

# Handbook



Little Kings  
& Queens  
Academy  
Teach with Love  
[www.littlekq.com](http://www.littlekq.com)



Welcome to the Little Kings and Queens Academy Program.  
We are happy that you have chosen our school for your child's  
Educational enrichment.

We hope the information provided in this handbook will help you to gain an  
understanding and appreciation for your little human's growth and development.

The aim of our academy is to provide a foundation for your child's education and  
to make each child's experience with school a successful and happy one.

As teachers and parents we must remember, and keep in mind,  
that a positive self-image is the main ingredient to a child's success.

It is our job as parents and teachers to make this a priority.

I am reminded of something I heard a long time ago.

Knowledge enters the mind gradually, almost unconsciously. It is the teachers  
and parent's job to plant it like a seed, tend to it with encouragement and love,  
and nurture it while it grows and blooms. I believe the teachers, specialists,  
and support staff in our school provide such an atmosphere  
for all our students to grow and bloom.

Enjoy your years with us!  
#TEACH WITH LOVE



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1. Contact details:

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Email: [littlekqacademy@gmail.com](mailto:littlekqacademy@gmail.com)

Reports and assessments: [Littlekqteachers@gmail.com](mailto:Littlekqteachers@gmail.com)

Website: [www.littlekq.com](http://www.littlekq.com)

2. **Little Kings & Queens Academy** pride ourselves on providing high-quality education and excellent service in a warm, nurturing environment. We understand that choosing the right centre to fit a child's needs is an important decision, and we strive to meet the expectations of every family we serve.

Our programs are carefully researched and thoughtfully planned, and we approach every day with a sense of imagination, innovation, and fun to help young children learn comfortably and confidently. Every activity includes a variety of interesting and inspiring activities to stimulate early brain development with a focus on creative play. Children learn about a new theme every week. We encourage a love of learning through working and playing with others. Our children have fun while they learn just another way, we make sure children get the most out of their experiences at school.

We take a holistic view of education and incorporate all aspects of the developmental process such as:

**Social and Emotional:** involves the development of feelings, emotion and social skills.

**Cognitive development:** Developing the mind, rationalising and thinking skills.

**Physical development:** Involves the development of the child's body and motor skills.

**Our curriculum progresses to a STEAM approach, this includes the child lead study approach allowing for Science, Technology, Engineering, Arts and Math to be integrated into their traditional learning as an extension giving them the control and sense of importance.** When you give children the opportunity to learn about what they have interest in they develop a true love for learning.

### **3. PARENTS DUTIES:**

- ☐ **Read and understand all documents**
- ☐ **Abide to the school policies**
- ☐ **Treat all Kings and Queens staff with RESPECT**
- ☐ **Keep an open line of communication with your child's teacher.**
- ☐ **Diarise important dates (bakerbaker, Show and tell & parents meetings)**
- ☐ **Keep in line with the positive atmosphere we have at KQ Academy**

### **4. COMMUNICATION**

Our partnership with parents recognizes the critical role parents play as the primary caregiver. Enquires, requests, suggestions and concerns are encouraged. Whether it is a casual conversation, a quick call on the telephone a note on whats app or making an appointment, these communications are important to the school and help to form bridges between home and school. Regular communication with us is helps parents keep in touch with their child's day. Our teachers are very important to our school. You are required to Respecting the staff at the academy at all times. We will not tolerate bad manners and disrespect from parents.

### **5. SETTLING IN PROCESS**

Parents and staff need to work together to insure the child settles as quickly as possible. Remember to remain positive and cheerful without drawing out the good-byes unnecessarily. We find that the more drawn out the good-byes the more upset the child will get.

The school will phone if the child is not settled after a period of time, but usually we find that the child stops crying shortly after the parent has left.

### **6. TIMING AND PUNCTUALITY**

Please be punctual so that the classes are not disturbed by late arrivals.

Our day starts at 8am.

We also ask that you are punctual when fetching your children, as it is very upsetting for them to be left waiting.

Should you not be on time, please could you phone or send a text so we are able to inform your child that you will be coming later than usual.

