



## MISSION

To provide all children with a nurturing, structured and stimulating learning environment in which each child can develop his/her unique personality and positive self-concept through education, support, play and love.



## GENERAL INFORMATION

### Operating Hours

- School times: Summer - school opens at 06:30 and we close at 18:00.  
Winter (June-August) school opens at 06:30 and we close at 17:30.
- Please ensure that children are collected by 18:00/ 17:30.
- Children who are collected late will be charged a penalty fee of R100 per 15 min or part thereof. The fee is payable immediately.
- Our academic program starts at 08:30.  
The school closes over the Christmas and New Year break.

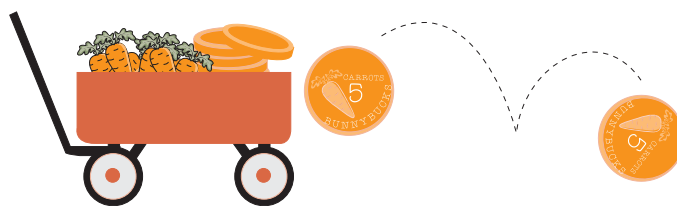
### Curriculum

- Our curriculum covers all areas of learning.
- We encourage sensory play at our school.
- We comply with the CAPS curriculum as stipulated by the Department of Education.
- Our in house occupational therapist, René Walker, is part of our team and helps formulate age appropriate activities.
- Our kinderkinetics therapist, Crystal Lee, formulates our gross motor program specifically for every age group.
- The weekly school themes will be based on the recommended curriculum.



### School Fees

- Monthly statements are emailed.
- The reference number on your account (invoice number in the right top corner of your statement) must be used for all payments.
- School fees are payable at the beginning of the month for the month over 12 months.
- School fees are due by the 3<sup>rd</sup> of each month.
- One month's written notice is to be given if you are taking your child out of school. However notice will not be accepted as from October.
- 5% Offered for a once off yearly payment.
- 5% Off second child's school fee.

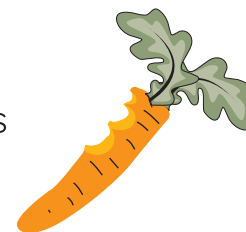


## Parent Communication

- Please check your child's bag on a daily basis for any correspondence from the school. Chat books must be in your child's bag on a daily basis.
- We use Spotlight app\*, sms, Facebook and e-mail to keep you updated. Please take note of the white notice board at the security gate as well.
- \*Spotlight must be downloaded on your cellphone. Link will be sent once you enrol.
- "Like" our Facebook page: Rosemarie Schools.

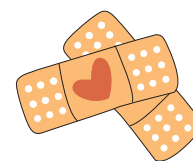
## Meals

- Cooked breakfast.
- Please supply your own mid-morning snack for your child. Sandwiches, fruit, etc. are good choices. We do not allow sweets, fizzy drinks or energy drinks.
- Cooked lunch.
- We provide a sandwich/ fruit and juice - late afternoon.
- Tuck shop is available on a Friday (R10).
- Please inform us of any special dietary requirements or allergies your child may have, eg. vegetarian etc.



## Screening Tests

- Rosemarie Schools arrange the following screening tests throughout the year. We strongly advise all Gr.R parents to pay for this vital assessment:
- Speech and Language screening
- Eye screening
- Hearing test
- Screening by Occupational Therapist



## Staff

- Our qualified nursery school teachers are CAPS trained.
- All staff of Rosemarie Schools are trained in first aid, fire fighting and evacuation.

## Birthday Parties

- Children are welcome to celebrate their birthdays at school.
- You may send party packs and birthday cakes.
- Please be courteous and reply to party invitations.



## Religion

- We respect all religions, but our school is Christian based and Christian teaching takes place.



## Extra Murals Offered at Rosemarie School

- All extra murals are privately run and must be paid to the relevant service provider.
- All communication regarding an extra mural activity must also be dealt with the service provider directly.
- Please consult the office for more information and enrolment forms.

## Extra clothing & stationery

- Please provide an extra set of changing clothes in your child's bag.
- A full list of stationery needs will be provided in your child's chat book.
- All clothing and stationery must please be clearly marked in your child's name.
- Stationery must please be sent to school in the beginning of the year or on the first day your child joins our school.

## mPact Recycling and My School

- We are a green school and have a recycling bin at our school. You are more than welcome to bring your recycling items to our school.
- Our school uses the Woolworths My School card. We encourage each family to participate in this programme. All it entails from you, as the parent, is to fill in a form and swipe your card at any of the outlets everytime you shop there.

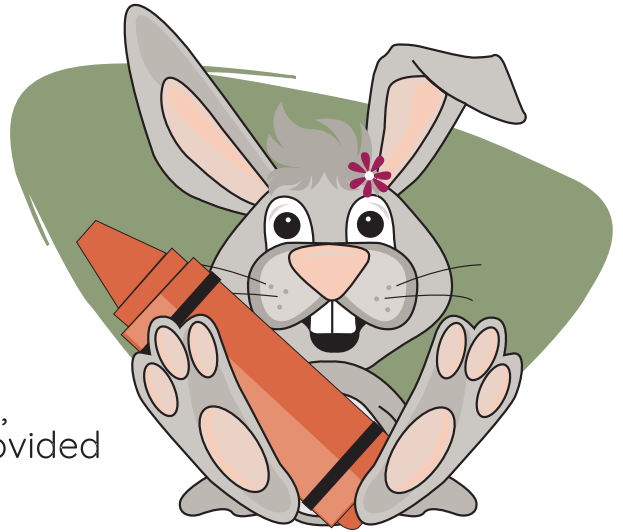
## School Rules

- No toys or electronic equipment may be brought to school by learners.
- Bullying and foul language is forbidden.
- No learner may walk up the slides on the playground.
- No running inside.
- No learner is allowed in the kitchen unless special permission is obtained.
- All clothing items are to be labelled with learners name.
- Learners are to be seated at all times when transported on the school bus.
- Learners must display respect and kindness towards each other.
- No mocking or teasing will be tolerated.
- School equipment and property must be looked after and respected at all times.
- Property of Rosemarie schools may not be removed from the premises.



## POLICIES AND PROTOCOLS

- All medication that has to be administered during school hours must be written in the medication file which can be found in the office.
- No medication will be administered without written consent by the parent.
- Medication may not be left in the child's bag, please place medication in the container provided in the office.
- Should your child be ill and unable to attend school, kindly inform us.
- All learners who are ill must be collected within an half hour of the parents being notified.
- Children who showed a high temperature during the night or had diarrhea or vomited during the night, are not allowed to attend school.
- Our school follows the exclusion policy for communicable diseases as stipulated by the Department of Health.
- It is the responsibility of all parents to inform the office of any allergies or medical conditions a learner may have.
- Children are not permitted to leave school premises with any person other than the parent or guardian unless written consent is supplied by the parent or guardian with a copy of the person's ID attached. The person must present their ID when collecting the child.
- No learner will be taken on an outing without a signed consent form.
- Fees do not include the cost of outings or additional therapy.
- It is the parent's responsibility to keep all personal information on file, up-to-date.
- No parent may interfere with a fellow learner.
- All issues and concerns must be dealt with through the office.



**We have an open door policy, so feel free to discuss any concerns with us regarding your child.**

For any general questions contact:

Megan Botha 0827440975 / [rosemarienursery@gmail.com](mailto:rosemarienursery@gmail.com)

Questions regarding school fees and accounts contact:

René Boucher 0828553640 / [rene@mweb.co.za](mailto:rene@mweb.co.za)

Yours in Education, Rosemarie Schools

