



## Quality Education and Care with a Christian Foundation

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# PARENT HANDBOOK

## INTRODUCTION AND GREETINGS.

We are pleased that you have chosen the Glen Play Centre & Pre-Primary School for your child. We recognize the important work we have in assuming responsibility for the care and training of your child, and we will do our best in serving you and in meeting his/her needs.

The "Glen" is a Non-Profit Organisation, run by The Wesleyan Church of S.A. The Management Board meets 3 to 4 times yearly and is responsible for all the policies of the School.

The School derives its funds for operation from two main sources: Tuition fees and fund raising.

Our program includes full and half day care for Toddlers who can already walk, through to Pre-scholars in Grade RR.

Our goal is to provide the very best care and training available for your child in a Christian environment. We believe that children must have assistance in five realms of growth: Physical, Emotional, Social, Intellectual and Spiritual. Our desire is to help in this development. Please feel free to discuss your child's growth and development with us. (By appointment please.) Continued communication between the home and School is vital for the development of a close relationship.

This booklet is designed as a means to share with you important information and policies of The Glen Play Centre & Pre-Primary School. We invite you to read it and bear the information in mind for future reference. Thanks once again for your trust in us to love and care for your child. Please remember us in your prayers for the love, patience and wisdom we need.

## STATEMENT OF PURPOSE.

Glen Play Centre & Pre-Primary School is a private Christian Nursery School which operates as a ministry of the Wesleyan Church of S.A., which is not affiliated to either the South African Council of Churches or the World Council of Churches.

Our goal is to develop the whole person, spiritually, mentally and physically. We believe in the Trinity, God the Father, God the Son and God the Holy Spirit. We believe Christ is the Saviour of the world, and we purpose to lead each person to salvation through the blood of Jesus Christ. We are committed to share Christ's love, His life, His death and resurrection as man's only means of salvation, attainable through personal repentance and faith. We promote Christian living in the home and School as the ideal setting for quality education and the development of healthy minds and bodies.

## CONDITIONS, RULES AND REGULATIONS.

### ADMISSION RULES:

**AGE:** Children are accepted from round 18 months and up to school going age.

**INSTRUCTION:** Given in English.



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“Direct your children onto the right path, and when they are older, they will not leave it..” Proverbs 22:6 [NIV]

## **DEFINITION OF A "PARENT"**

A "parent" is the biological parent or legal guardian of a learner, or  
A "parent" is a person legally entitled to the custody of a learner, or  
A "parent" is a person who usually has the care and control of a learner.

## **For Guardianship Purposes.**

The school requires an affidavit from the biological parents conferring guardianship, custody or care and control of the learner to a person other than the biological parents. The guardian must also provide an affidavit accepting total responsibility for the learner.

**DIVORCE AND SEPARATION:** In the case of a Custody Court Order, the School must have a copy on file. In the case of custody over a child between parents, the School will not be held liable in any way, but will at all times strive to give the child concerned a sense of security and well-being.

## **LATE SERVICE CHARGES:**

**Half Day** finishes at 2:00pm. and a late service fee will apply thereafter. Please fetch your child before or on this time.

**Full Day** finishes at 5:00pm. for those traveling a distance, we are open till 5:15pm. with limited staff on duty. After 5:30pm you will be subject to a late service fee. Cell phone costs will also be for your account. To phone and let us know you will be late is a courtesy only; you will still be liable for the late service fee. **If you are consistently late your child's registration could be cancelled.**

**Please do not be rude to the staff member on duty or expect favours from them, to keep their job, they have to comply with the rules.**

**SUPPLIES:** The list of supplies is for the year. Mark all the supplies and hand to the class Teacher for her to note in her records on your child's first day at school. **Please note: Do not leave unmarked parcels in the Hall, Classroom or Office!!**

**MATTRESS COVER:** Each child must have his/her own mattress cover. The parent can purchase these from the school office.

## **ILLNESS AND MEDICATION: IN ACCORDANCE WITH THE DEPARTMENT OF HEALTH REGULATIONS THE FOLLOWING WILL APPLY:**

**No medication is given without WRITTEN parental permission.**

**All medicine BROUGHT TO SCHOOL must be clearly labeled AND HANDED to your child's teacher and must be entered into the Medicine Register.** The Teacher/Care giver will sign when the medication is given. Medicine must be taken home daily or only the daily dose sent.

No Homeopathic medicine to be administered hourly is permissible. Medicine remaining longer than 3 days after the last entry will be discarded. Please do not leave Antihistamines, cough lozenges, lip ice or any other medication and instruct the Teacher to give "if needed". No child may bring or collect medicine from the Sick bay.

