

WELCOME & ORIENTATION 2012

Welcome	Introduction and officially welcome the parents Parents to introduce themselves and who their children are										
Daily Routine	To be discussed by Teacher/Facilitator										
Bike riding days	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Star</td> <td>Thursday</td> </tr> <tr> <td>Moon</td> <td>Wednesday</td> </tr> <tr> <td>Sunshine</td> <td>Tuesday</td> </tr> <tr> <td>Rainbow</td> <td>Monday</td> </tr> <tr> <td>Twinkle Star</td> <td>Bikes at back daily</td> </tr> </table>	Star	Thursday	Moon	Wednesday	Sunshine	Tuesday	Rainbow	Monday	Twinkle Star	Bikes at back daily
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Fridays	Hot Dog/Cheese rolls @ R6.00 on order – “money to Hot Dog lady”										
Cake sales	Alternate classes on the last Wednesday of the month										
Dropping off & Collecting	<ul style="list-style-type: none"> • Please do not turn in our neighbours driveways. If coming up Sea Cottage Drive, pass the school, turn around in Tico’s Way (the first road to the left) and come down the road facing the sea. • 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 arrival	If class has already started – wait until 09h30 before entering the class to avoid disturbance or take child to office to wait there until 09h30										
Lost Property	<ul style="list-style-type: none"> • Check daily for lost items in the Lost Property box • Mark all children’s clothing, shoes, bottles and snack packs (Tupperware tops and bottoms with nail polish) • 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) • Unclaimed items are donated to the under privileged every term 										
Notice Board	<ul style="list-style-type: none"> • Be alert to notices regarding weekly programmes i.e. fruit/veg day • Packets needed for dirty nappies or wet clothing • Re-cycled paper needed for paper guzzlers (our budding artists) 										
Pocket system	Please check regularly for notices in your child’s pocket in the class										
Open Door Policy	Queries/complaints – please communicate with teacher/office/principal. We are here to serve 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"> • One can bring cupcakes etc. to share with the other children in the class if it is your child’s birthday but • Not to expect the children in the class to give gifts in return PTO 										

Referrals	As teachers we assess children for assistance with speech and physical development daily. If indicated, please follow up timeously.
Gate Book	In the morning before leaving, please enter the name of the person who will be collecting your child, if that person is not the parent or designated person, please enter the name and affiliation to the child into the Gate Book, on that morning, to avoid embarrassment at collection time. Phone calls to the office to enter play-dates and info that was forgotten is unacceptable practise.
Sick children	<ul style="list-style-type: none"> • Don't send sick children to school, even when suspecting that they may be 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-biotic allowed at school – let your child recover fully first. (Let immune system strengthen) • All medication to be handed in at the office and not left in your child's bag. • All medication and administration needs to be recorded in the office.
Art Apron	Item to be clearly marked (Dad's old t-shirt also a good option)
Dirty Linen	Sleepers dirty linen to be collected every Friday, washed and returned clean & marked to school on Monday (Sheet, p/case blanket)
Term supplies	<p>Please bring -</p> <ul style="list-style-type: none"> • At the start of every term the list of required items • Recycling materials for the Art Room • Re-cycled office paper
Injuries	<ul style="list-style-type: none"> • Parents are phoned when a child is injured at school and the incident is recorded in "The Incident Book". • Should the injury be serious, the staff are First Aid trained • We are a member of CMR (including ambulance services)
Feeder school	Greenacres is a recognised feeder school to all the local primary schools as well as those across the mountain. Necessary for parents of Grade R children to enrol their children now for next year.
Anniversary	Greenacres Pre-School 20 th Anniversary (suggestions & planning)
Question time	Open floor

Join us for coffee/tea

