

ROL INTERNATIONAL PRESCHOOL AND DAYCARE

POLICIES & PROCEDURES



2016



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What drives us?	What binds us?	What guides us?
<p style="text-align: center;"><i>Eagerness</i></p> <p>We have a strong desire to show our best as we believe that ROL is the right place to grow to our full potential. We are always looking for opportunities/innovations and we will not run away from problems as we recognize the challenge of overcoming them.</p>	<p style="text-align: center;"><i>Dedicated to Excellence</i></p> <p>We focus on the needs of our students and parents by offering our support manage expectations, doing what needs to be done and check satisfaction afterwards. We realize that we should always act as ambassadors of our brand and never forget that our parents students pay our salary and they deserve excellent service and care</p>	<p style="text-align: center;"><i>Integrity</i></p> <p>Integrity is our highest value. Parents and directors should always be able to check and ask for proof and should never be disappointed and never rely only on 'trust'.</p>
<p style="text-align: center;"><i>Ownership</i></p> <p>We feel responsible for our own tasks so we plan our work; do our own quality control and we will not rest before we fulfill our goals. We also take ownership for a clean and safe environment, and the general well-being of ROL, in all our working areas.</p>	<p style="text-align: center;"><i>Teamwork</i></p> <p>Our job is not finished as long as we can still support our colleagues. We share- and are eager to learn best practices as we are open for suggestions from colleagues. We give- and accept specific feedback in a constructive manner. We also feel part of the ROL family and we celebrate together our successes as a Team Dedicated to Offer Excellent Services and Care.</p>	<p style="text-align: center;"><i>Compliance</i></p> <p>We have full knowledge and understanding and always comply with internal and external regulations. We act in line with ROL code of conduct. If we are not able to comply, we escalate or complain internally. We act as professionals taking full responsibility for Our own actions. We act, speak and work professionally to avoid any mistakes derived from habitual incidents.</p>



1. ADMISSION POLICY

Date Effective: September 2016

Review Date: July 2017

Overseer : Principal Teacher

Applies to: School Admin, Parents/Guardians

Purpose: To make our pre-school accessible to all; inclusive of children and families from all sectors of our local and surrounding communities through open and fair procedures.

POLICY PROCEDURES

1. Parents will be expected to pay an application fee of TZS 100,000/=. Acceptance of the students will be based on space availability, existing siblings and date of application.
2. Upon payment the parent will be issued with the enrollment forms.
3. Once your child/children has/have been accepted, you will receive an email from the admission office detailing the enrollment procedures. The following payments will be required upon enrollment:
 - Non- refundable caution fee TZS 100,000/=
 - Non- refundable application fee TZS 100,000/=
 - School fees 3000\$ per annum, payable in three installments, that is 1000\$ per term.
 - Transport fees (optional). This will vary depending on the child's home location.

N/B: All payments must be made in the school bank account. No cash payments will be accepted.

4. The following documents must be attached to the filled enrollment form.
 - 2 passport size photos of the child
 - Receipt of school fees payments
5. A clearance/leaving certificate from the previous school, in case the child has attended another school.
6. School fees payment is due during the first five days of each term. A late charge of 20% will apply for any late payment.
7. There will be no refund for absence due to illness, holidays or vacation. Children who are sick should remain at home until they feel well enough to participate in normal school activities.
8. In case of withdrawal, four week written notice is required. Payment in full is due at the time the notice is being given.
9. ROL reserves the right to terminate the contract if:



- We are unable to meet the needs of the child/children
 - Excessive late pick up
 - Non- compliance with hours of care in the contract
10. For placement and assessment, the parent will be required to pay TZS 50,000/= (This applies to students who are joining from another school)
11. Opening times:
- Monday – Friday (8am – 12:30pm)
 - 40 weeks in a year

2. CONFIDENTIALITY POLICY

Date Effective: September 2016

Review Date: July 2017

Overseer : Principal Teacher

Applies to: All Staff, Parents/Guardians

Purpose: To ensure that all information given by parents/guardians regarding the child is held in utmost confidence and will not be shared without their prior permission.

