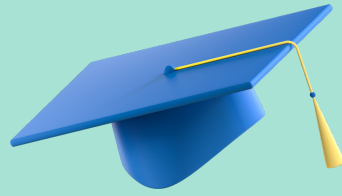


Daffodils

Nursery & Grammar School
where buds flourish



PARENTS' HANDBOOK



DEAR PARENTS & GUARDIANS,

This Parent Handbook serves as a simple guide to help you understand our school policies and how to best support your child's learning.

We highly encourage that you read this handbook carefully and keep it as reference throughout the year.

Please do not hesitate to reach out with any questions - we are more than happy to connect and address any concerns.

We look forward to working with you and your family!

Kind regards

Emily Dzokoto

Proprietress



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Programmes

Our Aims/ Objectives

Through a strong parent/teacher partnership we aim to ensure that your child is:

- Able to communicate their needs and have good vocabulary.
- Able to socialize with their peers and form relationships.
- Developing motor control and balance for a range of physical activities.
- Well nourished and within the normal weight and height.
- Recognise numbers and quantities in the everyday environment.
- Able to participate in musical activities such as singing and dancing.
- Independent in eating, getting dressed and going to the toilet.
- Able to take turns, sit, listen and play.

We will offer your child:

- Tailored curriculum leading to approved Early Learning Goals.
- Individual care and attention made possible by a high ratio of teachers to children.
- Opportunities for you and your family to be involved in activities of the school and in your child's own progress.

Early Years Foundation Stage Curriculum (EYFS)

Daffodils Nursery & Grammar follows the Early Years Foundation Stage Curriculum (EYFS).

Its practice is shaped around four guiding principles that apply to all children from birth to 5 years. These are:

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through positive relationships.

- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers
- Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

These principles underpin all experiences offered to the children by Daffodils; experiences which themselves are assessed against seven areas of learning set out below

The Prime Areas

Personal, social and emotional development; this involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

Communication and language; this involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development; this provides opportunities for young children to be active and interactive; and to develop coordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

The Specific Areas

Literacy; this subject involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

Mathematics; this involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems, and to describe shapes, spaces and measures.

Understanding the world; involves guiding children to make sense of their world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design; this involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, design and technology.

Each of these areas of development is defined by early learning goals, which all practitioners are required to support children in developing in each area.

Admissions Procedure

We welcome children from all backgrounds, regardless of their sex, race, religion, colour or creed. Although, we do take certain points into account when deciding which child should be offered a place at Daffodils Nursery and Grammar School:

- Availability of spaces (taking into account the child's age, staff to children ratios and regulation requirement).
- Length of time on waiting list.
- Our ability to provide the appropriate facilities for the welfare of the child.

Once a child has been allocated a place on an agreed basis, it is expected that parents/carers will adhere to these arrangements. Failure to do so may result in termination of the contract.

All registration forms and immunisation records must be completed and handed in before the child starts attending classes. Ideally, this should be at least 1 week before the start date to allow for any care issues to be raised and clarified before the child begins. Children will not be admitted without this information.

Settling-in sessions will be organised to enable the child to settle at a gentle pace. It is recognised that the settling-in process will be different for each child and that both parent and child must be confident that the settling-in period is satisfactory.

Settling arrangements should be made at the time of enrolment through guided negotiations with parents/carers. Agreed settling-in time should take place, wherever possible during the week prior to the start date. Parents are encouraged to communicate with the staff to help facilitate the process of settling in.

Once students are enrolled into school, parents will be guided to download the Smartsapp App and be taken through the process of using it with the School Administrator.

Daily Routine

For all children the routine at Daffodils Nursery & Grammar is based around meal / snack time which is as follows:

- Breakfast: 7:30 am
- Morning Snack time: 9:30 am
- Afternoon Lunch: 12:00
- Afternoon Snack time: 2:45pm

Outside of that, each room follows a daily routine depending upon the age group and competencies of the children.

Centre Operations

We are open between the hours of 7:30am and 3:30pm, Monday through Friday.

Teachers and Staff

We are proud of our warm and nurturing staff who take a sincere interest in your child's development and apply their knowledge in the classroom. Our teachers and staff value working as a team with parents and colleagues.

All our teachers at the school undergo First Aid Training for infants, annually. Also, our staff undergo medical check ups annually.

Enrichment Programmes

We offer a wide selection of extracurricular activities all of which are included in our programme. All extra curricular activities, field trips, are included in the tuition.

