

INFORMATION:

GENERAL:

Since 1960 we have been providing quality preschool education and care. Our school is based on Christian principles and therefore a Christian ethos. Toddlers and preschoolers are admitted from the age of 3 months to 6 years (Gr. R).

The language medium in which our classes are offered is Afrikaans.

SCHOOL HOURS:

The school is open from 07:00 to 17:30 Mondays to Fridays. The school is closed on weekends and public holidays. Arrival time is from 07:00-08:00. Educational program starts at 08:00. The school is open during school holidays.

We close for 10 – 12 working days during December/January.

SCHOOL FEES:

School fees are payable promptly in advance before the 7th of each month.

DEBIT ORDER, ELECTRONIC PAYMENT, CARD FACILITY - NO CASH.

BANK DETAILS: SAVF Cecilia van Wyk Kleuterskool

ABSA 1070810030

BRANCH CODE 632005

REFERENCE: Child's Name and Surname

PICKING UP AND DROPPING OFF CHILDREN:

Between 07:00 and 08:00 a staff member is on duty at the school entrance gate. Under no circumstances may children be dropped off at the school gate, they must be handed over personally to a staff member.

WHAT SHOULD YOUR CHILD BRING TO SCHOOL:

Each child must bring their own bag to school. The child must be provided with a lunch box with a snack (e.g. a sandwich and/or fruit and/or yoghurt for 10:00 and 15:00). Your child must bring a water bottle to school daily. No sweets in the lunch box. On Fridays you may pack a treat for your little one. Children climb and play all day - therefore please dress your child in comfortable clothes. A set of clean clothes must be packed in the bag. Preschool shirts are available in the office for a cost of R 130.00. All clothes, shoes and any other items belonging to the child must be marked. A mattress and blanket are provided by the school for resting time.

MEALS:

Tasty, balanced meals are provided every day (breakfast, lunch and refreshments). There will be a daily menu on the notice board. You pack a lunchbox with healthy snacks, as well as a water bottle for the day. Any food allergies must be brought to our attention.

ADAPTION:

The adaption of your child to a new school and teacher can be difficult and may take some time. With our experienced staff, your child should adjust and feel at home within a few days.

COMMUNICATION:

Each class uses a WhatsApp group to share quick information, circulars and photos. You are welcome to contact the class teacher on her cellphone. Please note that staff cannot be on cellphones during supervision time. The teacher will contact you at a later time. Please contact the office for any urgent messages. Regular communication with the class teacher is encouraged. However, it would be appreciated if appointments are arranged in advance so that discussions can take place undisturbed. From time to time, the school shares photos of events on social media such as FACEBOOK - please give permission on the application form so that we can share photos of your child.

DISCIPLINE:

Discipline is applied in a positive and non-destructive manner. Each teacher uses a reward system. Positive behavior is rewarded.

MEDICATION:

If your child uses medication, it must be handed over to the person on duty at the entrance gate in the morning - for administration during the day. No medication in schoolbags please. You complete the medicine book yourself as follows: name of the child, dosage and administration times. Please remember to collect it from the person on duty in the afternoon.

INJURIES:

All possible precautions are taken to limit injuries, but children can get hurt while playing. Staff have the necessary first aid qualifications. In the case of non-serious injuries, injuries are treated at school and parents are informed when they come to collect the child. Injuries where medical care is required, parents are contacted immediately and asked to take the child for medical treatment. An accident report will be provided to the parent.

OUR CHILDREN'S HEALTH

You will be asked to keep your child at home if your child:

- vomits more than three times in twelve hours
- has diarrhea
- has infectious diseases
- fever above 37.5°C
- has childhood illnesses
- has a severe cough
- any skin rash
- has head lice

Your child will be allowed back in if the condition improves. NO SICK child will be allowed into the nursery. You will be notified immediately if it appears that your child is sick. Medication for allergies, e.g. bee stings, must be provided by you. If your child is an asthma sufferer, the pump must be registered in the office.