POLICY PROCEDURES

1. Staff will not at anytime discuss individual children with people other than the child's parents except for the purpose of curriculum planning.
2. Parents will have access to the files that we hold on their children but they will not have access to any information about any other child in the school.
3. Information given by parents to the Principal or School Counselor will not be passed onto other staff without the parents' prior permission.
4. Personal records about the children, parents and staff will be securely kept in a lockable filing cabinet and will not be shared out, unless it is with the permission of the Principal or School Counselor.
5. Issues dealing with contract of employment and terms of service will remain confidential to the School Admin, the Principal and The directors.
6. Teaching Student on attachment will be reminded of our confidentiality policy when undertaking any observations of a child for their coursework and they will be expected to adhere to it.



7. Records of children presently attending our school will be retained on the premises. Such records will be available for children who left the school for a maximum of two years after the date of leaving school.
8. Teaching students, parents and volunteers will be asked to read and sign our Confidentiality Policy.
9. Management will treat any breach of confidentiality as misconduct, gross or otherwise depending on the severity of the offence and deal with the situation.

3. PICKING AND DROPPING OF CHILDREN POLICY

Date Effective: September 2016

Review Date: July 2017

Overseer : Principal Teacher

Applies to: Teachers on duty (TOD), Drivers and Parents/Guardians

Purpose: To ensure that children remain safe in the custody of teachers until the appropriate time for release to appropriate person(s) while maintaining efficiency and effectiveness of transport services.

POLICY PROCEDURES

1. Children should be ready for pick up 5 minutes ahead of the assigned time. Upon arrival, the driver will hoot and wait for the parent/guardian to bring the child to the van. In case a child delays for more than 5 minutes, the driver will proceed to pick the next child after which the parent will make arrangements to bring the child to school at his/her own cost.
2. The teacher on duty receives the child and ensures he/she wears the safety belt and is well seated.
3. The TOD will ensure that the children behave well and observe the ROL values, using proper language of communication throughout the journey to school and back home.
4. The drivers should have a roll call card with names and contacts of the children assigned to their vans.
5. The driver should ensure that the vehicle insurance cover is up to date and the necessary safety and fire fighting equipment are in good order at all times.
6. In case of an accident/injury, first aid should be administered without endangering the wellbeing of the child. The TOD should inform the Principal for further action. (this will be determined by the severity of the injury)
7. The driver is strictly not allowed to carry unauthorised passengers.
8. The driver is not authorised to pick and or drop the students in absence of the TOD.



9. For the students who do not use our school transport the Parent should give three names of persons authorised to pick the child. The authorised persons MUST provide the pick card to the TOD before the release of the child.
10. In case of delay in picking up a child, the parent will pay waiting charges at the rate of TZS 10,000 per hour. If the child is not picked by the end of the official working hours, the TOD will take the child home and the parents will foot the incurred cost.

4. HEALTH CARE POLICY

Date Effective: September 2016

Review Date: July 2017

Overseer : Principal Teacher

Applies to: Teachers on duty, All Teachers, Parents/Guardians

Purpose: To enable the children to thrive in a healthy and safe environment by constantly keeping the parents, staff and children informed of health and safety issues in order to minimize hazards and risks.

POLICY PROCEDURES

In Case of injury/sickness

1. Apply the necessary first aid and do not leave injured child unattended.
2. Reassure the child
3. Report the accident/incident to the Principal and record in the log book.
4. Depending on the severity of the injury, call the parents calmly and reassuringly and tell him/her the nature of the injury, inform them that first aid has been given, and to meet the child and teacher at the Hospital if need be.
5. Give teacher with injured child the emergency consent form to guide on the hospital of preference.
6. The child's teacher will accompany the child to the Hospital with these forms and will remain there until parents or persons designated in an emergency arrive.
7. The parent/Guardian will assume all financial responsibility for any treatment or injuries sustained by the child while he/she is under the Care of ROL Preschool and Day care.