- French as a second language
- Football & Physical Development
- Lego education
- Reading & Story Time
- Creative Arts & Crafts
- Water Play
- Music classes
- Cooking classes
- Messy Play Zone & Sensory Club

Policies and Procedures

Settling in period

The settling in period can not be defined to a certain degree since each child is different. Each child has his or her own needs, routines, preferences and feelings. That is why each day is discussed between the parents and the class teacher regarding how the child is faring. An ideal settling in period for each child could take between two weeks to three months. We find however that one week is the average.

For longer than that, possible symptoms for not settling in well could be for example: the child being frequently ill, irregular attendance or listless and passive behaviour on the part of the child.

During the settling in period:

The parents will be involved in the settling in period. You can rest assured that the main class teacher will give you honest information regarding how the child was during the separation. If a child cries for over 20 minutes without interruption, the parents are obliged to pick up their child early. During the entire settling in period the parents should also plan to set some time aside for conversations in passing with the teachers. This way, it will be possible to establish the relationship and the trust between the family and our preschool. It would also be helpful if the parents informed the class teachers and principal about specific events such as, a bad night or illness over the weekend. In this way the needs of the child can be addressed more effectively.

Saying goodbye:

The parents should always say goodbye to their child. In order not to prolong the pain of "being left alone" it is helpful for the child if the parents say goodbye once and then actually leave. After saying goodbye the parents can, e.g. wait outside/ in reception until the child is taken to class to be rest assured that their child has calmed down. We will also send WhatsApp

updates frequently for the first few days to ensure mom and dad are comfortable with the separation and understand that their child does not cry all day. This can be difficult to comprehend for parents as they only drop their child off crying. Our caregivers have years of experience with this and know exactly how to calm a child down once mom and dad have left. They will not be able to calm the child down however if mom and dad linger after saying goodbye.

It is also important to note that children often cry again on pick up when they see mummy or daddy. Again this is a totally normal reaction and does not mean the child has had an unhappy day at school.

Illnesses

During the first few months of preschool it is quite normal that your child will pick up various colds, bugs and other viruses. This is because your child is in a new setting with more children than usual and also a new environment that can cause your child to come into contact with different bacteria which they have not yet built an immunity to. Studies done by the National Health Review Service UK finds that between 8-12 colds or viruses within the first year of preschool is normal.

However, there are steps you can take in order to support your child's immune system. "In addition to serving foods that are rich in protein, zinc and vitamin C and free of refined sugar, parents should consider supplementing toddlers' diets with immune-boosting Vitamin D and probiotics, both of which are available in kid-friendly drops and chewable tablets."

It's also important to remember that kids need to be exposed to viruses to build their immune systems.

Arrivals and Departures

On arrival at the preschool parents/caretakers will be expected to hand over their child to a staff member. Children will have their temperature taken before being allowed into the Preschool. If the temperature is above 37.3, it will be taken again after 10 minutes, if it is still high, the parent/caretaker will be asked to take the child home.

To avoid disruption to our daily routine, parents are requested to ensure that their child arrives no later than 8:30am. If a child is to be absent, we ask parents/carers to inform us as soon as possible and ideally before 8:00 am. Parents can inform the school via the Smartsapp App or on Whatsapp to the School Administrator and the Head of School.

Late Pick up Policy

Daffodils Nursery & Grammar operates promptly each day between the hours of 7:30 am and 4pm. If a child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the Preschool until the last child has been collected. If children are not collected on time; without prior arrangement, a late fee of 50 Ghana Cedis/ will be charged for every hour thereafter and this is to be paid directly to the School Administrator.

We would encourage parents to arrive 10 minutes before the end of their booked session to acquire feedback on their child's day.

Release Policy

Daffodils Teachers/Staff will not release children to anyone other than parents and pre-authorized persons/carers (through the Smartsapp). These authorized persons may be asked for further identification. This is to ensure the safety of the child as well as everyone. It must be noted that only people mentioned on the Smartsapp will be allowed to collect the child. This is done by the parent, via the Smartsapp App

However, an ID copy of the person should be sent to the school for records and then a verbal confirmation will be done at time of collection via the phone.

Discipline Policy

There are a number of sanctions that will never be used in Daffodils Nursery & Grammar school.

- We never use physical punishments of any kind.
- We never deny children food or drinks for misbehaving
- We never use cruel, degrading or humiliating punishments.
- We never make children feel isolated or left out.

We use positive reinforcement and a reflection areas system for behaviour. From age 3+ at the beginning of the year, each class will make a set of classroom rules which all children formulate and agree to themselves (under the guidance of class teacher). Children will decorate and hang classroom rules. These will be reinforced every day during circle time.

