



PARENT HANDBOOK

COURTRAI 2024

Welcome to KINDER ARK. The PARENT HANDBOOK provides you with guidelines regarding Kinder Ark's policies, as well as general information regarding our school.

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1. **VISION AND MISSION**

Kinder Ark's curriculum is rich in sensory input, and milestones are reached through play.

“Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul.” – Friedrich Froebel

Children are like tiny flowers; they are varied and need care, but each is beautiful alone and glorious when seen in the community of peers.” – Friedrich Froebel

Kinder Ark's aim is to achieve the highest standard of education for children aged 1 years – 5 years. Our school will focus on each unique individual's physical, intellectual, social, and emotional development, and we will also concentrate on having a positive, safe, and loving environment. Such an environment can only be achieved with a focus on our Heavenly Father.

2. **SCHOOL HOURS**

2.1 Kinder Ark provides half-day care, full-day care, and holiday care:

Half-day care: 07:30-13:30

Full-day care: 07:30-17:30

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2.2 Holiday care:

Holiday care is provided during certain weeks of the WCED school holiday periods. Please consult your Kinder Ark year planner to make sure of the specific dates, as Kinder Ark closes for certain weeks of the year.

No additional fees are charged for holiday care.

2.3 Our daily program starts at 08:30. Please be punctual. Latecomers cause disruptions.

2.4 A late pick-up fine of R20.00 (Twenty Rand) per child will be charged for every 10 (ten) minutes after 17:30 (after 13:30 for half-day learners) that we have to care for your child/ children.

3. **COMMUNICATION**

3.1 Communication for classes is done via WhatsApp groups. Only group admins will be able to post information unless Kinder Ark needs immediate feedback from parents / legal guardians regarding general school information.

3.2 All messages from parents / legal guardians must be sent directly to the relevant teacher.

3.3 Kinder Ark uses CHILDCLOUD as an administrative system. Your child/children must be registered on CHILDCLOUD, failing which you will not receive your child/children's progress reports. The progress reports are automatically generated by the system based on observations made in respect of your child/children throughout the year. The progress report can

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be viewed on your child's CHILDCLOUD profile. Progress reports are generated in the months of June and December.

- 3.4 Kinder Ark cannot provide a progress report if children are only enrolled in the 4th term.
- 3.5 If a parent / legal guardian or a teacher has any matters that need to be discussed, the grievance process, as stipulated in the Enrollment Agreement, will be followed.

4. **LANGUAGE AND TEACHING METHODS**

- 4.1 At Kinder Ark (Courtrai Campus), we make use of cooperative teaching.
- 4.2 Classes are presented only in Afrikaans.
- 4.3 Learning-based play is done in micro groups according to Teacher/child ratios and is also presented in the child's chosen language (English or Afrikaans). Learning-based play is done on a rotational basis to ensure exposure to all areas of development.
- 4.4 Kinder Ark's ratios are:
- 4.4.1 1-2 years; 1:4 (Legal limit 1:6)
 - 4.4.2 2-3 years; 1: 6 (Legal limit 1:15)
 - 4.4.3 3-4 years; 1:8 (Legal limit 1:25)
 - 4.4.4 4-5 years; 1:8 (Legal limit 1:25)
 - 4.4.5 Aftercare: 1:10 (Legal limit 1:35)

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CLASS GROUPS FOR 2024:

- 4.5 Wilde diere klas:
 1-2 jarige Afrikaanse groep
 (14 kinders per klas met een opvoeder en twee hulpe)
- 4.6 Plaas klas:
 2-3 jarige Afrikaanse groep
 (18 kinders per groep met een opvoeder, 'n hulp en een gedeelde hulp)
- 4.7 Vissie klas:
 2-3 en 3-4 jarige Afrikaanse groep
 (18 kinders per klas met een opvoeder en een hulp)
- 4.8 Gogga klas:
 3-4 jarige Afrikaanse groep
 (12 kinder met een opvoeder)
- 4.9 Voëltjie klas:
 4-5 jarige Afrikaanse groep
 (24 kinders per klas met een opvoeder, en twee hulpe)

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GENERAL INFORMATION REGARDING KINDER ARK

5. SCHOOL HOLIDAYS: INFORMATION AND DATES

- 5.1 Kinder Ark holidays are clearly marked on the year planner. The Year Planner is published on CHILDCLOUD.
- 5.2 Kinder Ark will be closed on Public Holidays and any days proclaimed as school holidays during a school term. Kinder Ark is only open for certain parts of WCED school holidays.
- 5.3 In December of each year, Kinder Ark will be closed for about 4 (four) weeks. The closing period will be from one week after the WCED schools close until the WCED schools open in January or as otherwise notified.
- 5.4 During the winter holiday (June / July), Kinder Ark will be closed for a period of 2 (two) weeks. Specific dates will be published in the Year Planner.
- 5.5 Kinder Ark is open during the April and September WCED school holidays.

