



RULES AND REGULATIONS

Please read carefully and retain

“Train a child in the way he should go, and when he is old he will not turn from it”

Proverbs 22.6

Welcome to Jozi Jammers Nursery School. Jozi Jammers exists as a nursery school to transform the lives of children and parents in our community with Biblical values and to provide nursery school education for children. We believe that each child is a blessing from God and our passion is to see children grow into what God has ordained them to be by teaching them the truth of the Bible.

The rules and regulations have been put in place in the best interest of our children. Please ensure that every effort is made to adhere to these rules and regulations so that we can always operate at the highest level.

We have an open-door policy; please feel free to come chat to us should you have any concerns.

Secretary: Alicia – 011 462 5540

Finance: Vash – 083 308 9940

Application Form

1. A separate application must be completed for each child.

Communication

2. Communication books are sent home weekly. Please sign all notifications as indication that the book has been read. Any messages for teachers are to be written in the communication books. Newsletters will also be sent home in the communication books. Please ensure that these books are checked often to keep you updated of your child's school life and events.
3. Parent-Teacher meetings are held mid-year to discuss your child's progress. If additional meetings are required, please arrange with the school principal and your teacher. However, should we notice anything that needs to be brought to your attention we will do this soonest.
4. Each teacher administrates their class WhatsApp group. This group is ONLY for teacher communication and reminders. Please do not use this for ANY other communication. If you wish to chat to the teacher, please message her privately or arrange a time with the secretary to meet with the teacher/principal.
5. Parents are NOT allowed to call or WhatsApp teachers outside of normal school hours. If there is an emergency that requires immediate attention, you may call the principal on her cell phone. (Her number will be in the communication book)

Notice of leaving

6. ONE calendar months' notice in writing of the proposed removal of your child from the school must be given and the necessary outstanding fees must be paid. If not received in writing, the FEE FOR THE MONTH IN LIEU of such notices WILL BE CHARGED.

Time

7. School hours are 07h00 - 12h30 Monday to Friday. There is an Aftercare facility from 12h30 -17h30.
8. School hours are from:
 - a. 07:00 to 17:30 (Full Day)
 - b. 07:00 to 14:30 (Three Quarter Day)
 - c. 07:00 to 12:30 (Half Day)
 - d. The School Programme starts promptly at 08h00.

These times must be strictly adhered to, to benefit from the full programme.

9. Children who are enrolled in the Half Day and Three-Quarter Day programme and are collected after 13:00 and 14:30 respectively will be enrolled in aftercare and a daily rate of R115 will be invoiced.
10. Children collected after 17:30 will incur a fine of R100 for every 15 minutes thereafter.
11. Jozi Jammers Nursery School corresponds with the government school calendar for Gauteng throughout the year.

Fees

12. Fees can be paid via a card facility at reception or EFT.
13. A non – refundable Registration Fee is payable on acceptance of application.
14. School Fees are payable strictly in **advance** by the last working day of each month. Fees should reflect in the Jozi Jammers bank account by the 2nd of the respective month. Failure to pay the school fees will result in the immediate suspension of my child. (Example January 2019 fees must be paid by 31 December 2018, reflecting in the school's bank account by 02 January 2019)
15. A penalty fee of R100 will be charged for fees received after the 07th of each month.
16. School fees are payable for, irrespective of school holidays, public holidays and government declared holidays.
17. No reduction in school fees will be made whenever your child is absent from Nursery School.

Sick

18. The school does not encourage your child to attend school while being ill.
19. The school does not encourage your child, when on antibiotics to attend school.
20. According to Health Regulations, we request that children with the following symptoms not be sent to school. Children who develop the following symptoms at school will be sent home immediately in order to prevent the spread of illnesses. Your assistance with collecting the children as soon as possible will be appreciated.
 - a. A fever over 37.8°C orally or 37.2°C under the arm.
 - b. Signs of a newly developing cold or uncontrollable coughing, diarrhoea, nausea or vomiting.
 - c. Unusual or unexplained loss of appetite, fatigue, irritability or headache.
 - d. Any discharge or drainage from eyes, nose, ears or open sores.
 - e. Any other known contagious infection.
21. Children with eye infections are not permitted at school and require a doctor's clearance certificate upon return to school.
22. Should a child have lice or ring worm they will not be permitted back at school until they have a doctor's clearance certificate upon return to school.

Medication

23. If medication in the event of life-threatening situations such as EpiPen's, asthma pumps, diabetic medication is to be kept at school it is the parent's responsibility to ensure the relevant staff are shown how to administer the medication and the medication has not exceeded its expiry date. The school will not be held responsible for the incorrect administration of medication or medication that has exceeded its expiry date.

Lunch

24. The school provides all meals throughout the school day. Please let the school know of any allergies or foods your child cannot eat. Should you wish to send your own food for your child your fees will remain the same.

Clothes

25. A school bag - with a change of clothing, clearly marked and to be checked weekly.
26. Children should be dressed in easy to manage every day clothing and comfortable every day shoes. The school encourages free play and children are not reprimanded for getting dirty.
27. A sunhat is compulsory for outside playtimes. Sunblock should be applied before dropping off.
28. Please mark clearly – all clothing, cases, bags, lunch boxes and water bottles.

What to Pack

29. Please supply the following on a daily basis and ensure that it is clearly labelled:
 - a. Change of clothes (more than one set for potty training children).
 - b. Hat (one will be supplied by Jozi Jammers).
 - c. Nappies if needed.
 - d. Water bottle.

Lost Property

30. Lost property will be kept in the "Lost Property" box. The school will not be held liable for any unmarked shoes and clothing.
31. Shoes and clothing that go unclaimed for 2 or more months will be given to our charity.

Annual and Term Requirements

32. At the beginning of each year, your child is required to bring requirements set out by the class teacher of your child's specific age group.
33. At the beginning of each term, your child is required to bring a roll of toilet paper and a box of tissues. The term requirements may vary each term, your class teacher will make you aware of what is required.

Safety

34. Drive carefully, appropriately and slowly in the car park.
35. Park in the parking area designated for parents and drivers.
36. Parents and drivers are NOT allowed to park in the teachers parking area at ANY time of the day.
37. Hold your child's hands and do not let them run between cars.
38. Ensure that the gate is closed behind you when entering or exiting the school building.

Extra Murals

39. Jozi Jammers offers a range of extra murals. These are optional, and payment is separate to school fees. Please pay the extra murals directly. No cash is to be sent to school as we will not be held liable for any loss thereof.

Baker – Baker

40. Each child will have a turn to be a baker-baker, your child will dress up like a baker and offer their yummy treats to the class. You will be notified in advance that your child's turn is coming up, please send a yummy treat for the class on that day.

Celebrations

41. Birthdays, your child can enjoy a small party on their birthday. Please make arrangements with their class teacher.
42. We have various celebration days throughout the year, where the children dress up, be a bit silly and have fun. You will be notified in advance via communication books and WhatsApp messages of these days but please make every effort to allow your child to participate.

Fundraising

43. A Market Day is held once a month in which each class gets a turn to sell healthy treats to the rest of the school. If it is not your child's turn to sell goods, please send R5 with your child to buy a treat on these days. This will be communicated to you in the communication books and WhatsApp groups.
44. There are various fundraising events throughout the year, please make every effort to participate and support this. Jozi Jammers runs on a "not for profit" basis and whatever money is raised goes towards the maintenance of the school and to cover additional running costs

Other

45. Please do not allow your child to bring any toys to school.
46. Please notify the school if your child is absent for the day.
47. Please notify the school of any changes to your contact numbers, address, e-mail address. It is extremely important to keep this up to date in case of emergencies.