If a child shows evidence of any contagious disease, fever, nausea, pink eye, lice etc., please do not bring them to school. Should they display any of these at school, we will immediately call, and you will be asked to collect your child. Children running a fever; who have vomited or had diarrhea may not return to School for 24 hours. Please notify the office when your child has had, or been in contact with Chicken pox, German Measles. Mumps, etc. A Doctor's certificate is required upon return to school after your child has had any contagious disease.

**ABSENTEEISM:** The Principal should be notified before 9:00am of the absence with the reason.

**THE MENU:** Breakfast is served at 8am. No breakfast or lunch will be kept out should your child be late or need to leave to go to a Doctors appointment.

The menu is on display outside the Principal's Office. Allergies can unfortunately not be catered for. Parents with allergy prone children must check the menu and supply a substitute.

**FOOD, SWEETS, TOYS, MAKEUP AND JEWELRY** are not allowed to be brought to School. These will be confiscated by the Principal.

**A BIRTHDAY PARTY** may be given at School with permission. Arrangements must be made with the Teacher well in advance. **Please!!** Only cupcakes and chips.

**PERSONAL ARTICLES:** Each child must have an extra set of clothes. **Please mark all articles.** Send child in play clothes only. No 'fashion' clothes or shoes - or Super hero suits!! Make sure all clothing is for current weather.

**COMMUNICATION** between home & Teacher is made in the hard cover A5 message book. **Please check for messages daily and ask your child to tell the Teacher if you place a message in it!**

**SUITCASES** must be checked daily, and should be large enough to contain the entire child's extra clothing, especially in winter.

**CONFERENCE:** If at any time during the year it is felt that Parent/Teacher/Principal could benefit from a conference; this may be scheduled by appointment. Since the attention of the Teacher is needed for the whole class while in the classroom, conferences are not advantageous or permissible during class times. Tel: 012 348 8896 from 8:00am to 1:00pm.

**CHANGING CLASSES: (Please read carefully)** During the year it may be necessary to "move" your child to another group. Please do not be alarmed by the procedure because your child will adjust. You will be notified in advance when and to whom. The child will first "visit" the other group to get acquainted. **Important!** It is in your child's interest that you keep a positive attitude toward the new group and Teacher. How you re-act is how your child will. **Please note!** No bottle or dummy allowed in our Pre-Primary department, and only when fully potty trained, can a child be moved up.

**DAILY PROGRAM** runs from 8:00am until 12:00noon when lunch is served. Each day starts with Bible time, Creative activities, Stories, Music & movement, developmental play and indoor/outdoor play (organized and free) is planned. **Note!** 5 and 6 year olds follow a specific school readiness program which begins at 8:00am. Grade R & RR children do their pre-reading and writing skills first thing in the morning. **Late arrivals cause a disruption to the class and deprive the latecomer of valuable instruction.**

**HOLIDAY PROGRAM:** During public school holidays, some staff will be on leave, so groups are combined. Each day begins with Bible time. No themes are presented during holidays. Activities are organized for indoors and outdoors with a story each day.

**SCHOOL HOURS** are officially from 8:00am. to 5:00pm. **Parents must please take their child/children personally to and collect them from the Teacher in charge or on duty. Do not leave your child/children at the gate to go to the class alone!! All children must be at School by 8:00am.!!**

Glen is open Monday through Friday. Glen opens early in January each year and closes at 3:00pm on the 15th of each December when all staff are on leave. **The School is closed on all official Public Holidays.** Since these are paid holidays, there is no reduction in fees. **If you take your child out to go on holiday, there is also no reduction in fees.**

**COLLECTING YOUR CHILD:** No child will be allowed to leave the school with anyone other than the parents, unless the following is adhered to. A letter of permission signed by the parents, also a copy of the Identity document of the person collecting the child/children. Please note that the person coming to fetch your child will be asked to positively identify him or herself. If arrangements are made for your child to visit a friend in our school, this includes going to Birthday parties, after school, we must be advised in writing in the message book. **No staff may take children home!!** Please advise, by letter, if you use a "lift club" or taxi. Supply the name and telephone number of the driver.  
**Please do not send children under the ages of 16 in to collect your child from school.**

**TRAFFIC FLOW:** Please adhere to the IN and OUT signs. Secure the brake and do not leave children unattended in the car. **Do not leave the keys or Cell phones in your car!** Use the parking bays provided and lock your car! Please be extra careful when you drive away, that no child is in danger of being run over. No car may be left parked in the parking area all day.

The automated gates will be opened during the following times:-

- From 6:45am. to 8:30am., after that please use the demarcated parking bays outside, and come through the pedestrian gate.
- From 4:15pm. till closing.

**Please do not hoot for the gate to be opened at other times!**

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Signature of Mother/ Guardian

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Signature of Father/Guardian

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Child's name & surname

