shade sails, hats, and sunscreen (parent-provided).
- ✓ Supervised free play only. No roughhousing, weather-appropriate activities (e.g., indoors if rainy).
- ✓ We have an extensive Outdoor Play Procedure stipulating where staff should be when to ensure adequate supervision. Procedures to get the Children safely to and from the play area etc.

Security and Visitor Protocols

- ✓ Secure entry. Locked doors & code access, sign in/out at reception with ID check for authorized pick-ups.
- ✓ Access code limited to extracurricular care providers. All other visitors to sign in at the office.
- ✓ No unauthorized pick-ups. Only listed contacts; photo verification for first-time collectors.
- ✓ Daily perimeter checks and CCTV in reception and at the front door for additional safety.

Emergencies and Drills

- ✓ Evacuation plans posted in common areas. Fire drills completed on a quarterly basis.
- ✓ First-aid kits stocked and accessible. Staff CPR/first-aid certified bi-annually.
- ✓ Emergency contacts. Emergency calls are made to Parents and the emergency contacts. Emergency services will be contacted, if necessary, please refer to our emergency procedure elsewhere in the Parent Handbook.

Child Protection

- ✓ Zero tolerance for abuse. All staff trained in recognizing/reporting signs (We have a direct contact with the appointed person for CPS at the Department of Education)
- ✓ Bullying prevention. Ties to our Behavior Policy, gentle interventions and family support.

Incident Reporting

- ✓ Minor bumps/scrapes. A picture will be taken and you will be notified via Whatsapp. An incident form will be completed that you need to sign upon arrival.
- ✓ Serious events. Detailed report shared immediately, with follow-up discussion.
- ✓ Annual safety audit. We review and improve based on feedback and inspections.

This policy ensures a worry-free haven for your little one. We're proactive but human, your observations help us stay sharp. Please let us know immediately if you notice anything so that we can keep the Children in our care safe at all times.

Payment, Notice & Termination Policy

At Speel-Speel Slim Nursery School, we prioritise a clear and supportive financial framework so we can dedicate our energy to your Child's growth and well-being. These policies, aligned with your Registration Agreement, promote fairness and stability for our School community. We understand that challenges arise, and we're committed to open communication, please contact our office at speelspeelslim@gmail.com or 084 602 4244 for any guidance.

Initial Registration and Monthly Fees

Registration Fees

- ✓ **First Month's Fee and Annual Development Fee is payable** (Supporting resources and enhancements).
- ✓ Payment is due upon reception of your invoice and via EFT (details and unique reference code on your invoice).
- ✓ Enrollment is secured upon receipt. These fees are non-refundable to facilitate reliable planning.

Monthly Fee

- ✓ **Due on the 1st of the month,** in advance (12 equal installments for January–December).
- ✓ Annual development fee is payable in January of every year.
- ✓ You will receive a monthly payment reminder or invoice via email on the 25th of every month.
- ✓ Full fees apply during holidays or closures to maintain consistent operations.

Late Payments

A 5-day grace period is provided for, payments received by the 5th incur no penalty.

- ✓ Thereafter, a **10% fee** is added to the invoice.
- ✓ The 10% penalty fee will be added every month for concurrent outstanding invoices until accounts are settled in full.
- ✓ If payment is not received by the 5th of the month your Child's attendance to the School will be suspended until your account is settled in full (including penalties)
- ✓ Unresolved arrears will result in referral to debt collectors. In such cases, you are responsible for all recovery costs, including legal fees.

Discounts and Incentives

- ✓ Sibling Discount: **15% reduction** per additional enrolled child.
- ✓ Annual Prepayment. Parents that opt for Annual pre-payment will save by **paying no escalation** in fees for the following year

Key Operational Notes

- ✓ Enrollment based payment: Your child's Monthly fee is based on enrollment with the School and not attendance. Therefore, we offer no reduction in fees based on children that cannot attend School due to absence caused by Illness, vacation or any other reason.
- ✓ Annual Increases: We will notify all Parents via email in September of every year of what the fee escalation will be for the following year. The escalation is normally between 6% and 8%.

Notice and Termination

- ✓ **Two full calendar months' written notice** from Parent or provider to terminate the contract.

- ✓ December is excluded as a notice month therefore notice is needed by 1 October at the end of the year, or November & December fees will remain due in full.

- ✓ Immediate termination is permitted without notice for gross misconduct by Parent, child, or provider, to safeguard our School community. Please refer to our Child Behavior and Disciplinary Policy and our Parental Conduct policy to see what may constitute grounds for immediate termination of care.

- ✓ Non-Payment may lead to legal recovery, with Parents liable for all associated costs.

Support for Challenges

If financial pressures emerge, we're here to assist as far as we can.

