



We can! We must ! we will

IIPS PARENT HAND BOOK

COVID-19 Edition

Admissions policy

- If admission to the school is offered it shall be deemed secured and accepted only upon payment of the registration fee. Please note that these fees, once paid are non- refundable under any circumstances.
- All fees will be paid to the school administration office or by cheque/draft or direct deposit to the school's bank account. The school is not responsible for any charges related to dishonored cheques.
- There will be an administration charge of 100,000 Uganda shillings for all **dishonored cheques.**
- All registration documentation shall be provided in full to the school prior to the child attending the school.
- The parent will be communicated to on when the child would start school especially if it is during an ongoing term.
- Withdrawal of the child from the school is subject to an advance written notice to the school of at least one term (3 months) via email or hand delivered letter. Failure to do so will incur a penalty fee for the full notice period.
- Your child will not be allowed to attend class if any fees remain unpaid.
- Inyana International Preschool uniform is mandatory for classes **K1, K2 and Reception.**
- Regular attendance is beneficial to the child and hence encouraged and monitored. Parents are requested to appreciate the importance of regular attendance.

I hereby agree to all the above conditions;

Parent signature;

Name of parent:

Name of child:

Date:

Registration form

Admission details

Seeking/booking admission	Name to be used at school:
Surname /family name First name:	Child's Passport photo

Sex: Female Male	Date of birth:	Age:	Religion:
Nationality:	First language spoken:	Other languages:	
Address (residential)			
Correspondence email:			

Family information:

subject	Mother's name:	Father's name:
Nationality		
Place of work		
Mobile telephone:		
Work telephone:		

Emergency contact details:

	Contact details 1	Contact details 2
Name:		
Telephone:		
Address:		
Relationship to child		

Transportation: Yes

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Days in a week..... Schedule of days for attendance

I consent to my child's photograph being used in any school brochures, year book, display boards, advertising or online publications.

Yes..... No.....

Declaration

I understand that:

- ❖ Fees once paid are nonrefundable, nontransferable and cannot be offset against any other payments.
- ❖ No refund, set off or reductions will be granted in case of absence, illness or vacations.
- ❖ Fees must be paid in full prior to commencing attendance at the school.
- ❖ The terms and conditions laid out in the registration documents are binding.
- ❖ All requested documents form part of the child's admission record and belong to the school. If requested documents are not provided by the date specified, the provisional admission will be cancelled or withdrawn.
- ❖ The management reserves the right to implement changes to the fees and curriculum from time to time at its sole and absolute discretion.
- ❖ Whereas it is our duty to ensure that food supplied to the school by parents/guardians is still in edible condition at mealtimes and that the quality of the food and beverages sent with the child are in suitable packaging, The school shall no way be held responsible for the consequences, if any, on the child as a result of consuming the same.
- ❖ The school, or any of its supervisors, teachers, assistants, officials, voluntary helpers or owners, shall have no responsibility whatsoever in respect of my child prior to the actual physical handling over the child to the custody of the teachers or officials inside the school premises, or after the child has been collected from the school premises by a person authorized by me to do so after the official school timings will be subject to penalty /fine which is payable immediately.
- ❖ The school will adhere to any and all legal decrees pertaining to child custody matters and proof of such must be provided as required by law and as requested by the school.
- ❖ I shall inform the school forthwith of any contagious illness or disease that the child is infected with or has come into close contact with and that the school has the right to refuse admission to my child on a temporary basis until advised that this is not necessary by medical professionals.
- ❖ In the event of an accident ,injury or emergency ,the director or any person in charge of the school shall have full authority to take the requisite decision to ensure appropriate emergency medical treatment of my child by the school nurse or if necessary at any hospital/clinic. If I cannot be reached on the emergency numbers provided to the school by me.
- ❖ In the event of an accident, injury, incident or emergency the Director or any other nominated staff member in charge at the time shall have full authority to act and take reasonable requisite decisions to ensure appropriate medical treatment is given to my child initially in school and if deemed necessary at any hospital or clinic.

