



# Little legends School

---

Policies and procedures



# Table of contents

Welcome  
Admission

What a parent should expect

What a provider should expect

Hours tuition fees

Immunizations

Payment terms

Environment

Proper dress

Drop off/pick up

Daily schedule

  
Food and toys from home

Supervision

Nutrition

Discipline

Visits and phone calls

Pick up by someone other than parent

Field trips

Celebrations

If your child becomes ill

Medicare and other emergencies

Administration of medication

Termination

# Welcome

Children are tender, curious and wonderful beings who need a safe and enriching environment to grow and thrive. I will do my best to ensure the safety, comfort, health and happiness of all children in my school at all times and will present them with the opportunity to learn at their own pace.

I will attempt to gain as much continuing education and training possible. I will also strive to keep the communication open between myself and the families I serve. Please feel free to discuss your needs or comments with me at all times.

I personally found it impossible in South Africa(Umtata) to find my ideal school for my daughter. Knowing what I was looking for and what I was finding lacking, I have chosen to try to fill that need for other parents. This is my profession, and I take it seriously. I am constantly striving to better my skills and my program. I am here to be your child's teacher, caregiver and advocate and your partner in the growth and development of your child.

Please read this handbook thoroughly, it covers very important policies and procedures that pertain to the development of your child . Thank you for choosing little legends School, and please feel free to contact me with any questions or if you need verification on any of the policies in this handbook.

---

---

# Admission

- Little legends School serves up to ten (10) children ages from 6 months through 12 years. No child will be denied admission on the basis of his/her race or religion. All information provided will be kept confidential and is for school records only.

The safety, security and emotional well being of all the children in my school is our ultimate directive. No person will be allowed access to a child other than one of their legal responsibility until and unless the school is completely comfortably. Our environment is one of community and collaboration.

# What a parent should expect

1. Open communication :The school will give you frequent and full updates on your child's progress and problems. We will welcome your questions and ask you questions about how we can help your child.

2. Open Access to the School facility :Parents are welcome to drop in any time .Parents are allowed to make a reasonable number of phone calls to check on their children's well being ,in case of illness or if there is a special concern such as separation anxiety .

3. Safety for your child :The School will take all possible precautions to keep children safe.

4. No interference in the child's family or family problems :The School should not talk to children about their family problems ,lifestyle ,or values. Likewise ,the school should be careful not to take sides in any family disputes ,such as custody battles.

5. Assurance that everyone in contact with your child is trustworthy and supervised: The school must be responsible for everyone who enters and visits the school.

6. Honesty and confidence :The School should not make commitments that they can not or do not intend to keep. The school should not cover up problems or accidents that occur.

7. Advance notice of any changes :The School should tell parents well in advance of any changes to enable them make necessary alternative arrangements if need be .(Holidays and school breaks)Parents should be given at least two weeks notice of any changes .

# What the School expects

1. Open Communication : Explain clearly and carefully your wishes and expectations about how your child should be cared for. Also provide updates on problems and progress that your child is making. Give the school information about your child's routine , activities and preferences . Good communication helps parents and the school work together in the best interest of the children.

2. Agreements on terms or arrangements : You should fully understand the expectations of the School and what you as a parent are agreeing to .

3. Honesty and trust : This includes being honest about the curriculum / program being offered by the school , whether you and your child is happy. Although you need to be vigilant in order to safeguard your child , you should still trust the School to do the best for the child.

4. Respect : Realize that taking care of children / teaching children is a job , and therefore they are workers just as you are . She / he is an important person in your child's life and in your's too.

5. Advance notice of and agreement to any changes: The school has a strict policy on the number of children per class, so we deserve an advance notice , if in case, you are going to stop using our services to enable us make a spot available to another child .

6. Pick up on time and follow through on all agreements : The school Staff have personal lives too, and they should expect that you will pick up your child at the agreed upon time. We do not encourage parents to pick up late as the children and teachers are tired after a long day . However , parents will have to pay a fine for picking up late .

7. Sick children: Parents will have to abide by the school's policy on when you can and cannot bring a sick child to school.

8. Payment on time : The school needs to pay salaries and other overhead costs, so kindly ensure prompt payment of fees .



# Hours ,Tution ,Fees

Hours :

Monday through Friday from

6:00am to 6:00pm(full day service )

7:30am to 3:30 pm (Half day service )

Fees :

Non refundable Registration /Admission  
(1000 gh cedis )

Late payment fees :

School fees must be paid before or by 2nd week of reopening ,if not paid by the 4th week ,**100 gh** cedis late fee is applied .

If fees are not paid by the 6th week ,the child's admission will be terminated .

Returned cheque service charge :If a cheque is returned by the bank,parents will be charged 50 gh cedis .

