



# Okidoki Kidz Rules

## PARENT-TEACHER MEETINGS

These meetings will be held in the 1<sup>ST</sup> term. You will be notified in advance of the specific date. We only require an hour of your time. We request that at least one parent attends these meetings. Sitters will be available to look after your children @ R15 per child if you need it.

## SCHOOLFEES

School fees are always payable on or before the 5th of each month. Bank deposits are preferred but cash is also accepted if paid directly at the office. DO NOT send cash in your child's bag – we will not be held responsible should money be lost. Penalties will be added to overdue school fees. Fees increase annually and December as well as January's fees are payable in full. If you go on holiday during the year you are still responsible for the particular months' full payment. **NOTICE** One full calendar months' notice must be given in writing if you want to terminate your child's attendance at Okidoki Kidz for whichever reason.

## SCHOOL HOURS

We are open strictly from 07:05 until 17:30. A fine of R60 will be paid if you collect your child later than 17:30.

## TEA TIME SNACKS

No sweets or cookies during the week. Only Yogurts, fruit and sandwiches or other foods. On Fridays we allow sweets and treats.

## HOLIDAYS

We close for 3 weeks – usually from mid-December until the schools start. Dates will be confirmed.

## EXTRA ACTIVITIES

We will inform you of the activities offered during the year. No payments for extramural activities will be handled by Okidoki Kidz – payment should be made directly to the person offering the activity.

## **FUNDRAISERS**

Fundraisers might be held during the year. This money will then be used to better the facilities for your child. We depend on every parent's support in this regard.

## **CONCERT**

We have an annual concert at Okidoki Kidz and during rehearsals no theme discussions will be held though we will do some revision. You will be required to make a donation towards the making/hiring of costumes.

## **ALPHABET/COLOURS/SHAPES/COUNTING/DAYS OF THE WEEK/THEME DISCUSSION.**

We teach the above to your children during the year and we will keep you updated regarding their progress.

## **YOUR CHILD'S BOOK**

The book will be used for all communication, themes and letters. Please paraphrase at every letter. Your child will receive a complete evaluation report at the end of the year.

## **ENVELOPES FOR ART**

These envelopes are sent home every Friday. Please remove your child's artwork and keep it at home. Please send the envelope back the following Monday. It will be your responsibility to replace lost or torn envelopes

## **FACECLOTHS AND BEDDING**

Everything should be CLEARLY MARKED. We will send them home from time to time to be washed.

## **UNIFORM**

We have winter and summer tops available to order at the office. During all outings we request that your child wears his/her Okidoki uniform.

## **MEDICINE**

Medicine should always be handed to the class teacher directly. Do not leave it in the child's bag. All medicines should be clearly marked and thorough instructions should be given with regards to the time and measurements. NO medicine will be given unless it has been recorded in your child's medication form.

## **TOYS**

No toys are allowed from home. It causes unnecessary tears.



### **TISSUES / TOILETPAPER / HANDSOAP**

These are compulsory and must be sent to school at the beginning of the 1st term.

### **CLOTHES/PERSONAL ITEMS**

Your child's clothes, facecloth, blanket, pillow, shoes, lunchbox, bottles, brushes etc. should please be marked. We will not be held responsible for any losses. Please ensure that there are always clean sets of clothes in your child's bag. Preferably 3 sets for 1-3 year olds.

### **DIAPERS**

Parents of children who are still on diapers do not have to send toilet paper but they must send tissues. Please ensure that we have enough nappies, wipes and bum cream every month.

### **POTTY-TRAINING**

No children will be potty-trained before the age of 2, and the educator will inform you when she will start with your child as they can only start training in small groups at one time.

### **DISCIPLINE EN ROUTINE**

Strict discipline and routines will be adhered to. No biting, hair-pulling, bullying, backchat and swearing will be tolerated. We use the "time out" method; if there are any other discipline problems we will contact the parents to discuss. Bitter aloe will be used on children who bite as well as those who swear. Children who do not listen and disrupt classes will be removed and sit outside of the classroom on a chair. Please respect and support our methods. The children are expected to adhere to our routine and not vice versa. Should your child not adapt to your discipline and routine we will have no choice but to dismiss your child from Okidoki Kidz.