- ❖ In the event of an accident ,injury or emergency ,the director ,principal, nurse or any person in charge of the school ,shall have full authority to take the requisite decision to ensure appropriate emergency medical treatment of my child by the school nurse or if necessary at any hospital/clinic.
- ❖ If I cannot be reached on the emergency numbers provided to the school by me, in the event of an accident, injury, incident or emergency the Director, principal, or any other nominated staff member in charge at the time shall have full authority to act and take reasonable requisite decisions to ensure appropriate medical treatment is given to my child initially in school and if deemed necessary at any hospital or clinic.
- ❖ I agree to fully absolve the school, and /or its Director's, administration member, supervisor, teaching staff, and /or its voluntary helpers of any wrong doing and to keep them fully and effectively indemnified against all actions ,claims, liabilities, damages,expenses, costs,charges,fees (including medical fees, judicial and attorney's fees) suffered as a consequence of any incident, injury or condition or virus/disease contracted by my child whilst on field trips organized by the school, or during travel on means of transport provided by the school or the school premises provided that the school strictly adheres and follows the standard guidelines, policies and practices outlined in the school policy manual, which has been read and understood by me.
- ❖ I agree to indemnify the school for any loss or damage caused by me or my child to the school property.

I have fully read and understood the contents of this declaration and undertake to abide by the same. I further declare that the information provided above is true and correct.

Parent NameParent sign

For official use only

Date of submission

Medical record

Name of child:

Family Doctor Information

Doctor's name:	Telephone	Address
Health insurance company	Policy number	Emergency number
Dietary preferences(vegetarian/Vegan):		

Medical consent

The Inyana International Preschool is committed to providing a safe and healthy environment for your child while in school.

Please note that children who become sick cannot remain in school. You will be contacted and asked to collect your child as soon as possible.

First aid will be given to your child in school in the event of an accident. The child will be assessed by the school nurse and you will be contacted immediately if the event is serious. If we cannot contact you, the necessary medical assistance will be sought to ensure the wellbeing of your child.

Ideally, unessential medicines should not be brought in to school. If your child does require regular medication during the day, you must complete and sign an authorization form before it can be given by the school nurse.

Any medicines must be handed directly to the nurse or school Director only and must not be put in the child's bag.

Medical Consent Agreement

I allow my child.....to be given the appropriate dose of Paracetamol advised by the school nurse, if it is thought necessary for pain or fever.

Sign:

Print name:



FEES STRUCTURE PER TERM

DAY CARE SECTION

9 months to 2 years

Schedule	Cost (Uganda shillings)
FULL DAY	1,000,000

Preschool

2 to 6 years

class	cost(Uganda shillings)
Pre-k (full day)	1,500,000
K1	1,700,000
K2	1,950,000
RECEPTION	2,100,000

School Development fee of \$ 20 per term

Additional	
Registration fees	200,000
School uniform (preK plus)	50,000
Sports kit(Pre-K plus)	50,000

Time schedules

School is open

- Monday – Friday: 8:00am to 3:00pm

Our school is in a “home like” setting, the best alternative there is for parents.

It provides a secure environment for children during the most important time of their development.

This section of the school takes ages of 9months to 6 years, to play, socialize, and learn from.

Our goal in providing quality child care for your child is to provide...

- A safe environment
- A nurturing environment
- A learning environment... learning is not necessarily the ABC's and 123's, but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.
- A proper approach to discipline... Since children occasionally need discipline, it is important that we share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future.
- We express disapproval (without attaching character), state expectations and show your child how to make amends. we give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.
- And to foster unconditional love... this kind of love is very important to us because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

CLASSES

IIPS accepts children 9 months old as of September 1. We maintain 2 sections that is the daycare (9months to 3 years) and preschoolers (3 years and above)

Play group: (9 to 24 months)

Pre-K (2 to 3 years): 15 children per class

K1 (threes): 12 -15 children maximum

K2 (fours): 12- 15 children maximum

Reception class (fives): 12-15 children maximum

Periodically we will rearrange children in classrooms based on the needs of a child. Parents will be notified if we discover your child would be a better fit in a different class.

1. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child (ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Inyana International Preschool and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

2. Registration information

The registration fee of **200,000ugx** per child is payable at the time of registration. All registration fees are non-refundable.

We will not automatically hold a spot for your child if registration fees are not paid by the end of the month you should register. Our school year runs September -July each year.

If spots are available, students may begin at any time, prorated for the day they begin. Otherwise, students will begin at the start of our school year in September, which officially starts on a stated day in September.

