

ADMISSION POLICY

CENTRE NAME	NOAH'S ARCH DAY AND NIGHT CARE CENTRE
Hours of Operation	
The centre is open from Monday to Friday during the year. Hours of operation for all children are from 06:00 until 18:00	
Fees and Payment	
The specified amount R _____ must be paid monthly (for twelve months) in advance by the 3RD (day of month) and there is no reduction of fees for absences or school holidays. A full calendar months notice must be provided in writing should you wish to remove your child from the centre. If fees are not paid on time, we reserve the right to not admit your child until the fees are fully paid up. Should there be a circumstance where you are not able to pay fees on time, please make arrangements directly with the centre owner/principal in advance to avoid your child being refused entry.	
Enrolment & Immunization Requirements	
On admission, all children must have a current and up to date copy of all immunization as required by the Department of Health. Please provide the Centre with a copy of your child's Road to Health (Clinic card) and birth certificate. Children's whose immunizations are not up to date will not be admitted. Prior to enrolment the full medical history form should be completed. This will ensure that we are aware of your child's medical history and any medical conditions.	



Address: 44 6th Avenue, Orange grove, 2198



Phone: 063 150 5490



Email: info@noaharch.co.za

Closure

A school calendar will be published at the start of the year that will indicate the school holiday closures.

We will be closed for regular observed holidays & public holidays as follows: December school holidays, Christmas Day, New Years Day, Easter and any other public holidays.

Illness

It is important that children who are sick remain at home under the proper care of supervision of an adult. Bringing ill children to school will cause your illness to spread to other children and therefore the following rules apply:

1. If your child has been vomiting or diarrhoea **do not send them to school**
2. If a child runs a fever, **do send them to school** until the fever is gone completely **without** the use of any other pain or fever medicine for a complete 24 hours.
3. **Do not bring your child to school** if they are coughing non-stop. Do not bring your child to school with the intention of picking him/her up later to take him/her to the doctor. If your child is sick take him/her straight to the doctor and they cannot attend school.



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Medication

Any medication brought to the Centre must be left with a staff and a medication consent form must be completed to give staff consent to administer the medication. A record of all medicine administered will be kept on the child's file.

Prescription Medication: we are only allowed to give the exact dose to the child whose name is on the bottle. No expired medication will be given.

Non-Prescription Medication: We can only give the recommended dosage for the age of the child with your consent.

All medication must be clearly marked. Any medication that can be given at home should be given at home. **Medication time will be given during snack and meal times.** You will be required to take your medication home on a daily basis.

Emergency Procedures & Preparedness Plan

Some of our staff are certified in First Aid and C.P.R. If your child is ill or has been injured and is in need of medical attention, you will be called immediately. The staff will handle minor scrapes and injuries that are in need of no medical attention other than band-aid.

If we feel your child needs immediate medical attention we will take them or call an ambulance to take them to the emergency room and you will be contacted to meet us at the hospital. We are not responsible for accidents or injuries.



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Late Coming & Absentees

Please call by **8:15 a.m.** if your child will be arriving at a different time than originally reserved. Please let us know if your child will be absent for a specific reason.

Arrival and Departure

You must walk your child into the building and sign them in. You must also sign them out. If your child is going to be collected by a person other than the authorized caregiver then the school needs to be notified in writing by the primary caregiver.

Discipline

Our centre utilizes a positive disciplined policy. ***No spanking or hitting will be allowed in our building including parents spanking their own children.***

- Children will have their good behaviour recognized and encouraged.
- Children will be taught good behaviour through the use of fair and consistent rules. The atmosphere will be relaxed and discipline will be relevant to the behaviour involved.
- Children will be supervised by teachers showing an attitude of understanding and positive reinforcement.
- Children will be held firmly if their behaviour is such as to harm themselves or others.
- Children will be given clear directions and provided guidance on the child's level of understanding
- Children will be re-directed by stating alternatives when their behaviour is unacceptable.
- Children will be respected at all times.



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Transportation and Field Trips

Permission for transportation is on your enrolment form that is kept on file at the centre. On any field trips we may go on, you will be given a 48-hour notice of where we are going, when we will leave and when we will return. If permission is not granted on your enrolment form, we will not take your child until written permission is given.

Toys

Please do not allow your child to bring toys to school. This only causes problems and the toys will be taken away.

Snack

The school will be providing snacks to learners for R150 per month

Clothing

Children should wear comfortable clothes to school so that they are free to move and play. A spare change of clothes and two sets of under wear should be in their bag at all times. Please check their bag regularly. All clothes should be marked clearly. The centre will not be responsible for clothes that are damaged or lost.



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Contact Details

The following contact details should be use for the centre:

Contact Person	Email	Telephone number
Centre Manager / owner	Info@noaharch.co.za	0631505490
Principal	Precious@noaharch.co.za	0738263391
Administration	Admin@noaharch.co.za	0631505490



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