**7. Every early drop off and late pick up will be charged, the rates are as follows:**

Early drop off is from 6:30, if you would like to drop your child off early please prearrange with teacher Lauren.

**\*\*Half day students who stay after 1:30pm R50 per day.**

If a child is fetched late in the evening, you will be charged between R60 to R200 to cover teachers overtime payments

**8. AFTERCARE FACILITY**

After care operates from 2:00 to 5:00pm in Winter and 5:30pm in Summer  
Children may attend on a permanent or casual basis.

Parent's have until 5:00 the latest to fetch their children, after which time penalties will be charged. Under no circumstances will children be able to stay later than 6pm

Parents are therefore required to supply at least two contact numbers of other responsible parties who would be willing to fetch children in the case of unforeseen circumstances.

**9. HOLIDAY CARE PROGRAMME**

During the school holidays we run a holiday care programme for the preschool kids 3yrs and above.

These programmes are fun and exciting for the kids giving them a break from traditional classes and allowing the kids to take a mental break from the usual routine.

The holiday care programme is at an additional charge, so that we can purchase all our art supplies and snacks this makes the experience more fun.

**\*No holiday care charge for December**

**10. CLOTHING**

Please send children in play clothes, ensuring that clothing is easy to take off and put on when using the toilet. No tight jeans, clothing and dungarees.

Clothing might get damaged at school so please keep this in mind.

We want to encourage our children to protect their skin. Apply sunblock daily.

Our policy is "NO HAT, NO PLAY" Please pack sunblock daily for your child.

Please make sure your child has a hat at school every day.

**11. BOOKS AND TOYS**

No toys are to be brought to school as this often causes conflict among children and the toys often get lost or broken.

## **12. BIRTHDAYS**

All children are special and unique, and we want to celebrate with them on their birthday. Parents are encouraged to join the class to share in their child's birthday ring. Please arrange a suitable date and time with the class teacher. We also have a special relationship with a jumping castle hire provider for special occasions, you are required to buy R150 electricity if you choose to hire a jumping castle. *As a gift from the school, we will supply cupcakes on their special day. Your child will choose their theme and we will make it happen.*

## **13. LITTLE CHEF**

Every week we have a baking/ cooking activity where children make a sweet or savoury treat, they take this treat home to show the family. We encourage parents to ask how they made this treat. A baker baker fee is provided at the beginning of each term to contribute towards this extra mural.

## **14. EXTRA MURALS**

Our well balanced Extra Mural activities will commence in Feb with an extra mural for every day of the week for a duration of 20-30 minutes according to their age groups.

We have a relationship with an amazing swimming school who provides lessons. We believe that all children must learn how to swim this is one of the most important LIFESKILLS. We recommend your child start as young as 2yrs.

## **15. ENTERTAINMENT**

We try and have at least 2 shows a year. These are normally puppet shows or other theme related presentations such as reptiles, library, sci bono etc. We ask parents to please be aware that these shows carry an entertainment fee, Parents will be informed of the fees in advance and you are welcome to pay it when paying your school fees for that month or make use of our card facility.

## **16. REPORTS AND ASSESSMENTS**

The children will receive an indepth report every 2<sup>nd</sup> and 4<sup>th</sup> term. The teacher continually assesses each child, in each area of development during each term and you are given an opportunity to meet with the teacher during for a verbal report back on your child's development. **Meetings via whats app video call until further notice**

## **17. SCHOOL FEES**

School fees are payable before the 1<sup>st</sup> of every month. The latest by the 3rd  
**School fees are paid over a 12 month period.**

**\*\*If you are paying late it is your responsibility to notify the school principal.**  
No notice can be given after October.

**NO CASH DEPOSITS** WE have a card machine for your convenience.

## **18. HYGIENE and MANNERS**

Children are to come to school clean.

Brushing teeth and washing your child's face in the morning is important to how they start their day.

