



## PARENT HANDBOOK VAL DE VIE 2022

Welcome to KINDER ARK. The PARENT HANDBOOK provides you with guidelines that will give you information on our school's policy, as well as, general information regarding our school.

### 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**

Our aim is to achieve the highest standard of education for children aged 4 months - 5 years. Our school will focus on the physical, intellectual, social and emotional development of each unique individual, and we will also concentrate on having a positive, safe and loving environment. Such an environment can only be achieved with the focus on our Heavenly Father.

### ADMISSION POLICY

All children are welcome at KINDER ARK, regardless of their race, religious denomination or any medical condition.

Please contact us to make an appointment to view our school. Our contact details are: 084-701-5583, or email us at: [vdv@kinderark.co.za](mailto:vdv@kinderark.co.za)

If you decide to register your child/children at Kinder Ark, you need to do the following:

1. Completing and signing of the agreement on the admission form
2. Signing the indemnity form
3. Receive confirmation of enrolment via e-mail
4. Payment of the enrolment fee of R600.00 as well as one month's school fees.

**The school fees paid as deposit will be applied for the first month's class fees.**

**Deposits will not be refunded in case of cancellation.**

It is of utmost importance that we have all the necessary information regarding your child. No child will be admitted if a parent refrains from providing the above.

**Please note**, siblings of current learners will be enrolled first. Thereafter, new learners will be admitted.

### **SCHOOL HOURS**

We offer half day care, full day care, and holiday care.

Half day care: 07:30-13:30

Full day care: 07:30-17:30

Our daily program starts at 08:30. Please be punctual. Late-comers cause disruptions.

A late pick-up fine of R20.00 will be charged for every ten minutes after 17:30 (after 13:30 for half day learners).

### **CARE DURING HOLIDAYS**

Holidays are clearly marked on the year planner.

There will be no care on public holidays and some school holidays.

In December, Kinder Ark will be closed for about four weeks. The closing period will be from one week after the Western Cape schools closed until the Western Cape schools open in January or as otherwise notified.

During the winter holiday, the school will be closed for a period of two weeks. The closing date will be announced on the year planner.

The school will be open during the April and September holidays.

## INFORMATION REGARDING PAYMENTS

### CLASS FEES

Half Day: R4050.00 per month, payable for 12 months of the year (2022)

Full Day: R4750.00 per month, payable for 12 months of the year (2022)

If yearly payments are made, a discount of 5% will be given.

No discount will be given if a student is absent due to illness or holiday arrangements. In addition, parents are liable to pay the full amount during the school holidays.

### BANKING DETAILS:

ACCOUNTNAME: Kinder Ark EDMS. Bpk

BANK: MERCANTILE BANK

BRANCH: COMMERCIAL SUITE SOUTH

CODE: 450905

TYPE OF ACCOUNT: CURRENT

ACCOUNT NUMBER: **1050713710**

Please email your confirmation of deposit to [accounts@kinderark.co.za](mailto:accounts@kinderark.co.za).

Use your child's account number as reference.

### NOTICE

One full calendar month's written notice is required if you wish to withdraw your child from the program. Parents must agree not to withdraw their child from school during the month of November (even if your child is going to primary school). The last day for ending your contract is on the 1st of October for the end of October. **No exceptions will be made.**

## COMMUNICATION

Communication for classes is done via WhatsApp groups. Please post only information relevant to school activities.

All messages from parents, must be made directly to relevant teacher.

In the near future, CHILD CLOUD administrating systems will be used for communication purposes, but we will inform you as soon as it is ready.

Please join our Kinder Ark Facebook group. It is a closed group, and the school administrates the members. On the group, regular posts are made of what we do at school.

### **DROP OFF AND PICK UP**

Please leave your child personally in the care of his/her own teacher. If someone other than yourself are fetching your child from school, you have to notify your class teacher in writing. Either by letter, WhatsApp, text message or e-mail.

Our daily program starts at 08:30 sharp. Please be on time. Dropping of after 08:30 interrupts classes and it is very difficult for your child to adjust to the routine if he/she is late for school.

### **ATTENDANCE**

When your child is absent from school for more than three days, please notify the school. Children, who are absent often, cannot expect to receive an evaluation report.

### **THE FIRST DAY OF SCHOOL**

Children 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 parent. In most cases the child will adjust better without the parent staying with them. We suggest that, prior to arrival, you discuss their new routine and coming to school during the week.

Telling the child what to expect helps to ease the anxiety. When you leave your child, 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". It might take a week or three for him/her to feel at ease in the new environment. If we find that your child is not ready for school yet, we will advise you to keep him/her home until he/she is a little older.

### **CLOTHING**

ALL CLOTHING AND BAGS MUST BE MARKED WITH YOUR CHILD'S NAME. Please dress your child in older clothes because messy activities are extremely important for development.

Mondays are Kinder Ark T-shirt Day!

We have a "NO HATS, NO PLAY" policy at school, so please remember to keep your Kinder Ark hat at school

### **WHAT TO BRING TO SCHOOL**

- Lunchbox for 10:00 snack
- Water or Juice
- Clean change of clothes
- Kinder Ark sunhat
- Sunblock

### **TOILET TRAINING**

You supply your own nappies, wipes and cream for your child. The staff will send you a note when supplies run low. When your child is ready to use the toilet we will, with your co-operation, encourage the habit.

### **MEALS**

Breakfast will be served from 07:30 - 08:20. Please be on time if you choose to have your child eat breakfast at school. At 10:00 the children will eat their snack. You provide the snack and something to drink.

Lunch will be served from 12:15 to 13:00. Just a reminder to parents that we are a "nut free" school. No peanuts and tree nuts are allowed at school, due to children with severe nut allergies Please do not collect students during this time unless you have made prior arrangements.