6. DROP OFF AND PICK UP

- 6.1 Children must be taken by the person leaving them at Kinder Ark to his/her own teacher/class assistant.

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6.2 If someone other than the parent / legal guardian is fetching your child from Kinder Ark, you must notify your child's class teacher in writing before the third party collects the child.

6.3 Written communication can be sent by way of letter, WhatsApp, text message or e-mail. Please provide the teacher with a photo and the ID number of the person collecting your child.

7. DAILY SCHEDULE

7.1 Daily schedules for all classes are different because Kinder Ark makes use of roll-out play.

7.2 In younger classes, daily schedules change according to the season/weather.

7.3 Schedules are posted on the class group weekly.

7.4 If your child is unable to adhere to the schedule, please communicate this with your class teacher in advance. Communication is key to minimising frustration.

7.5 Aftercare schedules remain the same for all ages. Kinder Ark **does not allow parents or adults on the premises between 13:30 and 15:00** (15:30 if you would like your child to eat the afternoon snack).

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8. THE AFTERCARE SCHEDULE

- | | | |
|-----|---------------|---|
| 8.1 | 13:15 – 13:30 | half day learners adjourn. |
| 8.2 | 13:15 – 14:45 | sleep time/waiting class time for non-sleepers. |
| 8.3 | 14:45 – 15:00 | nappy and bathroom routine |
| 8.4 | 15:00 – 15:30 | snack time (Kinder Ark provides) |
| 8.5 | 15:30 – 16:30 | free play |
| 8.6 | 16:30 - 17:00 | snack time (Kinder Ark provides) |
| 8.7 | 17:00 – 17:30 | free play |

9. THE FIRST DAY OF SCHOOL

- 9.1 Children all react differently to new experiences. Until they adjust to their new school environment, it is not unusual for a child to have a tearful separation from their parents.
- 9.2 Parents / legal guardians must create a consistent morning routine at home. When you arrive at school, try to follow the same routine every day. Telling the child what to expect helps to ease any anxiety.
- 9.3 When you leave your child at school, never try to avoid tears by sneaking away. Young children tell time by the events of the day. Therefore, we advise you to describe your departure and return in terms of concrete events. For example, *“Mommy/Daddy will leave after we put your bag in your cubby, and we will pick you up after lunch”*. If your child is upset, please trust us

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(teacher/class assistant/principal) to take care of him/her. **If a child is inconsolable, we will contact you.** It is important to give the teachers/class assistants the opportunity to make a connection with ~~our~~ learners so that they can trust them. This is, unfortunately impossible to accomplish if a primary caregiver is present.

9.4 Carefully think about what you say in the presence of your child. Doubt in us will cause doubt in him/her.

9.5 If your routine allows, we do recommend shorter days in the beginning, especially if your child struggles to adjust to the new environment. As the child gets more comfortable, we can extend the school hours gradually.

9.6 Building trust between children and teachers can take up to 6(six) weeks. On average, it takes about 2 (two) weeks for children to feel comfortable at school.

10. **CLOTHING**

10.1 **All clothes and bags must be clearly marked with your child's name.** Companies like "Labels4school" can assist with this.

10.2 Please dress your child in older clothes because messy activities are extremely important for development. Also, ensure that your child always has an extra set of clothes in his / her bag and a warm top / extra set of underwear. Kinder Ark will not be liable for any damage to clothes or loss of clothes.

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10.3 Mondays are Kinder Ark T-shirt Day; please ensure that your child/children wear their blue Kinder Ark T-shirts on Mondays.

10.4 We have a "NO HATS, NO PLAY" policy at Kinder Ark; please remember to keep your Kinder Ark hat at school or return same to the school.