**\*\*Keep your child's fingernails short.**

**\*\*Teach your child basic table manners at home.**

**\*\*Teach your child how to greet people correctly.**

Your child is a reflection of you as a parent; make sure they are **presentable, respectful and clean.**

### **Dietary requirements.**

Should your child require special dietary requirements

eg. Gluten free or Lactose intolerance you will be required to provide alternatives.





## Safety and Health Guidelines

### **SAFETY & EMERGENCY NUMBERS**

**NETCARE- 082 911**

**POLICE- 10 111**

**POISON CONTROL - 0800 333 44**

**CRISIS CONTROL- 011 375 5911**

**APCAN SECURITY – 011 472 0771**

**GREYMONT CRIME PREVENTION – 011 042 8702**

### **SECURITY**

**All gates are to be closed at all times!!!!**

- Parents must inform the school if children are being picked up by someone else.
- If people other than the parents will be fetching the child eg. Aupair, domestic helpers, the parents are asked to please introduce them to the staff.
- Should the person no longer be in your employ, you need to notify the school with immediate effect.
- Children must be held by the hand when traversing the car park.

### **SAFETY RULES**

**All children are taught these rules:**

- **Up the ladder and down the slide**
- **No Toys on the jungle gym or you might get hurt**
- **No playing with sticks and sharp objects because you might hurt yourself or others**
- **Report all accidents to the teacher; we are here to help you.**
- **No playing violent games.**

### **ACCIDENT/INCIDENT/ILLNESS**

Our above forms are filled out to notify parents and sent via whats app or google link, we also keep a copy on file for our records.

In cases when a child has a small scratch that requires a clean and a plaster- we do not fill out an accident report.

If your child has had an infectious illness we will require you to get clearance from your Paed or GP inorder for them to return to school.

## ILLNESS GUIDELINES

Here are some guidelines that might be helpful in keeping your child as healthy as possible. As you know, pre-schoolers do not have the same kinds of self-care skills for a cold or infection as older children.

Also, young children can be in very close contact with each other while they play. This information will assist you in making decisions about when to send your child to school if they are not feeling well.

If you send

- + A Fresh Cold - Continuous nasal discharge, cough, watery eyes which has developed **within the past 24-48 hours is considered contagious.**
- + Fever - Must be fever free for **24 hours before** returning to school.
- + Vomiting/Diarrhea - **Keep at home for 24 hours** after symptoms have resolved and the child can keep food and fluids down.
- + Strep Throat - **Must wait 24 hours after antibiotics have begun.**
- + Conjunctivitis - If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should **not return to school for 24 hours.** Any covid symptoms need to be monitored and communicated to the school immediately.

*Sending your child to school ill, may lead to teachers and other children getting and continuing to share illnesses. If your child displays any of the previously mentioned symptoms, we will contact you to pick up your child. We will keep them safe, comfortable, and supervised in our teacher area/ sick bay while we await pick up*

## POLICY FOR INAPPROPRIATE INCIDENTS

Each year at some time and at various age levels, we have some incidents of children becoming curious about others and their own bodies and exploring these differences.

The policy is:

- To distract the children and watch for further incidents
- To inform the parents of the incident that took place by filling in an incident report form.
- To give the “private parts talk”- Parts of your body that are covered by your underwear or bathing costume are private. No one may touch them or look at them except mom and or dad.
- For the staff to be aware so they can be extra vigilant of those particular children and quickly distract or discuss this with them if need be.
- We encourage parents never to overreact.

## **GUIDELINES**

No Adult or child is obligated to disclose their HIV/AIDS status.

No Child may be denied access on the grounds of being HIV positive

All cases are strictly confidential

Teach all children never to touch someone else's blood

Always use gloves to treat wounds

All cuts must be covered with plasters

Treat every child as though He/she is HIV Positive

## **SICKNESS AT SCHOOL**

When a small child first comes to school, their immunity is often very poor and will build up as they get older. For this reason, they get sick and no sooner come back to school and possibly catch something else. That is why it is so important to keep children at home if they are infectious in any way. We ask parents to cooperate on the following points, these are for your child's benefit as well as those around them.

