



for children going places

# PARENTS' ABC

The Peak Child Parents' Handbook

[info@peakchild.co.za](mailto:info@peakchild.co.za)



## WELCOME

Dear Peak Child Parents

Welcome to Peak Child. We are delighted to have your child learning with us and we look forward to getting to know you better.

We have developed the Peak Child Parents' ABC as a guide for you to walk with us on this very important road of your child's early learning. We will update it from time to time but typically the principles, requests and guidelines in this handbook remain the same throughout the year.

We also distribute monthly newsletters which provide you with updates and the latest happenings in your Peak Child pre-school.

Our vision is to provide affordable, private, quality early learning in a high-care environment, to children in emerging middle income families living in South Africa, in pre-schools situated close to parents' places of work.

We value open communication and honest feedback about where you feel we are meeting our vision and where we are not. Please talk to your Principal about concerns you might have at any time and encourage the team too when they are getting things right.

## YOUR CONTACT INFORMATION

If you have recently changed any of your contact details, please notify your Principal, so that the information in your file can be updated. This information is essential in the event of an emergency. Please also ensure your email addresses are up to date. We prefer to communicate with you via email but printed copies of correspondence will be made available too. We do also communicate using broadcast only WhatsApp groups, so please make sure we have your latest cell phone number.

## PEAK CHILD OPENING HOURS

Peak Child pre-schools are open from **7h00 to 17h30 Monday to Friday** (although some of our pre-schools have slightly different opening and closing times). Please be respectful of our teachers' and principals' time by arriving before closing time to fetch your child. A late fetching fee will be charged at **R50 per 15 minutes** or part thereof for parents who arrive after closing time. This fee will be added to your monthly statement.

## COLLECTING YOUR CHILD

The safety of your children is of critical importance to us. Please ensure that arrangements are in place to collect your child from pre-school and verbally notify the Principal if anyone other than you will be collecting your child. We cannot and will not release your child without this authorisation. Please notify us if you are going to be later than usual for any reason.



We are concerned that **transport drivers send older children in** to collect a child. We are not authorised to release your child to these children. If the transport driver has been authorised to collect then we can only release your children to him or her.

## SECURITY

Our pre-schools are fully enclosed by fences and walls. There is no access to the street other than through the front gate. We are vigilant about the opening and closing of this gate. We ask that you ensure that the gate is closed and locked EVERY TIME you enter and leave the pre-school and that you are aware of who enters or leaves with you.

## HOLIDAYS

The Peak Child pre-schools will be open all year round except for public holidays and over the Christmas holiday period when **we will close around the 15<sup>th</sup> of December and re-open on the first Wednesday on or after the 5<sup>th</sup> of January**. Please check with the pre-school Principal the exact closing and opening dates so that you can plan childcare for the days we are closed. These are important times for our annual maintenance and for our staff to get a well-earned rest.

Please note that our pre-schools will also be closed on certain days near to long weekends to allow us to fumigate and deep clean the premises and to perform repairs safely. We will notify you far in advance of such closures.

## ABSENTEES

If a child will be away for more than 2 days we would like to be informed of the reasons for this. No reduction in fees is given for any period of absence from the pre-school.

## GRADE R

We now offer Grade R at both our Claremont pre-schools, Peak Child Arderne and Peak Child Harfield. At our other pre-schools, if we have children of Grade R age who were not able to get into Grade R at a primary school, we will accept them into Class 4 (if there is space) and endeavour to get them ready for Grade 1.

Please note that there are often limited spaces in the Grade R classes of primary schools, so you should apply a year in advance for your child to enrol in their Grade R class.

## MEDICINES

In compliance with health regulations, parents are required to fill in the medicine chart should specific medication need to be administered during pre-school hours. We will not give your child any medication without your written consent. We therefore require written instruction if your child needs medication during the day. Medicines sent to the pre-school must be clearly labelled with your child's name, the name of the medicine, the dosage and the times of administration during the day.

Many medicines can be taken only twice a day, in the morning and in the evening. It is preferable if you are able to give your child their medicine at these times.

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## ILLNESS

Please do not send your child to the pre-school if they are not well overnight or when they wake up. Whatever is brewing will infect other children and staff. Any child with a high temperature or who is vomiting or suffering from any other contagious illness must be kept at home. We will isolate any child who becomes ill during the day and inform parents to collect the child if necessary.

## ALLERGIES

Should your child suffer from any form of allergy please notify the Principal in writing, so that the information can be updated on our file and allergy chart.

## WORMS

This may not be something you want to confront about your child. It is a reality though. All children who play with sand, soil or grass at home, at the park or at pre-school should be dewormed every six months.

## HATS

We spend a good deal of time outside in the sun. Each child should have a wide-brimmed hat to wear. Caps do not really provide adequate sun protection because the neck and ears remain exposed. This is really important in our fight against skin cancer in South Africa.

## OTHER CLOTHING

A change of clothes should be packed in your child's bag each day. This ensures that wet or dirty clothes can be changed. A warm top or jersey should also be packed irrespective of the weather at the start of each day, even in summer.