11. WHAT TO BRING TO SCHOOL

11.1 Lunchbox for 10:00 snacks (no nuts)

11.2 Water or Juice

11.3 Clean change of clothes, underwear and a warm top

11.4 Kinder Ark sunhat (**STAYS AT THE SCHOOL PLEASE**)

11.5 Sunblock

11.6 Dummy or soothing blanket

12. TOILET TRAINING

12.1 Parents / legal guardians supply the child's own nappies, wipes, and cream.

12.2 The teacher will send you a note when supplies run low.

12.3 When your child is ready to use the toilet, Kinder Ark will, with your cooperation, encourage the habit.

12.4 It is important to note that toilet training is an individual process, and children develop differently. To toilet train, children need to:

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- a) Use the potty comfortably at home for a while (before bath time and when they wake up in the morning is recommended);
- b) Verbalize the need to use the toilet;
- c) Be able to exercise bladder control. Bladder control develops between 18 and 36 months.

12.5 Aim for potty training in summer after the age of 18 months.

12.6 Kinder Ark strongly discourages the use of pull-up diapers whilst toilet training. When children use pull-ups, the nappy absorbs liquid, and the connection between the action and the brain takes much longer to make.

12.7 Please see that you pack enough underwear and clean clothes for your child when you make the decision to toilet train.

13. MEALS

13.1 Breakfast is served between 07:30 – 08:20. Please be on time if you choose to have your child eat breakfast at school.

13.2 At 10:00, the children will eat their snack, as provided by the parents / legal guardians, as well as something to drink.

13.3 Lunch will be served from 12:15 to 13:00.

13.4 The 1-2 group will eat lunch from 11:30-12:00.

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- 13.5 **Kinder Ark is a “nut-free” school.** No peanuts and tree nuts are allowed at Kinder Ark due to children with severe nut allergies.
- 13.6 Please do not collect children during mealtimes unless you have made prior arrangements with the teacher. This includes snack time during aftercare at 15:00. Please wait for your children in the foyer to finish their snacks.
- 13.7 Kinder Ark would like to offer snacks to older siblings or friends, but we do not cater for other children. Please do not put teachers/class assistants under pressure to offer snacks to children not enrolled in school.

14. **SWEETS AND TOYS**

- 14.1 No candy, chocolate, cookies, or chips are allowed in the snack boxes **except on Fridays**. This includes Marie biscuits, Nik-Naks, Flings, Tennis biscuits, Good Morning biscuits and choc-chip cookies. We try to teach our children healthy habits. Save the sweets-spoil for you at home. If you choose to ignore this policy, further action will be taken. The teacher will send unhealthy snacks home to protect the rest of the class against inconsistency.
- 14.2 Toys are not allowed at Kinder Ark unless specifically requested by the teachers. Toys break, get lost and cause trouble amongst the children; please do not send any toys to school, excluding a “soother” to take naps with.
- 14.3 Kinder Ark does not accept any responsibility for lost, broken or stolen toys.

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15. BIRTHDAYS

15.1 Birthdays are very special, and therefore we encourage you to celebrate your child's birthday at school.

15.2 Parents / legal guardians are welcome to send a birthday cake or cupcakes for class parties. If the parent / legal guardian chooses to provide party packs, they must contain healthy snacks. Healthy snack ideas: biltong/droëwors; fruit/vegetables; cheese/yoghurt; popcorn/pretzels.

16. EXTRA MURAL ACTIVITIES:

16.1 Several extra mural activities are presented at Kinder Ark during school hours.

16.2 Activities depend on the number of enrollments.

16.3 Planned activities are on the EXTRA MURAL TAB of CHILDCLOUD.

16.4 During the first few weeks of the first term, you will receive a timetable of all extra mural activities presented at Kinder Ark.

16.5 Parents / legal guardians enter separate and independent agreements with the Extra Mural Activity Providers. All payments are made directly to these Providers.

16.6 If your child cannot / may not participate in any extra mural activity in which he or she is enrolled on a specific day, advise your child's teacher the day before.

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16.7 Emma Kotzé (Busy Bodies) presents a gross motor movement program at Kinder Ark. The cost of this program is included in the school fees. Busy Bodies is presented two times a week on Tuesdays and Thursdays. All Kinder Ark learners participate in this activity as part of the school curriculum.

17. FIELD TRIPS:

17.1 Kinder Ark plans several in-house field trips per year.

17.2 All these excursions will be of an educational nature.

17.3 The cost of field trips is covered by the yearly registration fee of R600.

17.4 If you do not want your child to participate in a certain activity/field trip, please advise the teacher the day before.

18. TEACHER QUALIFICATIONS:

Our aim is to assign teachers who are qualified in Early Childhood Education.

Most of our teachers have a BEd Degree in Foundation Phase Education.

Kind Regards

Madri Steyn

Kinder Ark – Owner / Director

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