Children will understand and be reminded of our expectations throughout the day. If they break the rules:

- First time = verbal warning
- Second time = child will move their own name from green light to yellow light and final warning is given.
- Third time = move to red and sanction is given.

Example of individual sanctions:

5 - 10 minutes taken away from playtime outside.

Example of Class Sanctions:

- Golden Time removed
- Movie Time removed or some other class privilege removed.
- If someone or something was hurt, he/she may need to do one or more of the following:

- Apologise,
- Help another child rebuild a tower or clean up a mess,
- Offer his/her friend a toy,
- Draw him/her an “I’m sorry” picture.

If a child hits, punches or hurts a teacher or other children on more than two occasions, on the third occasion, they will be removed from the school until they have changed their behaviour. The child will be allowed back to the school the following day, however if there is no change in the behaviour, we will ask that a caretaker is sent to school with your child. The school will do everything to support frustrations in all our children, but we must also ensure the safety of all our staff and other children.

Child Biting Policy

In Daffodils Nursery & Grammar School we believe that biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children is our primary concern. The Preschool biting procedure addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the adult or his/her peers. Toddlers have poor verbal skills and are impulsive, without a lot of self-control. Sometimes biting occurs for no apparent reason. Daffodils Nursery & Grammar will encourage the children to use their words if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our Preschool.

- The biting will be immediately stopped and teachers are advised to instruct the children with a moderate tone “No...we do not bite people”.

- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be reminded of the need to be kind to his/ her friends and be encouraged to show that they are sorry with a hug or verbally.
- The wound of the bitten child shall be assessed and cleansed with water.
- We will send a message via Smartsapp regarding the incident but we will never disclose the name of the biter.
- The parents of biter will be informed and if it continues they will be asked to intervene at home.
- If children bite after the age of 3.5 more than twice, this will constitute the same procedure as set out in our Discipline Policy above.

Procedures for incidents involving blood exposure

Examples of the types of accidents involving blood exposure are:

- An injury to the skin (cut with a sharp object).
- Mucous membranes.
- Skin that is chapped, grazed, or otherwise affected so that an effective skin barrier is not present.
- A bite or injury, which results in blood exposure.

A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B can potentially be transmitted during a human bite if the skin is broken and a blood exchange occurs. When a bite or injury occurring in the Nursery setting involves a break in the skin and potential blood exposure, the Nursery will follow the guidelines set by the health department:

- Assess the bitten area and clean with water.
- Check both children's immunization records and determine if they are up to date with their tetanus.
- Notify the parents of both children immediately.
- File an incident report as outlined above.

- Both children and parties involved in the biting incident should be tested for Hepatitis B.
- If the parents refuse to have their child tested, the Director or Staff member should contact the Child Care Nurse immediately so an investigation can be initiated.
- If both sets of parents agree to have their child tested, the Manager will be responsible for exchanging the name of the children and their physicians.
- In other words, the Manager will call each child's pediatrician with the following information:
 - Child's name and D.O.B
 - Description of what occurred
 - The other physician's name and contact number
 - The other child's name and D.O.BThe Manager should liaise between the parents and the physician in order to assure confidentiality, which will be maintained at all times. If one of the children tests positive for Hepatitis B, the child's physician will contact the Health Department.

It is recommended that their reports should be shared with the management of the school to ensure safety of other children.

Bullying

At pre-school level, bullying is not a common issue as children lack the basic maturity and manipulation capacity to engage in this behaviour.

However, please refer to our anti-bullying policy which is available upon request from administration for children beginning to get older.

Photography Policy

Upon having a child accepted at Daffodils, we ask Parents to consider agreeing to the child being photographed on occasion by the Preschool

staff or individuals validated by the Preschool Coordinators. This enables the Preschool to proceed with the taking of photographs for publicity shots, and at special events/occasions such as Christmas.

Every parent has the right to refuse this request by not signing the photography form at his or her child's entry record, in which case the child will not be photographed by any member of staff, by a parent, or by any outsider such as a professional photographer, without the express permission for that occasion of the parent.

Under no circumstances will photographs of the children be circulated outside the Preschool, used for promotional purposes or posted on the website unless express permission is received in writing from parents beforehand.

School Closing

In the event of an emergency school closing during the day, parents will be asked to pick up children as soon as possible. Management and teachers will remain in the centre until all children are picked up. In the event of an emergency facility evacuation. Parents will be notified via email, call and/or text as soon as all children and staff are safely in an offsite location. Please remember that tuition is due regardless of government closures, holidays, absence, earthquake/heavy rainfall alerts, flooding or centre closing for an emergency.

