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Dear Parents

Welcome to Silver Stars Nursery School

Silver Stars Nursery School / Kleuterskool is a private Christian Nursery School for babies up to Gr RR. We have Afrikaans, English and dual medium classes. The owners are full time involve in managing the school. My name is Seugnet te Groen and I studied B Prim Ed at Stellenbosch University and have 2 children. We opened our doors in 2007 and is a well-established school on a beautiful 1-hectare plot. We are committed to keep this an environmentally well maintained and eco-friendly farm atmosphere with ducks, rabbits, chickens, and a diversity of bird life. Our aim is to create a warm, secure, friendly environment where each child is encouraged to reach their full potential and to provide a care facility where parents are happy to leave their children secure in the knowledge that their child will receive high quality childcare and education. We have excellent teachers and well-trained assistants for all the classes.

We trust that you and your child will be very happy at Silver Stars.

Vision and Mission:

We strive to provide a safe environment for your child where they can learn through play.

Silver Stars' mission is safety for your child, with loving caring teachers and staff having sufficient interaction with the children and learning through play".

Silver Stars strives to focus on individual attention to each child to develop social, emotional, intellectual and mental skills to reach his/her full potential.

We are registered with the Department of Labour and with SA Child Care, and the VVOS.

We follow the Educational Departments Curriculum based on the Caps and ELDAS system.

What we offer at our school:

Our school is open during public school holidays but will be closed for approximately 3 - 4 weeks in December and also on Public Holidays. A Holiday Program is offered at school during holidays. We only close for 2 or 3 extra days during the year that falls between public holidays. Our teachers and staff make turns to take a few days off during state school holidays.

Walk Inns are offered every term at our school and it is theme related. At our school we have annual School photos taken, every 2nd year a preschool Concert, Graduation ceremony for Gr RR, Grandparents Day, Bake Sales and one outing a year for 3 years and older. We have an Annual Spring Walk as our fundraiser for the year.

Hearing Tests are done annually (optional at a minimal cost)

Vaccinations and de-worming are also available at our school (Optional at own cost)

Speech Therapist available at our school (Optional own cost)

Physiotherapist available (on request)

Extra Mural Activities offered at school (at own cost).

Safety:

Your child's safety is our priority!

Our school has excellent security features that include electric fence, tag entry and exit as well as the use of CCTV cameras on our property.

Parents will receive a security tag (Add tags R100 each) that will be used to open the main gates and the pedestrian gate. Please don't keep the gate open for others, every parent must use their own tag to open and close the gates.

No person is allowed to pick up your child from school (except if indicated on application form) without the consent of parents or if you notified the office.

Our Teachers and Assistants are trained in First Aid. We provide 2 accredited First Aid courses by an outside institution, in the year for all to attend.

Religion Policy:

Our school is a Christian based school. Toddlers from other denominations are accepted and may join in our activities.

Communication with parents: D6 School Communicator

Newsletters are sent out to parents on a monthly basis via email. Our main source of communication is through the D6, which can be downloaded from Google. Important dates and events are communicated on the D6.



SMS's are also sent out to remind parents about special events at our school. The Teachers will also correspond with you by writing in their A5 class books. An information evening will be held at the beginning of the year. If you would like to see a teacher or the Principal, please contact her, we have an open door policy. Your feedback is important to us.

Assessment reports:

Assessment takes place on a constant basis. Children receive detailed reports in June and November.

Arrivals and departure times:

Children will be received at school from 7h00 by personnel in their classes. Parents must hand children over to the staff. If your child wants to eat porridge at school they must be in the class by 8h00. Parents must try to have children at school before 8h30 since a daily program is followed and the child will miss out on activities if he/she is late. The teachers have to attend to the children from 8h00 and cannot enter a discussion with a parent then, but you are welcome to see us in the office. Or an appointment can be made at about 10h15 or at 14h00 with the teacher.

We ask that parents please adhere strictly to the school hours and use their tag at all the gates.

If children are picked up after 14h00 for half day or after 17h30 for full day they will be charged a penalty fee of R50 per child for every 15 minutes. Please pay penalty fees in cash to the person on duty or in the office the next morning, otherwise you will be invoiced accordingly.

