



## JUNIOR ACADEMY

Pecanwood Junior Academy

Pecanwood Estate

The clubhouse

0824471780

biancar2001@yahoo.com

PO Box 701

Broederstroom

0240

# PARENTS HANDBOOK

**Dear parent,**

Pecanwood Junior Academy welcomes all toddlers who wish to come and join us to learn, chat and play. We trust that your little one is going to grow and develop in our loving and secure environment.

**Please initial every page and sign on the 1st page. Send the signed Parent Handbook and enrolment form back to us and keep the copy hereof with yourself.**

## 1 SCHOOL HOURS AND FEES

Half day from: 7am – 2.30pm

R3250

Full day from: 7am-5.30pm

R3500

If you pick up a child later than 14H30 (Half day learners) and after 17h30 (Full day learners) will be fined **R50 per 15 minutes or any part of 15 minutes** after either 14h30 or 17h30 and the total amount of the fine will be added to your next monthly account. Under no circumstances will we leave a child unsupervised.

- 1.1 All fees are payable in advance on or before the **1st day** of every month (in the case of monthly payments) and parents are advised to strictly adhere to this rule. Failure to do so will result in expulsion of the child after one month of non-payment. An administrative charge of **R50 a month** will be charged on all late payments.
- 1.2 Parents are responsible for payment of the full fee when children are absent from school for any reason whatsoever. All fees paid at the school must be handed to the teacher on duty. Please do not put cash in the child's bag.
- 1.3 **One school term's notice in writing is required if a child leaves the school. NO NOTICE** will be accepted in October and November as school fees are for the full 12 months of the year.

Parent initial.....



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- 1.4 A registration fee in the amount of R500.00 is payable each year. It is a yearly payment and is not refundable. This fee ensures your child's admittance to Jungle Tots and is used for the purchase of educational books, toys etc.
- 1.5 Our bank account details are as follows:

Bidvest bank, Account number: 2011204001, Branch code: 462005, Account name: B C Reyneke

## 2 MEDICAL

### 2.1 SICK CHILDREN

**Please do not send your child to the playgroup if he/she has a bad cough, sore throat, very runny nose, upset stomach, vomiting or an eye infection.**

**In case of an infectious illness, the academy must be notified immediately.**

**In case of infectious illnesses we require a clearance certificate from your doctor prior to the child returning to school. Examples Chicken pox, measles, mumps, lice etc**

**Please notify us of any allergies e.g. bee stings etc**

### 2.2 MEDICINE

**Medicine is not administered at school unless your child has a fever I will require permission first to give medicine.**

## 3. CLOTHES

**A change of clothing, clearly marked, should be provided in the child's case daily.**

**Each parent is asked to apply sun block daily on their child before school.**

**A small suitcase, clearly marked and labelled with your child's name is required.**

**If not yet potty trained, please provide 3 nappies and wet wipes in his/her bag every day. (Label clearly)**

**Please keep a warm top in their bags daily.**

## 4. SWEETS AND TOYS

**A small snack will be provided for your child consisting of sandwiches. Please supply your child with a juice bottle clearly marked and filled with juice or water (extra water will be provided at school)**

**You are welcome to pack an additional snack for your child to eat e.g. yoghurt, fruit (something healthy) no sweets allowed at school or sweet biscuits.**

**Full day children will be supplied with a cooked lunch at 12pm.**

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Toys and books are provided at the school. Please do not encourage your child to bring their own books and toys as it disrupts the rest of the class (except for “show and tell” for the older age group)

### 5. BIRTHDAYS

Each child will celebrate their birthdays with a special ring. Parents are encouraged to attend this very special occasion. Please arrange the exact day with us. The ring will take place at 10am or another suitable time if not suitable. Please supply cup cakes.

### 6. ACTIVITIES

Pecanwood Junior Academy offers Manners for Minor and Monkeynastix currently. Extra murals are at an additional cost and change annually e.g Computerstarz, Ballet and golf.

### 7. HATS/SCRAPBOOKS

Compulsory hats, individually embroidered with their names, will be supplied to each child at a cost of R120 per hat. This amount will be for each parent's account and will need to be paid for at the beginning of the year. This hat will remain at school for the year and can be taken home at the end of the year. A scrapbook fee of 75 is charged.

### 8. ATTENDANCE

Please notify us if your child will not be attending school due to an illness or holiday.

### 9. HOLIDAYS

Pecanwood Junior academy closes for a long weekend per term. We close on or around the 12th of December.

### 10. SCHOOL CONCERT

We have an annual school concert and Christmas party there is an additional charge for this R150 payable at the end of October.

### 11. CHANGE OF ADDRESS

Please notify us of change address.

### 12. NOTES AND NEWSLETTERS

A newsletter is sent out once per term. We have a WhatsApp group with regular updates and information

Parent initial.....



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**13. REPORT CARDS**

Pecanwood Junior academy does assessments per term and a detailed annual report is sent out at the end of the year.

**14. OUTSIDE PLAY**

Children wear their hats during outdoor play. Children are supervised at all times. Please remember to apply sun block.

**15. GOODIES TO REMEMBER**

2 box of tissues per term

4 toilet rolls per term

2 packet of wet wipes per term

1 photo of your child for birthday wall

1 wood glue

1 Pritt

Thank you for sharing your little ones with us.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018

\_\_\_\_\_  
Parent/Guardian

Parent initial.....