## CLASS 1 (BABIES) - DAY 1 STARTING REQUIREMENTS

- 2 x changes of clothing
- 5 x disposable nappies per day
- 1 x bib for mealtimes
- 1 x dummy on a chain – clearly marked
- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x receiving blanket
- 1 x warm blanket
- 1 x message book (A5 size) for communication between the Teacher and the parent
- Sufficient bottles for the day, with formula pre-mixed, packed in a cooler bag
- Nappy box with Fissan Paste, Vaseline, Fuller's Earth, or whatever your baby usually has on his/her bottom 😊
- A snack for mid-morning and mid-afternoon, e.g. fruit, sandwiches, yoghurt



## CLASS 2 (TODDLERS) - DAY 1 STARTING REQUIREMENTS

- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 5 x disposable nappies per day
- 1 x art apron
- 1 x sheet for sleeping mattress
- 1 x blanket (suitable for summer and winter)
- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x plastic carrier bag in your child's bag for dirty laundry
- 1 x plastic A4 and A5 art file (envelope)
- 1 x message book (A5 size) for communication between the Teacher and the parent
- A snack for mid-morning and mid-afternoon, e.g. fruit, sandwiches, yoghurt

## CLASS 3 (3 TO 4 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x art apron
- 1 x message book (A5 size) for communication between the Teacher and the parent
- 1 x plastic A4 and A5 art file (envelope)
- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 1 x sheet for sleeping mattress
- 1 x blanket (suitable for summer and winter)
- A snack for mid-morning and mid-afternoon, e.g. fruit, sandwiches, yoghurt

## CLASS 4 (4 TO 5 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x art apron
- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 1 x sheet for sleeping mattress
- 1 x blanket (suitable for summer and winter)
- 2 x plastic A4 and A5 art files (envelopes)
- 1 x 50-page A4 Flip File
- 2 x A4 thick hardcover books
- 1 x A5 thick hardcover book
- 1 x A6 hardcover message book
- A snack for mid-morning and mid-afternoon, e.g. fruit, sandwiches, yoghurt



## CLASS 5 / GRADE R (5 TO 6 YEARS OLD) - DAY 1 STARTING REQUIREMENTS

- 1 x pack of Wet Wipes per term
- 1 x box of tissues per term
- 1 x art apron
- 1 x change of clothing (underpants and clothes in the event of a mishap)
- 1 x fitted sheet Large cot size 660 x 1300mm for sleeping mattress
- 1 x blanket (suitable for summer and winter)
- 1 x plastic A4 and A5 art files (envelopes)
- 1 x 50-page A4 Flip File
- 2 x A4 thick hardcover books
- 2 x A5 thick hardcover book
- 2 x A4 Blank books
- 1 x pack wax crayons 14mm Jumbo
- 1 x box felt tipped pens (Koki's)
- 1 x 30 cm ruler
- 2 x soft white eraser
- 1 x HB pencil
- 1 x metal sharpener
- 1 x pencil roll-ups
- 2 x large Pritt (40g)
- 2 x triangular pencil
- 1 x box colour pencils
- A snack for mid-morning and mid-afternoon, e.g. fruit, biscuits, sandwiches, yoghurt, juice

## LOST PROPERTY

Peak Child cannot be held responsible for lost property. **Please mark all items of clothing with your child's name.** If you have any items at home not belonging to your child, we would be grateful if you could return them to the pre-school.

## PACKED LUNCHES

Should you prepare additional lunch for your child for pre-school, please pack a nutritious lunch. Please do not pack fizzy, sugary drinks and sweets which limit your child's ability to learn at pre-school. It should be a small snack for mid-morning and afternoon, not a meal on its own. Whole-wheat or brown bread sandwiches with a nutritious filling like peanut butter, egg or cheese is all that is needed. Dried or fresh fruit can be added. For all the children's health and safety please do not allow your child to bring chewing gum or nuts of any kind to pre-school. We aim to establish healthy snacking habits in children.

## SLEEP

All children who spend the entire day with us are required to rest for at least an hour at midday. Older children who don't want or need to sleep will still need to stay on their mattresses for at least half an hour before being allowed to play quietly for the rest of the time. Peak Child provides sleeping mattresses as

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part of our service but we request parents to provide a fitted sheet for the mattress. The dimensions of the mattress are 1200mm by 550mm.

## TOILETING AND TOILET TRAINING

We use the words “wee” and “poo” when speaking to the children. It helps us if you use the same words. Children still in nappies will be potty trained from about 18 months if they show interest in this. Older children are encouraged to use the toilet independently when they need to. Reminders to flush and wash hands are given at several supervised toileting periods.

## BIRTHDAYS

We like the children to feel special on their birthdays. -They will wear something special like a crown and have their classmates sing to them. -While it is not essential, parents may wish to send a special treat to share with the others. -In this case the child having the birthday will hand out this treat at snack time. -We discourage pre-packaged party packs. -They are expensive and contain too many unhealthy things. -A birthday cake, chips, popcorn or dried fruit are great alternatives.

## HOME CIRCUMSTANCES

It is important that we understand the home circumstances of each child. -We ask that you inform us of any changes as soon as possible. -This helps us support your child and understand any changes in behaviour.

## PARKING

Please be considerate of our neighbours and other road users when parking outside the pre-school.

## PAYMENTS

School fee payments should be made via EFT into the following bank account:

Bank: FNB  
Account Name: Peak Child Education Proprietary Limited  
Account No: 62599162478  
Branch Code: 201509  
Reference: *Your Family Account Number* (on your monthly statement)

## CASH FEE PAYMENTS

Cash payments pose a security risk to the staff at Peak Child and to your children. -Cash payments will require a R50 surcharge to the monthly school fees.

With thanks and best wishes

Irene, Paul and Terence  
*Principal and Directors of the Peak Child pre-schools*  
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