



## **Cosmo Kidz**

### **Policy - Procedures**

### **Rules and Regulations**

#### **School Religion - Christian**

A morning pray will be said with the children at the beginning of each day.

#### **School Times**

The school will be open from 7:00am till 5:00pm throughout the week and will only be closed on public holidays and any other predetermined holidays during the year. The school will be closed over the Easter weekend. It will be closed from mid December till early January in accordance to the public school term calendar. Holiday Club will take place during school holidays. If a public holiday falls on a Tuesday/Thursday, kindly note the school will close on the Monday/Friday.

Please ensure that your child is at school by no later than 8:45am as this is the time that most of the curriculum fundamental work is done.

Kindly note that should your child be collected after 5:00pm, a fine of R50.00 every 15 minutes thereafter will be imposed.

The half day children are to be collected between 1.00pm and 1:30pm.

Please advise us if someone else will be collecting your child/children as we will NOT ALLOW your child to leave with someone else unless we have been pre-advised.

#### **Fees**

School fees are payable in advance over a period of 12 months. Payments to be made by debit order or EFT, by no later than the 7th of each month. (No cash payments will be accepted). If payment is not made, unfortunately your child will not be able to attend school.

NO fees are refundable for periods of absence due to illness or holidays. One calendar month's notice is required before a child is withdrawn from the school. Full fees apply during school holidays and during the months of December and January.

A 10 % discount is given to siblings joining the school.

A once off, non refundable registration fee of R500.00 is payable upon registration at Cosmo Kidz. This will secure your placement at the school.

An annual increase of school fees of approximately 10 % may apply.

**Banking Details:**

Name of Account: Cosmo Kidz (Pty) Ltd  
Bank: Mercantile Bank  
Branch: Horizon  
Branch Number: 450 141  
Account number: 1050686128

**School Fees**

Full day per child - R3600.00  
Half Day per child - R3300.00

**Conduct**

The school does not tolerate bad conduct / behavior whatsoever. We at Cosmo Kidz Day Care try our utmost best to install values, equity and correct language used to the children.

It will be at the schools discretion to decide in which matter this conduct will be dealt with. A "time out" chair is used for aggressive or inappropriate behavior at the school. This is done so that the children are able to differentiate between correct and incorrect behavior.

**School Bag and Belongings**

All children's belonging need to be labeled correctly.

Please make sure that a full change of clothes is kept in your child's bag at all times as mistakes may happen.

**Term Supplies****to be supplied each term****3 - 12 month class**

*1 x Box of tissues*

*1 x box of rooibos tea*

*9 toilet rolls*

**1 - 2 year old class**

*1 x Box of tissues*

*1 x packet of macaroni*

*9 toilet rolls*

**2 - 3 year class**

*1 x Box of tissues*

*1 x packet of rice*

*9 toilet rolls*

#### **4 - 6 year class**

*2 x Box of tissues*

*1 x Liquid soap*

*9 toilet rolls*

#### **Children in nappies 0-16 months**

Formula

Nappies

Wet Wipes

Bum Cream

Bibs

Change of clothes

Bottles

#### **Age 1.6 - 2.6 year old Class**

1xpack 24 thick crayons

2x pritt glue (big)

1x empty ice-cream container

1X coloring in book

1x playdough (pack)

#### **Age 2.6 - 4 year old Class**

1 x Pack of 24 x Crayons (thick)

2 x Glue (Bostick / Pritt)

1 x Empty Ice Cream Container

1 x Coloring in book

#### **Age 4.6 - 6 year**

1 x ice-cream tub

1 x pack thick koki pens

1 x pack roll up crayons

4 x Bostick glues

1 x black permanent marker pen

1 x scissors age appropriate

#### **Too keep in their own chair bag**

1 x chair bag

1 x activity book or coloring book

1 x 60 or 80 piece puzzle

#### **For crafts and filing**

1 x pad A4 colored paper

1 x pad A4 colored board

2 x ream of typing paper

1 x arch lever file, neatly covered 75mm (for filing all their work)

#### **To keep at school**

1 x sun block

1 x sun hat / cap  
1 x water bottle  
1 x mattress with sheet / cover  
1 x blanket  
1 x packet of wet wipes

### **Show and Tell**

We encourage children to bring anything relevant to our weekly theme from home. This will be placed on the class theme table and is discussed during theme discussion with the entire class.

### **Ear and Eye Test**

Ear and Eye tests will be conducted each year for children aged 3 years and up. Both tests will be charged to parents. Dates and times of screening will be given to parents during the year.

### **Reports**

Assessments will be done twice a year (June and December) and reports will be handed out at this time in order for you to see your child's progress.

### **Health / Illness**

Please keep your child at home if he/she is not well and notify us immediately if your child has a contagious disease (i.e: chickenpox, measles etc). If any child comes to school and is not well, parents will be contacted immediately and the child will have to be collected. Any medication that has to be dispensed has to be handed to the relevant class teacher and correct dosage or instruction needs to be written on the medication form. No medication will be given to your child if it has not been recorded. Please do not leave any medication in your child's school bag. An up-to-date copy of your child's immunization card is to be handed in together with the enrollment forms. Should your child get lice, this needs to be brought to our attention immediately and kindly note that your child will only be allowed to return to the School with a "Clearance Certificate" which you can get from your Pharmacy or Health Department.

### **Sleep Time**

According to the legislation, all children under the age of 6 years old are required to have rest or sleep period at least one hour during the day. If your child will be attending a full school day, a mattress and a blanket is to be supplied by each parent. Mattresses are for sale from the school office.

### **Injuries**

The school will notify the parent of any fall or accident that happens at the school and shall be recorded in the Incident Book.

### **Meals**

Breakfast, mid morning, lunch and afternoon snacks will be provided. Please notify the school of any special dietary requirements your child might have.

### **Security**

Cosmo Kidz has appointed Savika Security as its preferred security partner and is furnished with armed response and professional medical assistance. All points of access to the premises are strictly monitored and controlled by senior staff and we employ a permanent security guard who is stationed at the front gate of the school.

### **Extra Murals**

All extra murals are conducted in the morning on the school premises. Extra mural lessons are paid directly to the relevant extra mural teacher and not to the school.

**Nursery**

Infants are nurtured through a variety of sensory and movement experiences. The importance of following each baby's sleep, feeding and play routines, as it is done at home, is mirrored in our care. The importance of communication between parents and teachers is emphasized through a daily record of each baby's activities, food intake and diaper routine.

**Birthdays**

Children are welcome to celebrate their birthdays at the school with their peers. Parents can arrange to bring a cake, sweets, etc.

**Toys**

No toys are allowed at school.

**Waste materials**

Empty wooden boxes, scrap paper or cards, or any egg shells, cotton reels, toilet rolls, tins, wool, old story books and magazines are very useful to the school and will be greatly appreciated.

**Themes**

Every week during class time we will be discussing a different theme. It would be appreciated if parents could send in items related to the theme for the theme table.

**Hygiene**

Hygiene is of utmost importance to us.

Please abide by our Rules and Regulations, and should you wish to discuss anything further or have any problems whatsoever, please do not hesitate to contact me at any time. A personal interview can be arranged, so that parents may talk undisturbed.

# RULES AND REGULATIONS

PLEASE RETURN TO COSMO KIDZ

I,  Parent / Guardian of

am aware of, and comply with the following details  
as listed

in the Rules and Regulations of Cosmo Kidz Day Care.

Dates :