Sick children do not gain anything from being at school, so they are far better off at home.

If your child at school complains of illness or a staff member notices any signs of illness the parents will be contacted.

The parents will need to collect the child or send a designated person to collect your child.

We will get permission to give Ponado or calpol if necessary.

## **Please note the following important information:**

**We do not administer medication apart from Antihistamine for allergies or Paracetamol for Fever and teething.**

- Children on antibiotics must stay away from school for at least 3 days after which they may return, provided they do not have a fever.
- Please do not send children to school if they had a fever are vomiting or have running tummy during the night. Even if they seem fine and beg to come to school. Besides the fact that they would have had a disruptive sleep, their condition often declines again during the morning.
- If they have a nose with thick mucus and a cough with lots of phlegm, they should not be a school. (Please teach your child how to blow their nose and to put their hand in front of their mouth when sneezing. Also to cough into their sleeve or into their hand.)
- Children may not attend school with nits or lice.
- A clearance certificate from the doctor or clinic is necessary before your child is allowed to return to school.

## MEDICAL INFORMATION FOR CONTAGIOUS DISEASES

Condition	Incubation Days	Recommended time off school
Covid-19	10-14 days	10-14 days
Measles	7-14 days	Until Rash is gone 5-7 days
Mumps	14-24 days	Until Glands are normal 1-2 weeks
Rubella	14-21 days	Until rash has gone 4 days
Roseola	5-15 days	Until rash is gone
Chicken pox	10-21 days	Until spots have crusted 1-2 weeks
Ring worm	Varies	Until deworming process is done and clear of worms
Impetigo	Varies	Until sores have healed 4-7 days with treatment
Conjunctivitis Pink eye	5-12	Until eyes are clear 3-4 days with treatment
Gastroenteritis Running tummy	2 days	Until stool is solid With treatment 2-5 days
Hand Foot and mouth	4 days	Until blisters have gone 4-7 days And scabs have come off

### **FIRST AID**







All staff are trained in basic first aid and CPR on a regular basis.

We have mini first aid boxes in each classroom, an additional first aid box is outside during play time and the Main First aid kit is kept safely in the kitchen. The CPR Booklet is kept in our Accident File.

## Discipline Procedure

We maintain a positive policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress two main patterns of behaviour: respect other people and respect for property. We believe that every child is a gift to us because they are the future. We focus on using positive reinforcement daily. We believe that positive discipline promotes good self-worth and builds self-esteem. We use rewards like stickers and high fives to encourage the children to do good.

Rules of the school:

-  Use building up words
-  No running indoors
-  Use inside voices while indoors
-  Be gentle with the toys and books
-  Play safe
-  Have fun

### “The rules are here to keep you safe”

Children need to be spoken to about these rules frequently, so they are all familiar with the guidelines.

Please keep in mind that children will often have disagreements between each other. Young children have a hard time expressing their feelings.

Sometimes they hit, bite, throw toys, etc. The teachers will try their best to prevent these problems by redirecting when appropriate, discussing inappropriate behaviour, encouraging the child to make amends when the offence involves another person and sometimes withdraw privileges based on the principal of “natural consequences”

Steps For discipline

1. The teacher will go down to the child’s level, speak in a soft tone when disciplining the child.
2. Shouting is not tolerated by the teacher or the child.
3. If the child is still being disobedient the teacher will use the redirect technique (letting them play somewhere else or do a puzzle for quiet time. (Redirection method)
4. If the child is continuing with the behaviour the teacher will ask the child to sit on the grow good mat to think about their actions or if outside during play time, they will sit Next to the teacher. This is their time out (the teacher guides the child and talks about how they are feeling and teaches them to take responsibility by giving guidance to the child.  
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5. If the discipline problem arises that does not respond to the above-mentioned techniques, we will a conference with the parents.  
Together we will try to find a solution. Parents may be called to remove their child from the school if his behaviour prevents the teacher from caring for the other children in the class because of his/her behaviour.  
If the problem is reoccurring and parents are not willing to seek therapy the child will be expelled for the safety of others in the school.