Early Arrival /late pick up :

School starts at

6:00 am -6:00pm (full day payers only)

Half day :Drop off /pick up

7:30am -3:30pm

Late pick up :

Half day payers :After 4:30 ( 20gh cedis )

Full day payers :After 6:30( 20 gh cedis )

Please do not place me in a position to have to ask for payment of fees .If you are late with a payment or pick up ,please include the amount when making payment.



# Immunizations

Immunisation records must be presented and copies made available with return of registration forms .The school will not accept medically sound children who are not fully immunised.

# Payment And Terms

As stated above ,tuition fees should be settled before the first day of school.Parents are expected to pay fees within first two weeks of school reopening .An invoice detailing payments due will be sent by end of the last term.

If fees are not paid by the 2nd week of reopening ,a reminder will be sent to Parents .

If fees are not paid by the 4th week ,a late fee of 100 gh cedis will be applied .

If fees are not paid by the end of 6th week,the child's admission will be terminated .

Payments is preferred by bank transfers,cheque ,Mobile money transfer (with charges ) .

The school does not encourage the payment of cash for the safety of the children .

In the unlikely event of a returned cheque ,A fee will be levied ,and subsequent payments will be accepted in other forms but cheque .

A written receipt is issued by the school upon notification of payment.

## Environment

The school will strive to provide a safe, comfortable stimulating fun and an educational environment. Activities will include free playtime, structured playtime ,large motor skill playtime ,small motor skills activities story time ,theater activities ,arts and craft ,music and dance activities ,nature awareness, science activities and other educational yet fun activities .

The school will provide nutritional meals (breakfast and lunch )and will encourage good personal hygiene skills and manners .

The smart boards will be on during regular school hours to promote effective and modern teaching approach. Educational programs or activities that have been pre -screened to be appropriate for young viewers will be displayed .

A computer will be made available for the older children to use under supervision .

The school, does not believe in pushing any child to learn at an accelerated rate, and will not make a child feel pressured to achieve any developmental milestones. By providing the right kind of fun, safe and educational environment ,we believe that children will learn at their own appropriate pace.

## Proper Dress

Children will have to come to school dressed neatly in the school's uniform on Mondays, Tuesdays and Thursdays. Children will come to school dressed in the school's T-shirt over jeans on Wednesdays and Fridays. Children should not come to school in tight shoes, the child cannot wear him/herself ,tight jeans ,tight belts, buttons that they can't handle alone are not appropriate for school. Children take pride in being able to care for themselves.

Wearing of uniforms to school is optional for children in the creche/playgroup (6 mths -2yrs)

Clothes worn must be appropriate for the day's weather and play.

If there is an occasion that calls for special clothing, please send the special clothing to the school office.

If potty training, your child needs to be only in pull up elastic waist pants for ease and success.

**Shoes with laces are a safety hazard :**

Please ~~send~~ children from creche to grade 1 to school in shoes with elastic or velcro closures.

# Drop off/pick up

Morning and afternoon drop off and pick up routines are the same .Parents have an option of dropping off and picking up children by themselves or children using the school transport service.

There will be a teacher on duty each morning with a security man to receive the children at the school gate. Parents will have to sign children in and out of school upon drop off and pick up .

Transition times can be stressful for some children.In the morning ,they may not want to say goodbye to you and at pick up time they may not want to go because they are involved with a fun activity .This is a natural occurrence and may vary with your child's age ,developmental stage and amount of sleep. To ease the situation ,the school encourages parents to take a minute to help their children feel comfortable and adjust by offering positive statements.

# Daily Schedule

Below is a basic outline of our day .  
Break/recess times vary and not included below

7:30	Arrival,free play,morning class activity
8:30	Breakfast
10:30	Snack Break
9:00-12:30	School time/ activities
12:30	Lunch
1:00	Nap time (younger children)/quiet time
3:00	Snack/clean up
3:30 - 4:30	Half day pick up time
4:30-6:00	Full day pick up

## Food and Toys from home

Food and drinks can be brought from home. Food will be warmed before serving with a microwave, but containers must be labeled with the child's name. Absolutely no fizzy drinks and sweets, we encourage healthy food and snacks.

Children are not allowed to bring in toys from home. Taking a toy from a child can be upsetting for the child and ruin his/her morning. Items such as necklace and beads in child's hair could become choking hazards.

## Supervision

The school will ensure that supervision is provided as necessary to protect the health, safety and well-being of each child. The school will keep close watch of all the children at all times. The school shall be aware of the location of each child and the activities the child is engaged.



## Nutrition

The school provides nutritious and balanced foods /meals. We serve breakfast and lunch only. Children are expected to bring their own snacks. Children are not expected to eat in school, they can bring their own food from home. It will be stored in the refrigerator and warmed in the microwave before serving.

All food containers must be labeled to help easy identification.