3. Communication

Communication is key to a successful child care arrangement. The parent and the school need to have a good working relationship so they can communicate and work together. Parent and the school need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this

information can be important in understanding the child's feelings, behavior, and wellbeing.

we invite you to share with us in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel we as a team are neglecting and we will do our best to improve in that area.

4. Typical Activities

Group Play: Singing, dancing, play acting, games, reading, listening to cds (story and music), circle time

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, Duplo/Legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards

Dramatic play: Dress up, role playing, puppetry, etc.

Outdoor play: (weather Permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)

Typical Daily Routines for nursery section

- Arrival and Greeting
- Bathroom and/or diaper change and hand washing
- Infants usually nap in the morning as well as the afternoon
- Circle time (including calendar, songs, finger plays, story time etc.)
- Arts and crafts or other learning activity
- Bathroom and/or diaper change and hand washing
- Outdoor play (weather permitting) or other large muscle activity
- Hand washing
- Lunch and clean up
- Nap time

- Bathroom and/or diaper change and hand washing
- Snack and clean up
- Free play
- Calm down time and TV/VCR - Children's programs (approximately a half an hour before pick up time)
- Parents arrive to pick up children

Note:

Bathroom and /or diaper change times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.

5. Daily activities for preschoolers

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play

Your child will have the opportunity for the following types of activities every day:

- Large and Small Group Activities
- Self-directed Play
- Learning Center Activities
- Music and Singing Activities
- Story Time (minimum of 30 minutes of reading for every class)
- Individual Activities
- Outdoor Activities

Please make sure to check cubbies daily especially for all children below 3 years to read through the child's diaries.

Each child needs to bring (clearly labeled):

- Extra set(s) of clothes in marked zip lock bag
- Diapers and wipes if needed (please label all diapers and wipes)
- Any feed they may need in the day

6. Paid holiday closings:

IIPS is open throughout the year, January to December. We abide by any officially declared holidays or closures, including early release. We May also close for a week during the term for half term. Parents will be notified in advance of these closures.

No reimbursements will be made for any public holidays falling within the term.

7. Disciplinary Policy

Our school seeks to promote positive behavior in children and help them learn self-control, which is the ultimate goal of discipline.

We want to teach and lead our children to make better choices.

All discipline actions will be positive in nature. The method of discipline will vary with the age and action of the child.

Individual teachers are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

- Separate the child from the behavior
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues
- Look for a deeper problem

Distractions are the first step in any age group. Second, teachers will explain to the child why the behavior is inappropriate and suggesting if the behavior happens again, he/she will have to sit quietly alone and regroup or calm down.

The third step for children over the age of three is a brief time-out, one minute per age of the child. Usually, for children of any age, a quiet minute by themselves removed from the situation is all it takes for the child to get it together.

If the unacceptable behavior continues, parents may receive a note about the child's behavior in order to work together on a plan with the teachers and/or the director.

A child may be sent to the Director's office for a chat or brief break from friends.

At no time will any form of corporal punishment be threatened, encouraged, or used.

A parent/teacher/director conference may be called so all involved are using the same methods of encouragement or discipline. Consistency between all groups usually makes a world of difference.

If the child's behavior becomes threatening to the other children, to the staff, or when previous strategies have failed to produce the desired results, IIPS may recommend the parents seek the help of behavioral therapist or mental health professional

If parents refuse to seek additional outside help or work with the staff to develop a behavior plan, the last option is for the director to remove the child from school.

Prohibited behaviors by anyone (staff, parents, or caregivers):

- Any corporal punishment, including handling a child roughly, spanking, shaking, pushing, shoving, pinching, slapping, biting, or kicking.
- Any form of emotional punishment, including rejection, terrorizing, ignoring, isolating, or corrupting a child.
- Any form of humiliation or threats of physical punishment.
- Any form of isolation, including locked rooms, closets, or separated from staff.
- Any other discipline that is not age appropriate or is excessive in time or duration.
- Any withdrawal of food, rest, playing outside, or toileting.