Policy on the Use of Technology and Social Media

This policy applies to the parents and staff at Daffodils School. It includes (but is not limited to) the following technologies:

- Social networking sites (e.g Facebook, SnapChat, Instagram)
- Blogs
- Discussion forums
- Collaborative online spaces

- Media Sharing services (i.e. Youtube)
- Micro-Blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the preschool setting or at preschool special events and outings with the children are to be posted for public viewing, except those of your own child. (This excludes those photographs taken by staff for use on Daffodils Website, Facebook, Google/Youtube Page, Instagram, Smarsapp App, or in other advertising material if parental permission is given.)
- Any public discussions on social media sites that could be construed to have any impact on the School's reputation or that would offend any member of staff or parents associated with The School are prohibited.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- In the event that staff name the School or workplace in any social media they do so in a way that is not detrimental to the School or its families.
- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff and parents should report any concerns or breaches to the School Management and Principal.
- Any comment deemed to be inappropriate is to be reported to the Principal and/or the Founders.

Parental Communication

Parent/Teacher Communication

Daffodils prides itself on the collaborative approach between a parent and teacher on a child's learning and development. We recognise at Daffodils how busy parents are and that it may not be possible to engage in daily conversation with your child's teacher. However, at Daffodils, there are tools to support a regular two-way flow of communication such as personalised daily updates from our Smartsapp app on your child, regular newsletters and general school notices through the Smartsapp or Whatsapp.

We ask that communication from parents to the school is to be explicitly through the Smartsapp app so that no messages go missed or unreported. We can not guarantee a prompt reply for non-emergency messages delivered to management through any other method of communication.

Parent/Teacher Conference

These will take place termly and provide opportunities for teachers to share observations, assessments and evidence with parents as well as listen and respond to any thoughts or questions families may have on the learning journey. Evidence-based work is sent home termly. All the work sent home is not only a wonderful keepsake but also an important chronicle of the work that has been done.

Coffee Morning

At Daffodils, we have a yearly parents coffee morning (PANCAKE DAY) that serves as a means for communication between parents and the Daffodils Preschool team to seek the support and input of parents and families. This monthly meeting encourages good communication and discovers ways in which our service to parents and children can be enhanced.

Policy on partnership with parents

At Daffodils Nursery & Grammar School we believe firmly that close cooperation and communication with parents is essential to the quality of service we offer. We also understand that parents have their own specific needs and are entitled to being involved in any decisions made regarding their child.

Daffodils Nursery & Grammar School has agreed principles for parents/carers involvement. The importance of continuity between home and Nursery cannot be overstressed. Our aim is to develop an honest, open and supportive relationship with parents, which complements life in their homes rather than contradicts it. We are very aware of our influence as role models for the children who attend our Nursery and without the parents' extensive knowledge of their children we would be unable to enhance the children's development.

At Daffodils Nursery & Grammar School we believe that the particular wishes of parents will vary from family to family, and culture to culture. They may be linked to diet, sleep provision, clothing, personal care routines or behaviour management. Specific parental needs or wishes will be identified, discussed with them and acted on in an appropriate manner. Parents' wishes are to be valued and acted upon whenever possible, as long as they do not affect the Nurseries policies or uphold a practice that could be detrimental to a child or to other children in the setting.

At Daffodils Nursery & Grammar School we recognise that the responsibility for setting the expectations for behaviour within the relationship rests with the professional worker. For this reason, we will always ensure that our staff meets the highest standards in professional relationships. These are reflected in the following criteria:

- Adopting an open and transparent approach towards the application of policies and procedures.

- Never accept any monetary gifts from parents which may blur the professional relationship.
- Always maintain an approachable, warm and friendly manner, without losing objectivity or blurring or breaching professional boundaries (i.e. being friendly but not a friend).
- Encouraging parental involvement and participation, without becoming over familiar.
- Remaining focused on each parent when talking to them, rather than making comparisons across other children or breaching confidentiality.
- Being sensitive to stresses in the lives of parents/carers, children and work colleagues.
- Ensuring disputes or conflicts with parents/carers or work colleagues are solved outside of the children's environment.
- Maintaining self-control in all circumstances (i.e. not becoming physically or verbally abusive) should a parent/carer become either physically or verbally abusive.
- Following the setting's policies and procedures.
- Recognising the different levels of power held by professional workers and parents/carers and that in working with socially vulnerable people, this power can be abused.
- Acknowledging that individual differences based on family culture, race, religion, ability, and experience can influence ways of relating to others, but that this is not an explanation for abusive behaviour, i.e. while individual culture should be respected, abuse cannot be ignored.

