

GREENACRES PRE-PRIMARY SCHOOL - WELCOME & ORIENTATION 2018

Welcome	Introduction and officially welcome all parents Parents to introduce themselves and who their children are										
Daily routine	To be discussed by Teacher/Facilitator										
Bike riding days	<table border="1"> <tr> <td>Moon Group</td> <td>Wednesday & Friday</td> </tr> <tr> <td>Sunshine Group</td> <td>Tuesday</td> </tr> <tr> <td>Sunray Group</td> <td>Monday & Thursday</td> </tr> <tr> <td>Twinkle Star</td> <td>Bikes in back playground daily</td> </tr> </table>	Moon Group	Wednesday & Friday	Sunshine Group	Tuesday	Sunray Group	Monday & Thursday	Twinkle Star	Bikes in back playground daily		
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Fridays	Hot Dog/Cheese rolls @ R8.00 on order – “money to Hot Dog lady”										
Cake sales/ Baker’s Day	Hosted by alternate groups on the last Wednesday of each month										
Dropping off & collecting	<ul style="list-style-type: none"> Please DON’T turn vehicles in our neighbour’s driveways (we get flack!!) Preferably approach Greenacres on the correct side of the road, park facing the sea, possibly using the first (other) entrance to Sea Cottage Drive as a roundabout to accommodate a better flow of traffic Please avoid parking on the opposite side of road or on pavements Children to be taken to their classes and handed over to a responsible staff member – not dropped off at the gate When leaving, ensure holding child’s hand to avoid running into the street 										
Late arrivals	If classes have already started at 09h00 – wait until 09H30 before entering the class to avoid disturbance or take your child to the office to wait there until 09H30										
Lost property	<p>Check for lost items in the “Lost Property” box (baby bath on veranda)</p> <p>Mark all clothing, shoes, bottles and snack packs (Tupperware tops and bottoms with nail polish)</p> <p>Inform teacher of missing items etc. to be written up on the notice board (items may have been taken home by accident – to be returned)</p> <p>Unclaimed items are donated to the less privileged at term end</p>										
Notice Board	Be alert to notices regarding weekly programmes i.e. fruit/veg day, cake sales etc.										
Pocket system	Please check regularly for notices in your child’s pocket in the class										
Presentations by visiting organisations	When Monies due, please don’t delay – Be reminded that we never take children off the premises but preferably invite interesting, theme related visitors to enlighten us.										
Open Door Policy	Queries/complaints – The Principal’s office maintains an “open door policy” and we encourage parents to bring any matter concerning their children’s well-being to the Principal’s attention. We are all committed to serving the children as best we can										
Birthdays	<p>Each child’s birthday is indicated on the monthly calendar</p> <ul style="list-style-type: none"> Children may bring cupcakes etc. to share with the other children in the class on their birthday if they wish, but Not to expect the children in the class to give gifts in return 										
Referrals	Teachers continually monitor the children for assistance needed with speech and physical development. If such is indicated, please follow up promptly.										
Gate Book	In the morning, before leaving, please enter the name of the person who will collect										

	your child, if that person is not the parent or usual designated person collecting. Please also enter the affiliation to the child into the Gate Book, on the morning, to avoid embarrassment at collection time.
Phone calls to office	Phone calls to the office to enter play-dates and info that was forgotten to be mentioned earlier is unacceptable practice.
Sick children	<ul style="list-style-type: none"> • Avoid sending sick children to school, even when suspecting that they may be, or become ill • Parents of any child becoming ill during the day will be contacted and asked to collect their child immediately • No child on a course of anti-biotics allowed at school – let your child recover fully first (allow their immune system to strengthen) • All medication to be administered must be handed in at the office and not left in your child's bag • All administration of medication needs to be recorded in the office register
Art apron	Item to be clearly marked (Dad's old t-shirt also a good option)
Aftercare Application	Please hand back soonest to office
Dirty Linen	Sleeper's dirty linen to be collected every Friday, washed and returned clean & marked to school on Monday (sheet, pillowcase and blanket)
Term supplies	<p>Please bring:</p> <ul style="list-style-type: none"> • At the start of every term the list of required items • Recycled materials regularly for use in the Art Studio • Re-cycled office paper for children to use
Injuries	<ul style="list-style-type: none"> • Parents are phoned if a child is injured at school and the incident is recorded in the "Incident Book" • Should the injury be more serious, the staff are First Aid trained • We also are members of CMR (Cape Medical Response) including ambulance services
Feeder school	<p>Greenacres is a recognised feeder school to all the local primary schools as well as those across the mountain</p> <p>It is necessary for children to be enrolled at primary schools well in advance</p>
BIG WALK DAY – Fund Raiser	Boerewors Braai Brunch & Big Walk in March 2017 @ Greenacres-on-the-lawn
Question time	Open floor – (Please keep questions brief and to the point.)
Notes:	