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

### **SWEETS AND TOYS**

Please do not send any candy or chips to school. We really try to teach healthy habits. Save the sweets-spoil for you at home.

Toys break, get lost, and cause trouble, please do not send any toys to school, unless it is a "soother" to take naps with. We will not accept any responsibility for lost, broken or stolen toys.

### **BIRTHDAYS**

Birthdays are very special and therefore we encourage you to celebrate at school. You are welcome to send a birthday cake or cupcakes. If you choose to provide party packs, it must contain healthy snacks. Healthy snack ideas are: Biltong/droëwors; fruit/vegetables; cheese/yoghurt; popcorn/pretzels.

## HEALTH POLICY

### **ILLNESS**

To protect your own child, as well as other children and staff, we cannot accommodate sick children. No medicine will be administered at school. Children should be kept at home for at least 24 hours after a fever has disappeared. **Very important, if children are using antibiotics, the course must be completed before they return to school.**

If a child becomes ill or injured at school, parents will be notified immediately and are requested to pick the child up as soon as possible. **CURRENT CONTACT INFORMATION IS THEREFORE VERY IMPORTANT.** In case of emergency, when the parent is unable to be reached, the Doctor listed on the emergency contact form will be called and treatment will be obtained. If the situation is life threatening, the child will be taken to Paarl Medi-Clinic.

### DAILY SCHEDULE

07:30 - 08:20 Breakfast and Free Play  
08:20 - 08:30 Clean Up time  
08:30 - 08:45 Story time  
08:45 - 09:00 Music and movement  
09:00 - 10:00 Group discussion and worktime  
10:00 - 10:30 Snack  
10:30 - 11:30 Outside play time  
11:30 - 12:00 Bible  
12:00 - 12:15 Worship  
12:15 - 13:00 Lunch  
13:15 - 13:30 Half day learners go home  
13:15 - 14:45 Sleptime/Waitingclass for non sleepers  
14:45 - 15:00 Nappy and bathroom routine  
15:00 - 15:30 Snack  
15:30 - 16:30 Free Play

16:30 - 17:00 Snack

16:00 - 17:30 Free Play

### **CLASSE GROUPS**

One of the school's goals is to have smaller class sizes in order to achieve the highest standard of education.

#### **GROUPS ARE:**

Goggas A: 1-2 jarige Afrikaanse groep (12 kinders per klas met een opvoeder en twee hulpe)

Bugs E: 1-2 year old English group (12 children per group with a teacher and two assistants)

Wilde Diere A: 2-3 jarige Afrikaanse groep (16 kinders per klas met een opvoeder, 'n hulp en 'n gedeelde hulp)

Wild Animals E: 2-3 year English group (16 children per group with a teacher, assistant and a shared assistant)

Die See klassie A: 3-4 jarige Afrikaanse groep (20 kinders per groep met een opvoeder, een hulp, en 'n gedeelde hulp)

The Ocean class: 3-4 year English group (20 children per group with a teacher, one assistant and a shared assistant)

Voëltjie klas A: 4-5 jarige Afrikaanse groep (20 kinders per klas met een opvoeder, een hulp en 'n gedeelde hulp)

Bird class E: 4-5 year English group (20 children per group with a teacher, one assistant and a shared assistant)

### **PLANNED GROUPS FOR 2022:**

New Beginnings 1: 4 maande tot 7 maande (8 babas per klas met twee opvoeders)

New Beginnings 2: 8 tot 16 maande (12 babas per klas met een opvoeder en twee hulpe).

Goggaklas A: 1-2 jarige Afrikaanse groep (12 kinders per klas met een opvoeder, 'n hulp, en 'n gedeelde hulp)

Bugs E: 1-2 year English group (12 children per group with a teacher, assistant and a shared assistant)

Die See-klas A: 2-3 jarige Afrikaanse groep (18 kinders per groep met een opvoeder, 'n hulp en een gedeelde hulp)

The Nautical class: 2-3 year English group (18 children with a teacher, assistant and a shared assistant)

Voëltjie-klas A: 3-4 jarige Afrikaanse groep (20 kinders per klas met een opvoeder, 'n hulp en een gedeelde hulp)

Bird Class E: 3-4 year English group (20 children with a teacher, assistant and a shared assistant)

Plaasklas A: 4-5 jarige Afrikaanse groep (20 kinders per klas met een opvoeder, 'n hulp en een gedeelde hulp)

Farm Class E: 4-5 year English group (20 children with a teacher, one assistant and one shared assistant)

### **TEACHER QUALIFICATIONS:**

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

### **DISCIPLINARY CODE**

After two warnings, children will be sent to think about what they did, or privileges will be taken away depending on what is most effective for the specific child. If discipline seems to be a continuous problem, we will contact the parents and work with professionals to modify behaviour.

### **EXTRA MURAL ACTIVITIES:**

**Activities depend on number of enrollments.** Planned activities are on the EXTRA MURAL TAB. Activities take place during school hours. During the first few weeks of the first term, you will receive a timetable of extra mural activities.

We are very fortunate to have Leonie Kinderkinetics as part of our program. It is included in the school fees, and at no cost to parents.

Payment of the above is extra and must be made directly to the person responsible for the specified extra mural activity.

### **FIELDTRIPS:**

We are planning to include several inhouse fieldtrips per year. These excursions will be of an educational nature. The cost of fieldtrips will be added to your March monthly fee and will depend on confirmed outings for the year.



Please contact us with any questions regarding our school on 084-701-5583 or e-mail us at: [vdv@kinderark.co.za](mailto:vdv@kinderark.co.za)

Kind Regards  
Madri Steyn  
Kinder Ark - Owner