Evacuation of the Building in Case of Emergency/ Fire

1. Sound the alarm.
2. Depending on the nature of the fire, assign someone to call the fire brigade or to put the fire using the fire extinguishers and hose pipe.
3. The teacher should carry with her class register and the blanket.
4. Assemble in the designated meeting place.
5. Take a quick roll call to ensure no child is left in the class rooms and the washrooms
6. Reassure the children and keep them calm.
7. Administer First Aid in case of injury.

Making a Report of Child Abuse or Neglect

If the teacher in charge has reasonable cause to believe that a child is suffering serious physical or emotional injury resulting from abuse inflicted upon him/her including sexual abuse, neglect including malnutrition or otherwise, she shall inform the Principal, who will follow up the issue with the Parent/guardian of the affected child.

Cleaning and disinfecting

The staff (teachers or cleaning staff) uses the following schedule in ensuring that equipment, items, and surfaces are washed with soap and water and disinfected:

Daily:	Toilets and toilet seats
	Sinks and sink faucets
	Water tables and water play equipment
	Play tables
	Smooth surfaced non-porous floors
	Mops used for cleaning
Weekly:	Resting beds, windows
Monthly:	Machine washable fabric toys
	Classroom toys and materials as needed



5. SWIMMING POLICY

Date Effective: September 2016

Review Date: July 2017

Overseer :	Principal Teacher
Applies to:	Teachers on duty, Swimming Instructor, All Teachers, and Parents/Guardians
Purpose:	To ensure that children receive utmost care as they receive teaching instruction and practice on swimming which is considered to be a sport and a life saving skill.

POLICY PROCEDURES

1. The swimming instructor must have appropriate lifeguarding, rescue and first aid skills.
2. The teachers will help the children to change prior and after the swimming lessons as per the timetable
3. The teacher will ensure that the children take a shower before and after the lesson.
4. The swimming instructor will guide the children in the water assisted by the accompanying teacher.
5. The swimming instructor shall enlighten the children on the safety rules and regulations around the pool.
6. The swimming instructor will not have any lessons in the absence of assigned teacher.
7. There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water. Adequate buoyancy aids and first aid equipment, including a blanket, should be at hand.
8. A sign board showing the rules and regulation should be displayed at the pool.
9. The deep and shallow end should also be well marked.
10. The pool should be kept locked at all times when not in use.
11. No child will be allowed to swim without the correct swimming suit.
12. The swimming instructor will give a monthly individual progress report.



6. FIELD TRIP POLICY

Date Effective: September 2016

Review Date: July 2017

Overseer :	Principal Teacher
Applies to:	All Teachers, School Admin and Parents/Guardians
Purpose:	ROL strives to expand children learning through active hands – on experience with the rich resource of the local community. They add realism to the topic of study.

POLICY PROCEDURES

1. Teachers to identify the rationale, objectives and plan of evaluation for the field trip, to include the following:
 - Pre visit preparations
 - The trip itself
 - Follow up
 - Evaluation
 - Select the site
2. Contact the education co-coordinator for the identified site and agree on date and time
3. The teacher should take note of the following,
 - Direction
 - Contact person
 - Phone number
 - Email address
4. Develop the schedule for a day
5. Arrange for special equipments and supplies such as camera, refreshments etc
6. Prepare name tags with contacts of the parents and the school
7. Make arrangements for transport
8. Send a letter to parents with the following details
 - Date/location
 - Transport
 - Education purpose for the trip
 - Cost



- Clothing
 - Lunch & snacks
 - Trip schedule
 - Whether a child will need prescribed medicine
9. Send out consent letters
 10. Collect trip fee from the parents
 11. Parents are to give early notification in case the child will not attend the trip, for the school to make alternative arrangements.
 12. Notify the chef of the children who will be away
 13. Create a list of all the students' names and phone numbers for use of emergency
 14. In case of a lost child, the staff will be prepared to do the following:
 - Conduct a brief search of the immediate area, then get help from the nearest employee/security officer
 - Check the designated meeting place
 - Give a description of the child and the clothing he/she was wearing
 - Show the photo of the child
 - Contact the police, parents and ROL directors
 - Ensure the other children are safe and make a decision to remain onsite or return to the school.