All food allergies should be indicated on the child's registration form. Alternative meals will be served if the child is allergic to any meal being served.

## Discipline

Punishment that is humiliating or frightening to a child such as hitting ,spanking ,shaking ,verbal abuse,withholding or forcing food and other forms of physical punishment are prohibited. These forms of punishment will never be used even at the request of parents.

Your child will receive respect in our school. Your child will not experience any form of physical, emotional or mental harm. However , "**time out**" will be utilised if the child will not stop inappropriate behaviour such as hitting, biting ,kicking ,pushing ,hair pulling, throwing objects ,destruction of property ,tantrum throwing and not following reasonable requests .

## Visits and phone calls

You are welcome to drop by unannounced at any time during school hours. Parents are not allowed into the classroom during school hours, as this may cause distraction /or interrupt school routine .

Parents are allowed into the classroom during tour of school (scheduled appointments ,parent volunteers, ,Parent teacher conferences etc.)

Parents can call to check up on their children during the school day ,and to make suggestions /complaints or give feedback if need be .

## Pick up by some other person

If you wish to have anyone else pick up your child ,even persons indicated on the registration forms ,you will have to call the school before the child will be released into their custody .Please advise anyone who may pick up your child not to take offense at this policy .

It is to assure the protection of you ,your child and all other parties involved.

If your family is experiencing a divorce or other legal situations which would affect who is allowed to pick up your child,please let the school know immediately in writing.You will need to provide court orders or other proper legal documentations indicating who no longer has custody of your child .



# Field Trips

Parents will always be given advance notice of field trips with the option to accompany or meet us .The school will have a written and signed permission slip from parents before transporting or escorting children from school for field trips.The permission slip shall have the child's name ,destination (s)parent's signature and the date when permission was signed.

The cost of field trip is usually excluded from the school's tuition fees.

There may be a small fee for special outings /field trips,but this will be discussed and approved with parents prior to the trip .Children will never be left unsupervised in a vehicle .Drivers will have a valid driver's license and all children will be buckled with a lap/shoulder belt.

# Celebrations

Please feel free to bring a special treat to share with your child's classmates/friends on their birthdays ,but this is certainly not compulsory. Cooked food from home ,cannot be shared during such occasions ,we would prefer cakes,biscuits,drinks and sweets only .

Parents can share party bags as well but it's optional .

Kindly give the School ample notice of your intentions of celebrating your child's birthday with us.

Birthday celebrations are scheduled for 10:30 am and 3:30 pm only. Parents are allowed to join us during the celebration and are allowed to take pictures.





# If your child becomes ill

The school will attempt to alert you at the first sign of any illness. In order to protect the health of all children in the school, the school will call you and request that you pick up your child immediately if he /she exhibits the following symptoms :

- Fever of 37.5 degree celsius and above
- Excessive diarrhea for 2 consecutive toiletings
- Vomiting in excess of typical spit-ups
- Conjunctivitis- "pink eye "
- Persistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish nasal discharge ,indicating possible infection
- Head lice

In the event of your child being sent home due to one of the above conditions ,he/she will not be allowed to return until they have been symptom free,or until accompanied by a signed note from your child's doctor.

# Medical and other Emergencies

If a medical emergency arises,the School will try to make contact according to the contact list you have provided,unless doing so endangers the child's life. The School will take necessary steps ,putting the child first (rushing the child to the hospital,calling an ambulance etc.).Contact will continue to be attempted until reached ,and you will be directed immediately to the hospital .Parents are responsible for all costs involved in emergency medical treatments .

---

# Administration of Medication

The school would advise parents not to bring sick children to school. Children on medications should be kept at home until in a position to return to school. The school will not administer any type of medication including prescriptions unless, it is for a life sustaining /life saving medical issue, such as epi-pens, insulin and asthma treatments.

All medication must be clearly labeled with first and last name. Parents would have to sign and fill out the medication forms indicating dosage, number of times and exact time of administration of medication.

In case of a high fever paracetamol syrup will be administered and parent prior permission /consent will be sought before administration.

In case of minor cuts, bruises, swelling and insect bites etc the School will apply some external medication /ice pack for soothing for the child's comfort.

# Termination

A parent can choose to terminate his/her contract with the school for whatever reason at any point in time. However, there must be some proper notice. Proper notice in the form of written notice.

If you choose to terminate with less than a month notification, kindly note that you will have to pay full fees for the term in question.

The school maintains a specific number per class and once we reach that number, admissions are turned down or we draw up a waiting list, if ample notice of termination of service is not given, a child is denied admission when needed.

If the school feels at any time that your child is a safety risk to the other children, or her/himself, the school will give you a written notice of termination.

Regular /consistent violation of policy such as late payment /late pick ups are also grounds for termination of service.