SECURITY:

CCTV cameras in classrooms. Access to school is controlled by remote control.

EDUCATIONAL PROGRAM OF THE SCHOOL:

Our day program makes ample provision for good variation between rest time, routine time, circle time and different activities during free play. With our high standard in presentation and planning, our staff always strive to keep the day program fresh and exciting. Weekly themes are presented that make our toddlers aware of the world around them. The 18 months to 5 years National Curriculum framework is followed to develop the 6 ELDAS Early Childhood Development areas.

Baby Class (3 – 15 months) - We understand that every baby is a precious gift - our babies deserve the utmost care, nurturing, stimulation and opportunities for development. We are excited to provide a warm and loving environment where your little one can thrive and grow. Care is at the heart of everything we do. In the Hasie Class, our dedicated team of caregivers attend to your baby's every need with love and care. We prioritize creating an environment that promotes physical and emotional well-being so that your little one's basic needs are met with the utmost care and love. We recognize the critical role of stimulation in a child's early years. Our baby center is designed as an oasis of discovery and exploration, where your little one's natural curiosity is nurtured and encouraged.

Grade R - The National Curriculum (CAPS) is followed as a minimum requirement. Mathematics, Language and Life Skills are presented in an integrated manner. Under the watchful eye of the teacher, children are taught to work independently and thus master the transition from informal education to formal education with ease.

Progress reports – All children receive reports from their class teacher in the 1st, 2nd and 4th terms.

Gr R learners receive reports in the 1st, 2nd, 3rd and 4th terms.

DAYPROGRAM

Free play: In the classroom or on the play area. This part of the program means that the children can participate in a variety of activities under the supervision of the teachers. Free play consists of: Imaginative play, block play, sand play, bicycles, puzzles, and many more.

Arrival at class: We gather in the class together to open and begin our day's proceedings. Attendance and weather map discussion: Here the staff gets the opportunity to address each of the children individually by his/her name and thus make contact. Opening includes a few prayers by the children, as well as the singing of devotional songs and a message from the Bible. The staff checks on the attendance register who is present and we look at the day's weather. We also have an opportunity to share some news.

Toilet routine: It is an important part of the program where the toddlers are taught to use the toilet independently and cleanliness is promoted.

Structured activities: Here we deal with our theme discussion, verses, singing and music activities, movement games, perception, science and so on.

Storytime: It is a very important part of the day - not only because children love stories, but also for the invaluable value of language development, emotional release, listening skills that are learned, as well as the auditory memory that is expanded. Every child should listen to a story at home daily, and retell it - it is of invaluable value for promoting language and a love of reading.