The Principal can be approached at any time to discuss matters of that child's welfare and progress. Staff will be on hand at the beginning and end of sessions for this purpose. All parents will have access to their children's records and will be consulted with respect to the care given to their children.

Information about the Nurseries plans, activities, and events will be regularly distributed through newsletters and notice boards. Parents will be

able to read all policies of the Nursery at any time and we will inform the parents of any changes in the policies and give them enough notice before any changes take effect.

Appropriate communication with parents

This involves

- Greeting parents warmly.
- Showing respect for all family members.
- Respecting issues of confidentiality and privacy.
- Giving equal time to all parents as needed.
- Using suitable methods of presenting information to parents, verbal, written and visual.
- Ensuring that parents are informed of all procedures within the setting when they take up a place for their child.
- Keeping parents' attention on specific areas of interest shown by their child.
- Sharing information regarding a child's health.

At Daffodils Nursery & Grammar School we will:

- Make all new parents aware of the Schools policies and consult with all parents/ carers about the times of meetings to avoid excluding anyone.
- Ensure that parents are informed on a regular basis about their child's progress.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Welcome the contributions of parents, in whatever form these may be, to involve parents in shared record keeping about their own child, either formally or informally.
- Ensure that all parents are fully informed about meetings, workshops events, parents' evenings, sport days, fundraising days and training through displays on the notice board and website.
- Provide opportunities for parents to learn about the EYFS curriculum and about young children's learning

Parent involvement/ Leadership

We understand the importance of parents being fully involved in their children's daily activities, progress and development in their School environment. Parents are invited to take part or host a variety of workshops representing their various cultures and professions. Some examples of parent organized activities we have had in the past are Career days etc.

Daffodils also holds social gatherings and events throughout the year. These are good ways to build a strong and happy relationship between families and the Preschool. A few occasions are the Christmas Sing along, Ghana Independence Day Celebration and Graduation Ceremony.

Supplies

Upon enrollment you will be given a list of supplies required for your child. Please be sure that ALL items are clearly labelled to avoid confusion. Make sure you have enough supplies packed. If not enough supplies will be provided and we will need it for the child we will provide it and parents will have to take care of costs. Take into consideration items we will be able to provide in case of shortage:

- Diapers -- GHC 5cedis per diaper
- T-Shirt (From uniform set) - GHC 70
- Socks (from uniform set) - GHC 80
- Shorts or skirt (from uniform set) - GHC 100
- Full set of uniform - GHC 250
- Wet wipes (Huggies) - GHC 15 per pack

If the child does not have food in his/her bag the child will have to be picked up from school before lunch time or food will have to be sent to school by parents. Daffodils will providing food at a fee of GHC 15 Cedis.

Please do not pack items that are not mentioned on the school bag content. Please only pack items that you would want the school staff to use, for example; if the child is potty trained do not pack diapers in the bag in

order to avoid confusion). Personal toys from home are not allowed in school. If they are seen with the child, we will kindly ask for it to be taken home or we will keep at the admin desk until hometime.

Clothing

At Daffodils, children attending School are expected to come to school in their uniform. Children under the age of 12 months do not necessarily need to wear the uniform. Every attempt is made to protect children's clothing from permanent damage or stains, however, accidents do occur. If the child is not willing to wear an apron, he/she will not be forced. We will change the child into his/her spare clothes for messy activities.

**If there are no spare clothes the child will do the activity in his/her uniform. In the case that this uniform becomes wet, or soiled to the point of it being unwearable, we will have to provide a uniform for the child. This comes at an extra cost, which will be paid to the School Administrator. We operate a sock policy indoors at Daffodils, and ask that your child comes to school in closed toe shoes suitable for the outdoor playgrounds.

Celebrations/ Birthday

Children love to celebrate their birthdays! If you wish to supply a birthday cake, party bags, or anything else please read our policy below.

Parents are welcome to celebrate their children's birthday but can only have it after lunch and try not to interrupt with our routines.

Wellness & Safety

Health and Immunization Forms

As part of your enrollment paperwork you will be asked to submit information regarding your child's general health, any allergies, physical handicaps as well as a copy of your child's current vaccination records. Health information and vaccination records must be updated termly if all vaccinations are taken before admission.

