



# Trefor Academy

## Dear Parents

Welcome to Trefor Academy, We are Committed to providing the highest standard of care and education. Please take note of the following:

### Covid operating procedures:

- **Parents must drop off children at reception entrance** (Parents will not be allowed in the building)
- **Each child will be screened for the following symptoms three times per day**
  - Temperature
  - Headache
  - cough
  - loss of taste
  - Sore Throat
  - Rashes
  - Diarrhea
  - Loss of smell
  - Body Aches
  - Stuffy nose
  - Runny nose
  - sneezing
  - vomiting
  - chills
- **Your child will not be accepted if they have any of these symptoms**
- **During the day if your child starts to show any of these symptoms the parent will be contacted to pick up the child immediately**
- **If your child is sick with anything e.g (cold, flu,etc) we ask that you please keep your child at home.**

### Please make sure that your Child has the following everyday:

- **Change of clothing**
- **Spare Panties or underpants** *(For those little accidents that may occur. Please make sure there is a packet in their bags for the mistakes as we will rinse it and need to place somewhere as it will be wet.)*
- **Big long sleeve t-shirt** *(For craft activities to keep the child's clothes as safe and clean as possible. Please make sure they are marked with child's name and these will stay on premises and be washed every time they used.)*
- **Sun hat** *(Must be mark with child's name.)*
- **Sun block** *(Must be marked as this will stay on at school. When its finished, we will tell you in the communication book as well as place the empty in the bag to be replaced)*
- **Face cloth with child's name** *(These will stay at school and washed on a daily basis)*

## **A box of tissues must be supplied once a month**

### **Banking Details:**

**Account Name:** Trefor Academy  
**Account Number:** 62911852160  
**Bank:** First National Bank  
**Branch:** Clearwater Mall  
**Code:** 250655

- If payments are made by Bank Deposit, Debit Order or Internet Payment, five (5) business days must be allowed for payment to be reflected on the School's Bank Statement.
- If you are unable to make the payment the school must be notified in writing within 10 working days before then payment is due, to make alternative arrangements for payment.
- If payments are not received by the 5<sup>th</sup> of the month the higher fee will apply as per the contract.
- If payments are not received by the 8<sup>th</sup> of the month your child will not be accepted into care.