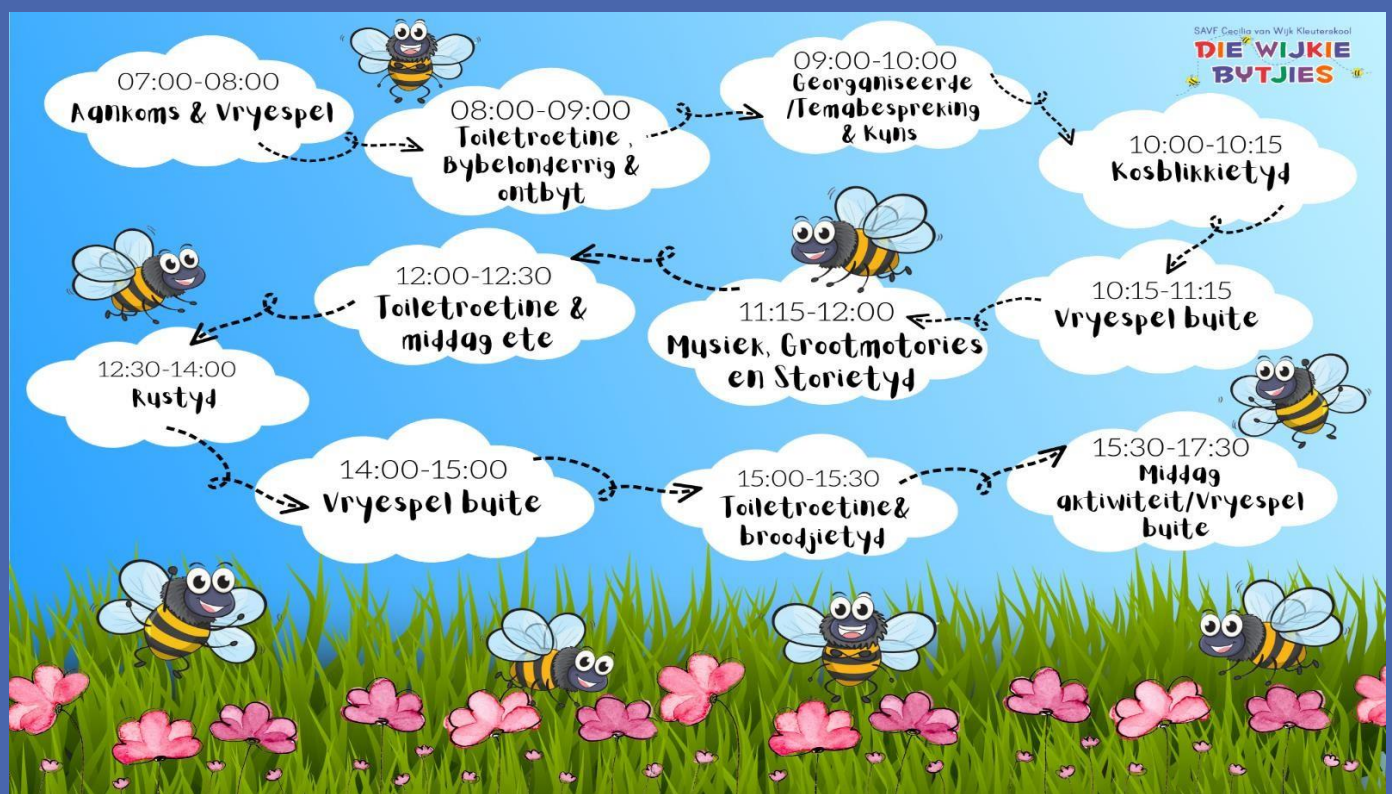
Theme discussion: Each week's learning content centers around a theme whose content is displayed. Content differs for the different age groups and becomes more advanced as the child gets older. The themes are communicated to you. Ask your child about his day, it gives a feeling of "I am important, my mother notices me and my needs, she is interested in what I do!"

Art/creative activities: The purpose of these activities is to teach the child certain skill techniques, so that he/she can master the technique with the material at his/her disposal. You should therefore not stare blindly at the end product. It is not what it looks like, but how it got there. It is very important to admire and appreciate every picture that comes home! Please make a fuss of his/her work.

Make and bake: The teacher will let you know when the class will be making and baking. The children really enjoy it. The teacher will take turns contacting a few parents at a time with the list of supplies needed for the week.

Lunchtime: Takes place at the table. A calm atmosphere is created for leisurely eating. Table manners and healthy eating habits are promoted.

Outside play: The outdoor area is an extension of the learning program in the classroom. It provides more opportunity for gross motor movement and investigative activities. All of these activities form part of the child's total learning experience.



IMMUNIZATIONS:

The school takes no responsibility for immunizations. It is the parent's duty to ensure that all immunizations are up to date.

OWN TOYS:

PLEASE NO TOYS. The kindergarten has many educational toys and this is also one of the skills that is learned – sharing! Special toy days are held when toddlers are allowed to bring their own toys.