Snacks and food:

A balanced menu is available on our notification board. No lunch boxes or sweets to be sent to school please! (Only a snack that will be given at 13h30 after nap time)

Water bottles can be sent to school with water. No fizzy drinks please, this attracts bees.

We have Baker's day every 2nd Friday where children get turns to sell treats to their classmates and we have baking days (alternative Friday) where children get an opportunity to make something by themselves.

Toys

Children are not allowed to bring toys to school, it causes problems between the friends.

Clothing:

Children must please wear comfortable clothing that can get dirty and that he/she will be able to take off by themselves (from 3 years up) to encourage independence and they can have fun playing. Please send an extra set of clothing to school not only for little accidents but also for sand and water play. During potty training please send enough extra pairs of shorts & pants with. Please mark all your child's clothing. There is a Lost and Found box in Reception where you can check regularly for lost item. We keep lost property for 4 months and then give it to one of our charity institutions.

Children must be toilet trained by the time they enter the 3-4 year old Class Group.

Language Policy:

Silver Stars is a double medium nursery school where every child will be accommodated in Afrikaans or English. From the age of 2 years, parents can choose the child's class language preference - English, Afrikaans and Double medium.

Children from the age of 3 years must be able to converse in English or Afrikaans to be allowed admission.

Medicine:

All medicine must be handed directly to the class teacher and a medicine form must be signed by the parent. Only prescribed medicine is allowed by law to



be given to children. Vitamins must be given at home please. Medicines must not be put in the children's bags please. A permission letter must be signed by parents giving the teacher permission to give children fever medication or ointment if necessary.

Children with contagious diseases such as chickenpox will not be allowed to come to school. If your child has a fever or if he/she is on a course of antibiotics (for first 48 hours) they must be kept at home please. (Refer to our Health Policy document on the D6 Communicator or at Reception). Head lice are also referred to as contagious by the Department of Health.

Please contact the Office if:

- If your child has a contagious disease
- If someone else is picking your child up from school
- If any address or contact details change, please contact the school immediately
- If the child changes from half day to full day or from full day to half day



Contact numbers:

Tel:(012) 809 0812

0828802842

E-mail: admin@silverstarschool.co.za

Website: www.silverstarschool.co.za

Birthdays:

You are welcome to send treats to the class on birthdays but it is not compulsory. We prefer cupcakes or something small that children won't have difficulty eating. Please no big parties with lots of sugar. (Healthy snack are encouraged).



Appointments and addressing problems:

If a child's behaviour is unacceptable to the school, the Class Teacher and Principal will make an appointment to consult the parents. If the school feels that the child needs additional help from a third party such as a Psychologist, Play Therapist or Occupational Therapist to assist in his or her needs, the school will make a recommendation. All reports must be made available to the school.

Discipline:

We have the following discipline system at our school:

- Child addressed verbally about behaviour, in a gentle way.
- Removed from the group on a "time out" basis – in the class / playground
- Parents are contacted if the child's behaviour is unacceptable.

We ask parents to help apply discipline at home too.

What should child bring to school (Daily)

A school bag every day (clearly marked)

Extra set of clothes

- Sunhat if the hat is not kept at school
- Clean mattress cover on Mondays (sent home on Friday to be washed)

Per year:

- Blanket and pillow (optional)
- Mattress cover (order at school)
- List of supplies from Class
- Sunscreen
- Wet wipes and tissues (per term)

For sale at the Office (optional):

- Silver Stars T-shirt
- Silver Stars Sunhat
- Mattress cover with name
- Schoolbag with name on(only by order)
- Extra tags



TIPS FOR PARENTS TO HELP CHILDREN ADAPT IN THE BEGINNING OF THE YEAR:

- Motivate your child and talk positively about school and friends.
- Bring your child to school every day until he or she has adapted.
- Work together with your class teacher
- Walk with your child to his or her class
- Assure him or her that you will pick them up and give a concrete time for example after sleep time or outside play time
- GREET AND GO! The longer you stay the more difficult the goodbyes are...it also upsets the other children in the classroom
- Get the child in a routine especially with sleep and wake up times. It gives them a sense of security
- Do not discuss the teacher in front of your child. Always talk with respect.
- Sing happy songs on your way to school.