Covid-19 Protocols

Our main safety objective is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing general health and safety objectives in accordance with the COVID-19 protocols in Ghana.

All Daffodils Nursery staff members are fully vaccinated with booster shots. Therefore staff are not required to work nose masks during working hours. Parents and guardians who are fully vaccinated do not need to wear nose masks to enter the school premises. However, parents who are partially vaccinated or not vaccinated are mandated to wear their nose masks to enter the premises of the school.

Children will be required to go through hand-washing protocols before entry. Veronica Buckets in addition to liquid soap, tissue and hand sanitisers will be placed at vantage points to facilitate frequent washing of hands.

Administering Medication

Parents are asked to notify the Principal only (in writing via WhatsApp, Smartsapp or letter) of any medication to be administered before arrival at Preschool. If the Principal is not informed, we will not administer the medication.

Prescribed Medication

Only prescribed medication will be given to a child. Medicines should be in their original packaging and must be labelled with the following details:

- The child's name.
- The exact dosage required.
- Time or times per day it is to be given.

The parent must complete a Preschool consent form with all the relevant details and the administration of medicines will always be witnessed by the person in charge of the room.

Medicines will always be given by a qualified member of staff. Cuts or open sores, whether adults or children, will be covered with a plaster or other dressing.

Non-Prescribed Medication

Daffodils Nursery & Grammar School will administer a dose of Calpol to your child (if necessary to bring down a fever) only if the appropriate consent has been given in the registration paperwork.

Allergies

When parents register their child at Daffodils they are asked if their child suffers from any known allergies. This is recorded on the child's personal information form. If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e. the substance, material or living creature) the child is allergic to such as nuts, eggs, bee stings, cats etc.
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epi pen).
- Control measures – such as how the child can be prevented from contact with the allergen.

Parents should make necessary arrangements with their Health Practitioner to train staff on how to administer special medication in the event of an allergic reaction.

Sickness Policy

Staff will check the temperature of every student upon check in. Any child presenting with a low grade fever (37.3 degrees or above) will be asked to return home immediately. If parents/carers are aware of the children having symptoms of illness but uncertain whether they are well enough to attend Preschool, they should discuss the matter with the Principal. If there is any question about the child's health, we will not admit the child to the School without a doctor's medical note.

The School should be informed of any contagious or infectious illness contracted by the children and will inform parents/carers of any infectious illness, which has been present in the School. If a child has been exposed to an infectious illness, parents are asked to discuss the incubation period with the manager so that the dates during which the child should stay home can be determined.

Staff will inform parents/carers of any minor symptoms of illness observed in their child when the child is collected. They will also contact parents/carers immediately in case of any vomiting, fever or prolonged diarrhea and may request parents/carers to collect their child if they have a fever exceeding 38°C, severe diarrhea or vomiting or are showing signs of distress or discomfort.

If a child has been absent through illness, he/she should stay at home until they are able to participate in a normal Preschool day, including outdoor play.

Policy on the Management of Communicable Diseases

One of the ways we strive to ensure the safety and healthy environment of our children is to protect them as best as possible from infectious illness. For this reason, we ask parents not to send their children to Preschool if they are unwell or if an infectious illness is suspected. The school reserves the right to refuse admittance to any child showing signs of illness. We request that children are not brought to the School if suffering from any of the following conditions:

Diseases/illness Minimal Period of exclusion from School

- Antibiotics Prescribed First 2 days at home
- Fever If sent home ill, child must be off for 24 hours since the last day of fever
- Vomiting 48 hours once free from symptoms, unless signed off by General practitioner
- Diarrhea (Defined as watery faeces discharged from the bowels frequently) 48 hours free from symptoms, unless signed off by GP
- Chickenpox until spots have crusted over usually 7 to 10 days from the appearance of rash)
- Gastroenteritis, food poisoning, salmonellas & dysentery until authorised by doctor
- Hand foot & mouth 7 days from symptoms starting
- Infective hepatitis 7 days onset of jaundice
- Measles 5-7 days from appearance of rash
- Meningococcal infection until fully recovered from illness
- Mumps until all swelling has gone, usually about 10 days.
- Pertussis (Whooping cough) 21 days from the beginning of symptoms
- Shingles until spots have crusted over (usually 7 to 10 days from appearance of rash)
- Scarlet fever & streptococcal Infection of throat with appropriate medical treatment, no less than three days from start treatment
- Threadworm until treated
- Tonsillitis At least 48hours from starting antibiotics

- Tuberculosis until declared free from infection by doctor
- Typhoid fever until declared free from infection by doctor
- Impetigo until skin has completely healed
- Pediculosis (lice) until appropriate treatment has been given
- Ringworm of scalp until cured
- Ringworm of body Seldom needs exclusion
- Scabies until treatment is complete
- Warts: These are highly contagious and can take a long time to eradicate. For these reasons, children will not be excluded from school if they suffer from warts. We do however ask that parents/carers have them treated or covered with a plaster at all times to protect other children from developing them.