Other prohibited actions:

- No child will be disciplined for lapses in toilet training.
 - No child will be disciplined for not sleeping during rest time.
 - No child will discipline any other children.
 - No child will be physically restrained for any reason other than the time to secure the situation or ensure their own safety or the safety of other children.
- IIPS will conduct yearly staff development review on our discipline policy. New staff is required to go through an orientation that includes procedural instructions on how to implement the outlined disciplinary policy.

8. Child's health

All children will be expected to have a pre-school medical check at the beginning of the term, from a specified hospital by the school. This form should be dropped in the school administrator's office before the child can start school.

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

Always inform your doctor at every sick visit that your child is in school so that he/she can approve in writing your child's return to school.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

Injuries:

We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. Our staff have been trained in first aid and CPR. If the injury is minor (requiring only a Band-Aid or ice) we will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call for an ambulance before we call you. If we cannot reach you, we will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date).

9. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted into the school. It is a danger to other children and staff members at our school. If you have any doubts about your child's health, please call us at 256782811999 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to school without a doctor's note. The doctor's note must be written on their letterhead and read that the child can

return to school because what they have is no longer contagious.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the school, we will inform the COVID emergency team and our parents.

10. Child's Medication:

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the medication log form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

11. Days/Hours of Operation:

Day care is available Monday through Friday with the exception of public holidays as referred to in this handbook.

Times/Hours

A	B	C	D (only for daycare)
Half day	Full day	Full day extra	Half day-afternoon(play group only)

8:00am to 12:30pm	8:00am to 3:00pm	8:00am to 5:00pm	1:00pm to 5:00pm
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Please understand that the contracted drop-off time is important because we plan our day around the collective time frame of each child as well as each other phase of our daily routine - **please** call the school if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave - snack time, calm down time, clean up (personal as well as day care room), shoes on etc.

When asked to sign in and out of your child please sign in with your first and last names, no initials please.

If the child is to be picked up by someone not on the approved list, the parent must provide a written note, text, or email providing permission to the child's teacher or the school director.

It is important that you pick up your child on time. Please plan to pick up your child by 3:00 pm (for children on full day program) and 12:30 pm (for those on half day). If you know you are going to be late, please call the preschool.

Parents will be allowed three late pickups and not beyond 4pm. After your three courtesy late pickups, a 10,000UGX late fee will be charged to your account per occurrence, per child, should this become a routine, you will be asked to review the child's school attendance schedule.

12. Arrival and Departure Procedures

Our school is operational from 7:15am - 3:00pm, Monday through Friday. Later options (until 5pm) may be available upon request. While operating in this phase, drop-off times will be staggered. You will be given a time between 7:30- 8:50am to drop off and between 3-4pm to pick up. All children must be dropped off by 8:50am. Please only come these designated drop-off or pick-up times to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Please drive to the school gate if possible. All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will come directly to your car

wearing proper PPE. This check-in staff will look in through your child's window for a visual assessment. Your child will get their temperature taken through the open window. If it is below 37. 2°c, the runner will unbuckle and take your child to his/her classroom.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Drivers and passengers should wear a face covering/mask until child is secured in the car seat.

Note:

Our school is along the crescent and it is a loop road so parents will be expected to follow the loop to exit as opposed to turning in the same area.

No vehicles will be accepted into the school premise. In the event that the parent needs to escort the child to their class, please make sure you have parked correctly not to hinder other drivers' safe movement.

13. Visitors

Visitors will not be permitted at this time. Only those on appointments will be let in.

14. School uniform

The wearing of uniform is compulsory and we advise all parents to provide a change of clothing for emergency situations e.g. toileting accidents for our younger students or paint/water splashes when playing.

All items of clothing, bags etc should be clearly labelled with the name of your child.

The following is a list of our uniform requirements:

- A red t-shirt (sold by the school) worn Monday, Tuesday, and Thursday
- Sports kit (colour differs per class) worn on Wednesday and Friday

Students need to wear the correct uniform to school on a daily basis and to school events unless otherwise specified.

Parents and guardians are asked to support the school in this matter. If there is a genuine reason for a child to be out of uniform on any particular day, a signed note must be presented to the class teacher, stating the student's name, the date and reason for not wearing correct uniform.

A Uniform Pass will be issued for that day. Please note if you are experiencing

difficulty in providing the correct school uniform for your child, please contact the school administration office to discuss this further.

