



SCHOOL POLICY

Please take careful note of the following general information. Your cooperation as a parent is essential for the smooth running of the School.

1. The School hours are as follows: 06h00-18h00.
2. Drop-off Times 06h00-07h30.
3. Pick up Times: Half Day: 12h00-14h00
4. Pick up Times: Full Day: 16h00-18h00
5. Breakfast is served only between 07h00-08h00, latecomers must have breakfast before they arrive at School. All children must please be at School before 08h00, please bring your child to School on time.
6. Dress: Children should put on their school uniform Mondays-Thursdays with the exception of Birthdays falling on those days.
7. Gates: The gates will close at 08h00 for security purposes.
8. Attendance: If your child is unable to attend school, please inform the Admin or teacher as soon as possible.
9. Illness: If your child seems upset or ill during the night, please inform one of the teachers who receives the child the next morning. IT IS COMPULSORY that children with very high fevers and contagious illness stay at home to prevent the spread of infection to other children.
10. Medicines: All medicines should be clearly marked with the child's name.
11. Sweets: children must not bring chips, sweets, biscuits or chewing gum to school Mondays-Thursdays. Please pack healthy snacks.
12. Toys: Please do not allow your child to bring their own toys or jewelry to school. No responsibility can be accepted for loss or damage. It invariably leads to conflict and tears if toys get lost or broken.





13. Progress reports will be issued at the end of every term.
14. Homework will be given to all children Mondays-Thursdays.
15. Care: We believe the education and care of your children requires the combined efforts of both the parents and staff. Parents must feel free to speak to the teachers and principal with regards to their child's wellbeing or any problem that might occur. Please phone the school to arrange for an appointment should any concerns arise.
16. Discipline: Your child will be dealt with in a firm and loving way. All children will be sent to the "peace corner" for a time accordingly to their misdemeanor. No smacking or hitting is allowed by any of the staff. Should there be a sign of constant 'misbehavior' displayed by your child, we shall discuss this with you in private and decide on the course of action and should your child have any problems at home that may relate to school, please bring it to our attention immediately.
17. Safety: Under no circumstance will children be permitted to leave the school premises unless the parent/guardian or another authorized person calls for the child. For safety reasons all children must be brought inside the school area, no child is allowed to be dropped by the gate. The same principle is applied when collecting the child.
18. Birthdays: Parents are responsible for their children's birthday parties. Should parents require a set up with Decoration, kindly contact the school for a quote a month in advance.
19. Notices: Parents must please check the WhatsApp group for any relevant communication.
20. Fun Events: We have several fun events planned, and it is expected for all the children and parents to participate.
21. Fundraisers: Fundraisers during the year will be communicated accordingly.

We ask that the parents of Providence Christian Academy;

- Be involved in their children's education.
- Be supportive of school events.
- Be loyal towards our school and help to install school pride in our children.
- Trust our educators to promote the holistic development of each child.
- Develop a relationship with the school and staff to the benefit of the children.





Snack-Time

NO CHOCOLATES, SWEETS, CHIPS, GASSY COOLDRINKS OR CAKE.

Only healthy snacks

1 Juice and 1 Water.

Extra Mural Activities

Swimming N\$ 480.00 2 days in a week including transport.

Dancing (free)

Kinder music (free)

Athletics' (Seasonal)

Thank you for your kind cooperation in the above matters.