Accident Policy

Minor injuries will be attended to by staff members and referred to the first aider, and recorded in the incident report book as well as a picture and message via smartsapp. Parents/carers will also be informed at collection time and via Smartsapp.

In the event of a serious injury, we will make an immediate attempt to contact the child's parents/carers. We will also contact the parents in the case of a bump to the head, as well as any other non-serious incident that requires attention from a medical expert (e.g. where a child gets a foreign object stuck in their nose for eg).

Until the arrival of the parents/carers, we will make all necessary decisions about the child. At the same time, we will call emergency assistance to make sure that no time is lost in caring for the injured child. Parents/carers will be expected to assume all expenses.

It is important that parents/carers keep the School up to date with all contact numbers, places of employment, doctor and emergency information. Daffodils School is directly associated with Inkoom Hospital for all emergencies or health issues.

Napping

The curriculum at Daffodils includes one nap a day for all children up to the age of 3 (with the exception of the infant programme, which has sleep schedules tailored to the individual needs of each infant). After a busy day of learning and fun, children are able to nap and relax as they like during this period. Children who do not wish to sleep may read a book or play a quiet game. For this rest period, please be sure to provide cot-sheet daily.

Potty Training

When a child starts to show signs that they are becoming aware of their bodily functions we will arrange a convenient time to meet with the parent/s and discuss their plans on toilet training their child. A child is usually ready for potty training if he or she can take pants off independently and express himself that he needs a washroom.

Generally children are ready for potty training on or after their second birthday and for some children it can be later. Parents should not be concerned if their child shows no signs of being ready. It is very important that we work together to potty train a child and pick a suitable time to do it, when both parents and preschool staff dedicate time. If the school starts the training and a child is not ready it can be stopped and started again when they are.

However, the school will not be able to let a child to progress to our Nursery class if they have not been potty trained by age 3. Regardless of their age, if they remain in diapers by 3 years they will remain in the Pre-nursery class and will have to wait until the following September to begin Nursery.

However, we will provide Potty Training Camps to help support parents for an extra fee. Some children take to toilet training overnight; for some it is a longer process. The most important thing is that we work together to give the child the support and reassurance they need during this period.

Consistency is key. It is also important to note that once a child has transitioned from diapers to underwear, this should be kept consistent, and children should not be put back into diapers (even at night), which could risk confusing the child with different messages.

Staff will provide parents with daily feedback on how they are progressing with the training however accidents will happen in school. The staff at Daffodils Nursery & Grammar School are experienced in helping parents decide if their child is ready for toilet training. Please do not hesitate to ask for advice or support.

Good hygiene practices are always followed at the School and the children are shown how to use the toilet and how to wash their hands each time they use the toilet. Accidents will be dealt with calmly, sympathetically and in a way that does not make the child feel they have done anything wrong. Parents will be informed about accidents during the potty training via Smartsapp in a daily report.

Toileting

Daffodils Schools recognises and respects all cultures and their practices and we aim to promote an understanding environment within our daily life. However, in accordance with our Child Protection and Safeguarding Policy, (as required by law and available upon request), our teachers will not wipe or clean any children over the age of 3.5. Please ensure that you have shown your child how to correctly wipe or clean themselves according to the practices of your culture. Our teachers are happy to accompany the child (with another child always present) if they need to be reminded on how to best wipe. Please inform the teacher in advance of how you have taught your child so we can ensure that they follow through with the correct method.

Food & Nutrition

Meal and snack guidelines

Children are required to bring a morning snack, packed lunch if not eating school meal an afternoon snack. The children sit together at meal times and are assisted only where necessary and encouraged by the staff. We never force feed but we do our best to encourage children to eat enough to sustain them.

Please find below guidance for and examples of healthy lunchboxes.