Students who are continually out of uniform and do not have a note will be sent back home.

15. Homework Policy

Homework is anything children do outside the normal school day that contributes to their learning, in response to guidance from the school.

Homework encompasses a whole variety of activities instigated by teachers and parents/guardians to support the children's learning. Should you feel that your child should not be given home work from the school, please notify the school director in writing at the earliest time possible.

16. Resting time

Rest is important for preschoolers. All of our children rest on nap mats after lunch until 2:30pm. Children are encouraged to lay on their mats, but they are not required to sleep.

For children 4 years plus may not necessarily be made to rest, since they have un finished work at times. So we only make those who are really exhausted to rest, for this reason it is very important that you pick the child in time to go home and rest.

17. Attendance

We believe regular attendance is a contributor to a child's welfare and learning. Regular attendance will give the child a sense of belonging and aid the positive relationships with the adults caring for them; it will allow practitioners to plan challenging yet achievable, enjoyable experiences based on the individual needs, interests and development of the child. Attendance will be monitored and non-attendance may result in a child's place being withdrawn.

18. Absences

There will be no reduction in tuition fees due to family vacations, sicknesses, absences, or inclement weather.

19. Accidents

Our teachers and staff work diligently to prevent accidents in the class.

However, despite our best efforts, accidents do happen.

All IIPS staff are Red Cross Certified in CPR, and First Aid.

There will always be someone at IIPS who has proper training.

We administer first aid, including antiseptics and wound cleaning unless otherwise advised by the parents.

We notify parents by phone for serious emergencies. We notify parents by written accident reports on the day of the incident. If a friend was involved in the injury, the parent of the offending child will also be notified with an incident report.

20. Allergies

Parents must provide copies of all necessary information associated with a child's allergy. This includes doctor's excuse, explanation of care and treatment, medicines used, and continuity of care. Parents must inform the school of any changes that may occur immediately after notification of the changes.

- Children with asthma should have an asthma action plan completed by their pediatrician and kept on file at the school.
- Parents of students with food allergies need to provide a physician plan in writing for the student's specific needs.
- Students requiring the use of an Inhaler must have current information and the prescription medication in the director's office.
- Parents of students with food allergies are required to provide the substitutions needed for their diet.
- We will not withhold any food or milk from a child without a written physician plan or doctor's note.

21. Care o school property

Parents will be responsible for any property witnessed to be maliciously damaged by their child.

As a school we also encourage children to read and by this we shall send children home with school books for their practice, should they return the book in bad condition a parent will be asked to buy or pay for the mismanaged item.

22. School Bags:

We ask you to buy backpacks that are manageable by the children as we want to help them develop their independence.

23. Birthday policy

We love any reason to celebrate! Birthdays are a very special day for your child. Please notify the teacher at least one week in advance of any party plans.

However, formal parties at school will only be done on Fridays from 2:00pm to 3:00pm.

Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons.

Note:

All birthday treats must be nut-free.

24. Emergency procedures

In case of fire, child injury, or lockdown, the IIPS staff team has been trained and prepared to handle the situation according to the policies sent forth in our procedures manual. Fire drills are carried out monthly so that children are familiar with sounds, locations, and directions in case of emergency.

All evacuation routes are posted in classrooms.

In the event of a medical emergency involving a child, the staff of IIPS will make decisions using their best judgment.

Immediate first aid will be administered by the school nurse. If the child can be transported to the hospital by parent, the parent will be notified first. If the emergency is serious and requires additional services, IIPS staff will call for an ambulance from international medical Center (IMC) where the school has insurance. IIPS does not provide insurance coverage for injuries. Fees for medical care are the responsibility of the parents.

Please make sure your list of emergency contacts is current throughout the year in the administration office.

25. Field trips and Transportation

Field trips are an important way to spark a child's imagination by immersing in an experience. We may go to the health centers, tennis courts, art museum, or just a wagon ride around our school community.

If we have special or paid events, parents will be notified. We may request parent volunteers for special activities. IIPS does not provide any transportation for children.

We will require parents to pay transport fees for their own children to any communicated destination.

Note

There will be no field trips or special events/gatherings at this time due to the current pandemic.

26. Nutrition and meals

We offer a variety of healthy foods catered by our in house kitchen for your child. All meals are served family style within the different age groups. Our food and nutrition program is paid through each child's tuition.