We offer interest and penalty free payment plans for Parents that cannot make payment ONLY if Parents approach us first before missing a payment deadline.

These relief measures will be assessed based on individual circumstances.

Late Pickup Policy

If your Child is picked up after 06:00 PM there will be a late collection penalty charge of **R50 applicable for every 15 minutes you are late.**

Please be courteous and arrive on time. After hours is time with our families.

These fees area payable, in cash, directly to the Teacher or Assistant on duty as these fees constitute overtime payment. Speel-Speel Slim Management does not take any percentage of these late fees.

Volunteer Opportunities | Products & Services Needed

We encourage Parents to become involved in the Nursery School.

Teachers regularly include Parents in special celebrations and welcome parents who want to share special talents with the class.

Speel-Speel Slim also asks that Parents share their talents and time to help make the School the special community it is.

Here are some ways you can help:

- ✓ Fund raising
- ✓ Computer (website, assisting staff with database software, etc.)
- ✓ Parent directory
- ✓ School beautification
- ✓ Outreach/marketing
- ✓ Newsletter
- ✓ Graphic design
- ✓ Sewing

We may ask Parents to assist us with other products or services as needed from time to time. For example, if we need to replace flooring, curtains, equipment etc. If Parents work in a specific field, we really appreciate their help if they can assist the School with cost effective solutions.

Adverting Opportunities

Parents of the School will have the opportunity to advertise their products and services on the School Whatsapp Groups.

In exchange for this advertising exposure we ask that Parents sponsor a product of service towards our Fund Raising events OR when the School need these to make improvements to our facilities or program.

We do not charge for advertising but appreciate Parental support in the form of products and services, as needed.

Please contact the office by sending an email or a Whatsapp to enquire on how you can advertise your business. We are here to help!

Fundraising

Speel-Speel Slim holds fundraising events to raise money for specific improvements or classroom equipment / staff bonuses.

These fundraisers will be outlined in written communication.

We request that families participate in these events and, in so doing, promote community spirit and financially support our high-quality programme.

Some of our fundraisers include:

- ✓ Family / Sport / Grandparent Days
- ✓ Raffle competitions
- ✓ Date Nights etc.
- ✓ Annual School Concert

Miscellaneous

TV Viewing

Television viewing is limited to only on Fridays for Friday movie day.

We will pick an age-appropriate Children's video to watch. TV is not offered in place of free play or learning activities. On Friday movie day, If the children become too 'busy', we head back out for Outside play.

Toys

We have well organized, separate, age-appropriate toys for the toddler and infant classes. Infants will not be allowed to be around or play with small objects and toys. **Please do not bring your Child's toys to the Nursery School** except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the Child's own personal toy. Never send your Child to the Nursery School with toy weapons.

Child's Absences and/or Vacations

If your Child will not be attending the Nursery School due to illness or other reasons, please let us know as soon as possible so the day's activities won't be held up waiting for your Child to arrive. We also need to know how many Children we need to prepare meals for.

Biting Policy

We have an extensive Biting Policy at the School. This is applicable mostly for the 1-, 2-and 3-year-old classes. We work through this policy with Parents when biting becomes a challenge.

A copy of this policy is available upon request.

Open Door Policy

We have an open-door policy at the School whereby Parents are welcome to engage with us at any time during School hours. If you would like to discuss a personal matter, we do however ask that you make an appointment to ensure that the Management Team is present for the meeting.

OTHER

- ✓ We do not transport any Children, unless a medical emergency requires us to do so.

- ✓ Understand that your Child may be included in classroom evaluations and other Parents observing their right to our open-door policy.

- ✓ Understand that your Child may be included in pictures connected with our Nursery School program, unless otherwise specified by you. Please note that you have the full right to refuse the photo consent for your Child thereby keeping their photo off social media etc.

Adherence

Please be respectful of our Speel-Speel Slim family by adhering to the policies and procedures outlined in the Parent Handbook. We realise this is a lot of information to absorb. Because of this, please keep your Parent Handbook accessible so you can periodically review our policies and procedures as/when necessary.

We reserve the right to amend any portion of the Registration Form, and Parent Handbook at any time. If and when we do make a change to the Parent Handbook you will be given a copy and asked to sign a new copy of the Parent Handbook Acceptance Form.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you are uncertain about a policy or procedure or what is expected from you or your Child, if you have a concern, it is important that you express that to us before enrolling your Child in our Nursery School.

We are always open to suggestions and feel communication is a very important part of a quality Nursery School. If there are any problems or concerns in the future, we encourage you to talk to us about them.

Please feel free to contact us!

Rensje: 079 927 8384 / speelspeelslim@gmail.com
Heinrich: 084 602 4244 / heinadale@gmail.com

Thank you for the opportunity to work with you and care for your little one.

We look forward to a future of keeping your child smiling and safe!