BIRTHDAYS:

Birthdays are a big occasion for every child and we are happy to share in the joy. Parents are welcome to send snacks to school so that their child can celebrate their party at school. However, prior arrangements must be made with the class teacher.

RE-REGISTRATION:

A non-refundable re-registration fee of R600.00 per family is payable.

NOTICE:

One calendar month's written notice is required if you as a parent wish to withdraw your child from the preschool. Please note that November and December serve as one notice month.

POTTY TRAINING:

is a very important stage in your child's life. It should be a healthy experience without stress. Our staff is experienced and very patient.

ADDITIONAL ACTIVITIES:

The following additional activities are offered. You as a parent are under no obligation to have your child participate.

Monday	Little Readers	Domonique	072 213 1116
Tuesday	Aqua Kid Swimming Classes (from 18 months)	Louise	082 411 0678
Tuesday	Playball	Carlize	072 500 5644
Wednesday	Besige Miertjies	Marlise	079 864 0804
Thursday	Trinette's Dance Academy	Trinette	083 650 5379
Thursday	Puma Kids	Morné	060 650 6265

COMMUNICATION:

The communication book is available at the gate in the morning for parents to use. Each class uses a WhatsApp group to quickly share information, circulars and photos. Regular communication with class teachers is encouraged. However, it would be appreciated if appointments are arranged in advance so that discussions can take place undisturbed.

SCHOOL SUPPLIES:

These supplies should be sent with your child on his/her first day at school or at the beginning of the new year.

BUNNY CLASS	HORSE CLASS	FISH CLASS	PANDA CLASS	YELLOW CLASS (GRADE RR)	GRADE R (6 YEARS)
1x Wet Wipes (2 per month) for class use	1x Wet Wipes (one per month)	1x Wet Wipes (one per term)	1x Wet Wipes (one per term)	1x Wet Wipes (one per term)	1x Wet Wipes (one per term)

1x A5 192-page hard cover book covered with name and surname	1x A4 Pack of paper	1x A4 Pack of paper	1x A4 Pack of paper	1x A4 Pack of paper	1x A4 Pack of paper
		9-12- Piece puzzle	24-piece puzzle	1x Ponal glue 100ml	1x Pack of Oil pastels
		2 x Ponal glue 100ml	1 X Ponal glue 100ml	2x Packs of retractable crayons	1x Ponal glue 100ml
		1x Pritt glue stick 40g	1x Pritt glue stick 40g	1x Pritt glue stick 40g	1x Pritt glue stick 40g
				1x 36-piece puzzle	2x Whiteboard markers
				1x Blunt-nose pair of scissors	2x Packs of retractable crayons
				1x 2L Ice cream tub	A4 Plastic envelope
					1x Blunt-nose pair of scissors
					1x Pencil bag
					1 st & 2 ⁿ term _____ 48-piece puzzle 3 rd & 4 th term _____ 63-piece puzzle
					2x HB pencils

ALL SUPPLIES SHOULD BE CLEARLY MARKED.

A Wijkie Bytjie school shirt to wear on Fridays or on walk-ins/outings - R130.00 (can be collected in the office).

LIST OF NEEDS FOR THE ART STOREROOM:

We depend on parents to donate usable waste materials to enrich our creative activities. The same goes for broken implements, old toys and old clothes for the fantasy areas. If possible, please send the following items to school as you collect them at home:

Egg shells (washed if possible)	Yogurt containers	Buttons	Printed computer paper	Newspapers / shredded paper	Gift wrap
Matchboxes	Foil	Shoe boxes	Toys / dolls / cars	Toilet rolls	Magazines / storybooks
Vegetable bags	Old tennis balls	Waste material	Waste wool	Corks / caps	Paper plates
Ice cream sticks	Polystyrene trays	Purity containers	X-ray plates	Sawdust	Glitter
Old computers	Army clothes and boots	High heels, handbags, scarves	Old hair dryers	Costume jewels	Old cell phones / telephones

For any further information, please contact us.

Kind regards