- A portion of starchy food
 - Yam, Banku, Omo Tuo
 - Plain Rice, Fried Rice or Jollof Rice
 - Cooked pasta, noodles, couscous or potatoes.
- At least one portion of fruit and/or vegetables
 - Carrot, cucumber, pepper or celery sticks.
 - Grated carrot in sandwiches or wraps.
 - Fresh fruit such as sliced apples, banana, grapes (halved), mixed
 - Chopped fruit or strawberries.
 - Dried fruit such as raisins or apricots.
 - Fruit juice (diluted half juice, half water).
- A portion of meat
 - Fish, eggs, beans or other
 - Non-dairy sources of protein.
 - Sliced meat, poultry or fish in sandwiches, rolls or wraps, or by itself.
 - Sliced egg in sandwiches, rolls or wraps.
 - Meat alternatives such as tofu in salads.
 - Pulses such as kidney beans, chickpeas, lentils as part of bean salads.
- A portion of milk or dairy food
 - A pot of yogurt

- Cheese in sandwiches or wraps.
- Whole milk (for children aged one or two) or semi-skimmed (for children two and over) to drink.
- Water

Please do not pack unhealthy foods (fizzy drinks, soft drinks, chocolates etc.) - children eat together and we encourage healthy foods like vegetables, grains and fruits. In a case where one child comes with chocolates or crisps etc, other children in a class will not eat their healthy lunches as everybody will want to have that chocolate. In this instance, we will not serve the unhealthy snack and it will stay in the child's lunchbag. Teachers will remind the carer on collection that we have a healthy eating policy.

Water Bottles

Please ensure that your child has a clearly labelled reusable water bottle and spare bottle of water with them everyday.

Lost & Found Policy

Labeling

We require all school bags, uniforms, lunchboxes, water bottles and messy clothes to be labelled clearly with your child's name with permanent marker, permanent stickers or stitching. Make sure the school bags are labelled on the outside and somewhere easily identifiable at a glance. This is so that we can comfortably identify each child's items in the unusual event that the class teacher is not available for drop off. It also ensures that items are not mistakenly mixed up as can happen from time to time in any busy school setting.

Lost and Found Procedure

We require teachers to check that all the correct items are sent home every day. However, we also ask parents and carers to check that the correct items are in the bag before leaving the School premises. In the unusual event that an item gets lost because it is not labelled for example, we will put whatever we find into a lost and found box that will be held at the administration office. We do not take responsibility for any lost items that cannot be found on the school premises that are not reported within 24hours. We do not take responsibility for any items lost that are not on the School Bag Contents List, for Example toys, ribbons, hair clips etc. (If management has decided that replacement of an item is needed, it will not necessarily be to the same value but to provide the same function.)

Payment Policy

Late Charges

The School reserves the right to impose a late payment interest of 1% per month on any school fee payments that are not received by the due date, as indicated on the invoice.

Modes of payment

- By Electronic/Internet Transfer

Account Name: Daffodils Nursery & Grammar

Account Number: GHS: 62000531518

Bank Name: First National Bank

Branch: Junction Mall

The child's name serves as the reference of payment. Please note that all remittance fees and charges must be borne by the payer.

- By Cheque

Cheques must be made payable to "Daffodils Nursery & Grammar". Please indicate the child's name at the back of the cheque.

- By Cash

Please ensure a receipt is issued for any cash payment for tuition fees/uniforms and any other payments.

Vacation Policy

No service will be provided on the following dates -

- New Years Day
- Constitution Day
- Independence Day
- Good Friday

- Easter Monday
- May Day
- Eid al-Fitr
- Africa Unity Day
- Eid al-Adha
- Founders Day
- Kwame Nkrumah Memorial Day
- Farmers Day
- Christmas Day

If a holiday falls on a Sunday, we would be closed the following Monday. For the latest information regarding all holidays etc, kindly refer to the Daffodils School annual Calendar. Further updates will be communicated with parents via Smartsapp in case of any change in the annual calendar.

School Summer Term

School Summer Policy

During the summer term we appreciate that it can be a challenge for our parents to find suitable childcare. On the other hand it is necessary for our staff and teachers to have adequate rest after a busy academic year. With this in mind, from year to year Management will endeavour to do our best to facilitate where possible some summer school programmes/ camps at our discretion. The dates may vary from year to year and the decided fees will not be included in the Daffodils School yearly fee package.

Booklists

School Summer Policy

From the age of 5+ we will require text and workbooks for children in order to consolidate their learning and ensure progression. This is an essential part of learning in School in order to best prepare them for the next class. The books we choose are of the highest standard and are interesting and fun for our students. Therefore when your child has reached year one, the school will send a book list to parents in August.

We work in conjunction with Mayan Book shop, which will help accommodate you when entering with said booklist. Prices depend on the year the child is in and the quantity of the books available.

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