Daily routine for babies – Bear class:

7:00 – 7:45	Arrival
7:45 - 08:15	Breakfast and wash their faces
8:15 - 9:00	Nap time
9:00 – 9:30	Diaper routine / drink bottle
9:30 – 10:30	Stimulation (Art/Sensory/Fine and Gross Motor)
10:30 – 10:45	Diaper routine
10:45 – 11:00	Lunch time
11:00 – 13:00	Afternoon nap
13:00 - 13:30	Wash face and freshen up. Bottle
13:30 - 14:00	Diaper routine and snack time (snack provided from parent)
14:00 - 15:30	One - on - one interaction with teacher
15:30 – 16:00	Late nap (if baby wants to sleep)
16:00 - 17:15	Outside play and diaper routine



Nappies will be changed throughout the day and more snacks given if necessary

Daily routine 18 – 24 months - Kitten and Turtle classes:

07h00 – 08h00	Arrival
08h00 – 08h30	Breakfast & diaper routine
08h30 – 09h30	Activity time – Bible, music, fine & gross motor
09h30 – 10h00	Diaper routine, Bread & Juice / rooibos tea
10h00 – 10h45	Outside play
10h45 – 11h00	Lunch & fruit
11h00 – 11h15	Diaper routine
11h15 – 13h15	Nap time
13h15 – 14h00	Wake up, diaper routine, snacky
14h00 – 14h30	Outside play
14h30 – 14h45	Bread & juice / rooibos tea
14h45 – 15h00	Diaper routine
15h00 - 17h30	Outside play



Diaper routine and potty training will be throughout the day

Daily routine for 3-5 years – Squirrel, Fish, Skapie, Lion, Elephant and Tiger classes:

07h00 – 08h00	Arrival / activities set out on tables / carpet
08h00 – 08h30	Breakfast & toilet routine
08h30 – 10h00	Activity time, music, gross motor development, sensory Play, etc.
10h00– 10h15	Bread & Juice / rooibos tea & toilet routine
10h15 – 11h30	Outside play
12h00	Story time / Art complete
12h00	Lunch, fruit
12h00– 13h30	Nap time or outside play
13h30 – 13h45	Toilet routine, apply sunscreen
13h30 – 14h30	Outside play
14h30 – 14h45	Bread & Juice / rooibos tea
14h45 – 17h30	Outside play (wintertime – indoor play from 17h00)



School fees 2021

4 – 5 years		12 months	11 months
(Incl. Science Paying Jan – Nov)	Half day		R4 100
	Full day		R4 450
2 - 3 and 3 - 4 years	Half day	R3 750	R4 090
	Full day	R3 990	R4 350
Babies – 2 years	Half day	R3 900	R4 250
	Full day	R4 350	R4 750

- ❖ Second and third child – Less 5% per month per child
- ❖ Families that pay the fees in advance for the year – less 5% per child
- ❖ **NB Lion and Tiger classes –the Science lesson every Wednesday morning is included.**

New Registration: 2021

A non-refundable enrolment fee of R3500 per child is payable with admission and this includes a mattress cover, 1 tag and most of the walk ins (Educational shows from outside). To register a second or third child the Registration is R1750 (non – refundable) and includes a mattress cover and most of the walk ins. For enrolling your baby/ toddler/child, you will need to complete an application form. We also need a copy of the child's inoculation card, birth certificate and ID copies of both parents.

Existing children

You need to fill in a Re-Registration form before the end of October to keep your child's place in the school. A fee of R500 per child per year is payable and this includes some of the walk ins for 2021. (This is non-refundable)

School Fees:

Fees are paid in advance for the following month and parents have grace till the 5th of that month to pay. Outstanding fees for each month will be charged interest at 10%. If fees are in arrears the school reserves the right to take the necessary steps as per the conditions of the Parent contract.

Notice period

One Calendar month (30 days) notice is required. The month of November is not regarded as a notice month. If you selected the 12 months option and you give notice in November you agree that you will be liable for the payment of the school fees for the month of December, although the preschool will be close for part of the December holiday. All Grade RR pays over 11 months.

Please pay school fees in advance every month before the 5th of the month.

ACCOUNT DETAILS:

Shere Preschool t/a Silver Stars Nursery School

First National Bank

Cheque Account

Account number: 6212 1640 537

Branch Code: 252 045