
The Ark Learning Centre

Rules and Regulations

These are to be followed by every individual who enters the facility.

Facility:

- Children must be protected from physical, social and emotional harm or threat of harm from themselves or others. All reasonable precautions must be taken to protect children and practitioners from the risk of fire, accidents and or other hazards.
- The inside and outside play areas must be clean and safe for young children. Each child must have enough space to move about freely
- Equipment must be clean and safe for young children. There should be enough equipment and resources that are developmentally appropriate for the number of children in the centre.
- Children must be cared for in a responsible way when ill.
- No learner is to be left unattended under any circumstances.
- No unauthorized persons may enter the building.
- Should there be no cleaner in, basic cleaning duties are to be split amongst those present.

Health and Safety:

- Food must be provided for children at least once a day, either by parents or the centre.
- Policies and procedures regarding reportable incidents or actions must be provided to families. Families must be given information and knowledge about child protection.
- No staff member may kiss a learner on the lips.
- There may be no sharing of hair brushes, combs, hair ties, clips, etc.
- Always wash your hands after every nappy change or bathroom assistance.
- Every incident is to be reported via the "Incident Report" group. Picture of the injury (if any) and then another picture once it has been attended to.
- It is the practitioners duty to ensure she is aware of any allergies a learner may have in her class.

Administrative processes:

- Administrative systems and procedures must be in place to ensure the efficient management of the facility and its activities.
- The privacy of families and children must be respected and protected.

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- Policies and procedures regarding reportable incidents or actions must be provided to families. Families must be given information and knowledge about child protection.
 - No medication may be administered without a medication form being completed, unless pre-approved by Liezel or Colleen.
 - No new learner may enter without a submitted application form.
 - Should a learner's account be unpaid and no arrangement was made, no entry will be allowed.
 - When reporting incidents, a picture should accompany an explanation as well as names of every child involved.
 - After a period of leave, the staff member is to return 1 day before an official day to prepare for the new cycle.

Active learning:

- Children must be provided with appropriate developmental opportunities and effective programmes to help them to develop their full potential.
- Children must be cared for in a constructive manner, which gives them support security and ensures development of positive social behaviour.
- The culture, spirit, dignity, individuality, language and development of each child must be respected.
- All lessons are to be written out on the lesson plans provided, this will be reviewed by Colleen at least once per term.

Practitioners:

- All practitioners must be trained and must receive ongoing training in early childhood development and the management of programmes and facilities for young children.
- No new staff members are to change nappies or escort learners to the bathroom until an affidavit is signed.
- All practitioners are to address all learners in a polite manner. Without malicious intent, derogatory tone or vulgar language.
- All practitioners are to refrain from physically harming learners, this includes flicking, pinching, pulling, squeezing and pushing.
- All practitioners should refrain from actively using their cell phones when there are learners present, except when they are checking notices sent in groups.
- Show compassion and understanding towards all children.
- The correct work attire is to be adhered to at all times, unless approval has been given.

Working with families:

- Primary caregivers such as parents (and other caregivers that fall within this definition) are the most critical providers of stimulation, care and support for their young children and should be enabled to provide their children with the best possible care and support as a first point of departure.

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- Early childhood development services are part of the community and must make sure that there is a good relationship between them and families.
 - Families and children must be free to express dissatisfaction with the service provided and their concerns and complaints must be addressed seriously.
 - Teachers are to have very little to no engagement with parents, unless pre-approved by Liezel or Colleen. Teachers are to refer parents to the WhatsApp numbers made available.
 - No gifts may be accepted without informing Liezel or Colleen.
 - Parents and practitioners may not have any communication via any form of social media.

Naptime:

- It is strictly one child per blanket.
- Learners sleep head-to-toe during naptime.
- Blankets are to be sent home weekly to be washed and then returned the following week.
- The practitioner/s present is to ensure all learners are laying down and not causing a disruption.
- When naptime has ended, wake up learners in a gentle manner.
- Should a learner cause a disruption, he/she can be put on the opposite end of the room.

Discipline:

- Under no circumstance may any staff member physically discipline a learner.
- A learner who is out of hand, causing a disruption, disrespectful, or is misbehaving is to be put in time-out. This is not to exceed 5 mins per offense.
- Should a learner be out of control, he/she is to be sent to Liezel or Colleen and further action will be taken.
- Under no circumstance should a staff member speak to any learners or colleagues in a vulgar manner.
- Should there be conflict between staff members, this is to be addressed as follows:
 - ◆ Address your colleague after you have calmed down, should this not be resolved, it is to be escalated to Colleen.
 - ◆ Colleen and the said staff members will meet to resolve the matter. Should this still not be resolved it will be escalated to Liezel.

Collection:

- No learner is to be released to anyone other than those authorised to collect said learner. Should someone new collect a learner, a picture is to be sent before allowing the learner to leave.

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- No learner is to be released to persons under the age of 18 years old, unless this is approved by Colleen.
 - Should the person collecting a learner be visibly intoxicated, the learner is to be kept at the centre. Liezel or Colleen is to be informed immediately and action is to be taken.

Work Attire:

- **Interns, students, assistants and practitioners during their probation period:** During the time spent at The Centre, he/she is to adhere to the dress code.
 - ◆ A plain black top and pants is to be worn daily with a bib which will be issued.
 - ◆ Chests, stomachs, and bums are to be covered at all times.
 - ◆ It is the interns, students, assistants, and new practitioners duty to keep their clothing and bibs clean and tidy.
 - ◆ Should there be a flaw in the uniform (broken pocket, hole, rip, etc) it is the interns, students, assistants, and new practitioners duty to repair it.
 - ◆ Under no circumstances may another company's branded clothing be worn at The Centre.
- **Practitioners:** After the practitioner has successfully completed the probation period, she will receive a set of uniforms.
 - ◆ This will include: 3 red suits, 2 black suits, 2 green jackets, 2 beanies, 1 black beanie.
 - ◆ The red suits are to be worn Monday - Wednesday.
 - ◆ The black suits are to be worn Thursday - Friday. These suits are to be worn when The Ark attends an outing and when staff attend training.
 - ◆ Practitioners are to adhere to the dress code at all times.
 - ◆ Practitioners may only wear the beanies issued, alternatively, she may wear a plain black scarf or head covering.
 - ◆ It is the practitioners duty to keep her uniform clean and tidy.
 - ◆ Should there be a flaw in the uniform (broken pocket, hole, rip, etc) it is the practitioners duty to repair it.
 - ◆ Under no circumstances may another company's branded clothing be worn at The Centre.