



DOWERGLADES NURSERY SCHOOL

4 Poplar Avenue, Marais Steyn Park, Edenvale
Reg 2003/021240/07
Call: 072 786 6739 Email: dowergladesnursery@gmail.com



Information Booklet

For some children, starting Nursery School is a big adventure, and for others, it is a big step. You may feel anxious – is my child old enough? Will he or she cry?

We will make every effort to ensure that your child is well looked after, loved, fed, happy, warm, and safe. Should you wish to discuss any concerns regarding your child, please do not hesitate to contact me.

1. School Hours

- The school is open between **07:00 and 17:30**.
- Full-day children must be collected by **17:30**, and half-day children must be collected by **13:45**.
- Please advise the school if your child will be fetched by someone other than yourself.

2. Basic Requirements

(0-16 months)

Formula, bottles, five disposable nappies, five bibs, a change of clothes (one warm, one cool), wet wipes (2 containers per month), nappy cream, a blanket, and a box of tissues.

(16-24 months)

Training cup, four disposable nappies, a blanket, wet wipes, and tissues.

(2-6 years)

Each child must have a bag with a change of clothing, a container of wet wipes, and a box of tissues.

3. Injuries at School

The school will notify parents of any fall or accident that occurs at school, and it will be recorded in the incident book.

4. Illness

- Please do not send your child to school when he or she is ill or not yet recovered from an illness.
- The school must be notified **immediately** in cases of infectious illnesses or lice.
- A medical certificate is required to confirm that lice have cleared.



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Children showing signs of illness may not attend school.

The school must be notified of illness before 08:30.

No medication may be administered by staff.

Children on antibiotics must remain at home.

In cases of contagious illness, parents must inform the school immediately.

Symptoms requiring a child to stay home:

- Fever of **37.8°C or higher**
- Fever with sore throat, vomiting, rash, or diarrhoea
- Vomiting (2+ times within 24 hours)
- Diarrhoea (2+ episodes)
- Continuous coughing or breathing difficulty
- Yellow or green runny nose
- Eye or ear discharge
- Lice, rashes, or ringworm
- Irritability requiring one-on-one care

5. Medicine

Staff are not permitted to administer any medication at school.

6. Birthdays

To celebrate your child's birthday, you may arrange a small party at school. Invitations for private parties may not be given to selected children, as this can be upsetting for those who are excluded. Parents may bring cupcakes or a healthy alternative. Please coordinate with the class teacher.

7. Concerns

You are always welcome to discuss any concerns with the teacher or myself at any time. At the end of the year, you will receive a written progress report. Please do not discuss problems in front of your child, as this may cause unnecessary anxiety.

8. Toys

Please do not allow your child to bring their own toys or books to school unless specifically requested (e.g. for themes). Children are often very possessive, and another child may break something precious. The school will not be held responsible for toys that are broken or lost. The school supplies adequate toys for the children. Donations of suitable play or reading materials are always appreciated.

9. Themes

A list of themes will be provided to parents. Items related to the theme may be sent in for the theme table and are greatly appreciated.



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10. Change of Address

Please notify the office of any change in address or contact details. We occasionally need to reach parents at short notice, especially if a child becomes unwell.

11. Register

A daily attendance register is kept by each teacher.

12. Waste Materials

Items such as empty wooden boxes, paper or card, egg cartons, cotton reels, toilet rolls, tins, wool, cigarette boxes, old story books, magazines, old handbags, and high-heel shoes (for dressing-up activities) are most useful and gratefully accepted.

13. Hygiene

The premises are kept clean. Staff clean classrooms and toilets daily. Bottles are sterilised at home to limit infection risks. Dirty nappies are disposed of in outside bins.

14. Clothing & Personal Items

- Children must wear comfortable clothing that they can manage themselves.
- All items must be clearly labelled.
- No toys from home.
- A spare set of clothing must remain in the school bag.
- Sunhats remain at school and are washed weekly.

15. Notice Period

- One full calendar month's written notice is required to withdraw a child.
- If notice is not provided, a cancellation fee equal to **two months' tuition** will apply.

16. Absenteeism

No fee rebate is granted for any period of absence, whether due to illness, holidays, or personal reasons.

17. Late Collection Policy

The school closes at **17:30**. A late-collection fee is charged for every 15 minutes after 17:30 (full day) and after 13:45 (half day). The fee applies from the **first minute** of lateness and is **not pro-rated**. This is due to staff safety, overtime, and operational requirements.



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18. Fee Conditions & Payments

- Fees are payable **12 months per year**.
- All fees must be paid **by the 1st day of each month** via EFT.
- Late payments may result in suspension of attendance.
- Interest is charged on overdue accounts.
- A full month's written notice or fees in lieu of notice applies for withdrawal.
- Extra-murals are billed separately.

19. School Fees

- One child (full/half day): **R4 860 (half)/R5 000 (full)**
- Two children (10% discounted rate): **R8 748 (half)/R9 000 (full)**

20. General School Rules

- Respect for others – no hurting or bullying.
- Respect for self – no unsafe behaviour.
- Respect for equipment – use items correctly and return them.

Thank you for your support. We look forward to a long and happy association with you and your family!