A hot lunch is served at 12:00 pm.

Afternoon snack is served at 2:30 pm, with an additional snack at 5:15 if needed for children of full day extra.

Formula is provided by the parent/guardian, all other foods and beverages are provided by the school.

27. Toys

Please do not bring any toys to IIPS, as we cannot guarantee they will not be broken or misplaced. Please only bring items when asked by the teacher as part of show and tell or other requested special times.

28. Potty Training:

Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Huggie's Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2

continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step.

Please talk to your child's teacher when beginning toilet training. It is imperative that teachers and families all agree to the same toilet training plan.

Our general frame work for toilet training:

- Discuss with your child's teacher their readiness signs.
- Plan to spend a minimum of two solid days at home (great for a long weekend or break) and devote yourself wholly to potty training.
- Please purchase pull-ups that have tabs on the side that make it easier for our teachers to change your child.
- Please remember to dress your child in clothing that they can operate and handle easily themselves (for the 3 to 4 years).

29. WEAPONS, SMOKING, and OTHER POLICIES

No weapons of any kind are allowed on school compound. This is also a smoke free campus. Smoking is not allowed in our parking lots, buildings, or drop off circle. Children are growing!

We request parents abide by all other school policies while at the school.

30. Release of Children:

It is important that we protect your child by ensuring that your child does not leave school premises with a person you have not authorized on your "Child Information Card" to pick up your child. Also please call the school when someone else that you have authorized on your "Child Information Card" will be picking up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need the person's name and a description of what he or she looks like. The person picking up your child will have to show the school Director a picture ID before we release your child from the school.

We have to assume that both parents have the right to pick up your child, unless you give the school a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, we cannot refuse a parent. If we have a court order and a non-custodial parent tries to pick up the child, we will

immediately call the custodial parent. If the non-custodial parent leaves with the child, the school director will immediately call the police and report the situation. We will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the "Child Information Card" to request their assistance. If the situation occurs a second time, it will be grounds for terminating the school contract with you.

31. Supplies:

Parent/guardian will provide diapers, diaper wipes (if you wish to use a certain brand), powder, any ointment and baby bottles. To eliminate the daily bundle of items to carry you may bring to the school a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed - replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

The school will supply sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

32. Food

1. Morning snack: this will be packed by the parents
2. Lunch: a hot lunch will be served to the children every day.
3. Afternoon Snack: is included in your monthly tuition amount. Snack is provided at 2:30pm daily.
4. Food Allergy: **We are a peanut-free facility**, so please do not provide snacks that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This

should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

33. Fee Payment Guidelines:

Payment obligation is based on the hours agreed to use the day care section, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or we are closed on national public holidays you are responsible to make payment as agreed.

Late payments - the school will expect full fees before the child reports for school. An agreed amount of **100,000ugx** (one hundred thousand shillings only) late payment fee (per child) applies for any payment not received within the first week of school attendance. Your child will not be permitted to return to school until both the payment and the late fee are paid in full.

A personal cheque or cash will be accepted for payment, however if a cheque is returned for any reason and we incur any bank charges from the return of your cheque, those charges will be paid by the parent. Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.

34. Termination:

Parent/Guardian will give two weeks written notice, to terminate your child's enrollment in school regardless as to whether your child is present (with the exception of the trial period). If two weeks' notice is not given, you are still financially obligated for the two weeks of day care fees and late payments.

35. Trial Period:

There is a trial period of 4 weeks from the date school begins. If the school arrangements are not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice - any moneys already paid are non-refundable.

36. Graduation/end of year celebrations

IIPS has a graduation program for our Reception class during June/July. All students will participate in this program.

A Few Final Thoughts:

As a parent in the daycare section, please...

- Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with us;
- Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;
- Call us! Your concerns and feedback are important to us.

INYANA INTERNATIONAL PRESCHOOL

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020- 2021 school year, which contains the policies and procedures for Inyana International Preschool while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Ann Musanabera
School Director
Inyana International Preschool

I, _____ (print your name), the parent/guardian of
_____ (print child's name), hereby acknowledge
receipt of Inyana International Preschool's Parent Handbook COVID-19 edition. I have read and agree
to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____