

Terms and Conditions 2021

VALUES AND PRINCIPLES

Excellence is accepted as the specific aim of this school/centre. To this end "excellence" is defined as the ability to discover and/or design methods which will bring about harmony between technology and original nature; between sickness and health; between want and affluence; between justice and injustice; between ignorance and insight; between man and woman; between parents and children.

For sowing the seeds of excellence in young children, opportunity is given for boisterous physical play, a wide variety of interesting themes, challenging projects, creative thinking and unlimited flights of fancy. In addition it is expected of every child to participate in all this without fear and without hesitation.

In order to create and maintain these high standards, rules are in place for the benefit of parents, children and staff members. Our school/ centre is based on Christian principles and as such has a Christian Ethos.

To avoid any misunderstanding, please make sure you are aware of the following aspects of our school.

1) SCHOOL HOURS AND HOLIDAYS 06:30 – 17:15

Gates are open in the morning from 06:30 to 08:00

Gates will be open for fetching children not attending aftercare from 12:15 – 13:00 – Between 13:00 and 14:00 the gates are closed, so that children can rest.

ARRIVAL	06:30 – 08:00
OFFICIAL PROGRAMME	08:00 – 12:15 (GR R 8:00 – 12:45)
LUNCH	12:15 – 12:45 (GR R 12:45 – 13:00)
NAP	12:45 – 14:00 (GR R 13:00 – 14:00)
	GR R'S DO NOT NAP AS FROM 3RD TERM

Above is the official programme that is followed. If you need to bring or fetch your child outside of the official hours, notice must be given beforehand.

Parents are requested not to disturb classes during the official programme. Parents are not allowed to stay in the classes for breakfast or any other part of the programme.

We follow a four-term year, but the school presents a holiday programme during March/April, June/July and September/October for children of working parents. We are closed during the December/ January holidays please make alternative arrangements during that period

2) DRESS

Please dress your children in comfortable, old washable clothes as messy play forms part of the programme. The school/centre T-shirt may be worn but is compulsory during excursions or other special events.

Ensure that your child has a T-shirt or blouse underneath his/her jersey, so that the jersey may be removed when it gets too hot.

NO high-heels, platform or "wheelie" shoes are allowed as they strain the development of the children's feet.

All clothing and shoes must be clearly marked.

3) Recyclables

We are dependant on parents to provide useful recyclable products. These provide many developmental and exploratory possibilities for the child. The same applies for old equipment needed in the technology learning area (e.g. old telephones, computers, kettles etc.).

4) PROGRESS REPORTS

Progress reports are issued twice a year for all age groups in the school/centre. Grade R – classes are assessed during September with the Aptitude Test for School Beginners (ABS). This assessment is standardized and provided by the HSRC to ascertain developmental levels. Only a registered assessor may conduct this test.

5) EXRAMURAL ACTIVITIES

Music, song, dance, perceptual-motor development and creative expression form part of our daily curriculum. All of the above are taught by tertiary trained teachers, according to each age group's developmental level. However, to accommodate parents who wish their children to participate in extramural activities, we support the following:

SOCCER STARZ	3 - 6 YEARS
MUSIC	2 - 6 YEARS

All extramural activities are at the expense of the parents except music, which is included into the school fees

6) BIRTHDAYS

Each class follows their own birthday tradition. You are welcome to provide snacks or a birthday cake for the class on you child's birthday. Please keep in mind that we promote healthy eating habits. The Birthday celebration is held during/after snack time.

7) BAKERMAN/ MAKING AND BAKING

Baker man is held on the last/second last Thursday of each term. (More information is available from the class teacher)

Making and Baking is held on an alternative Thursday. (More information is available from the class teacher)

8) MEDICATION / ILLNESS

Each teacher has his or her own medication book, which must be completed by you as parent when medication must be given to your child. Medicines are kept in the sickroom and must be retrieved at the end of the day for home dosages. In case of fever we will inform you and discuss treatment. (Health regulations prohibit us from allowing sick children at school/centre)

If your child is ill, please keep him/her at home until he/she is fully recovered. By sending them to school/centre, they infect other children and also take longer to recover.

9) COMMUNICATION

Weekly class letters, newsletters and other communication will be distributed via WhatsApp and e-mail, there is a hard copy available on request.

If you have concerns regarding your child and/or the school/centre, please follow the correct procedure. Firstly approach your class teacher. If the matter is not resolved, an appointment can be made with the principal. The principal is part of Management and will thus inform the Directors if necessary. If these matters are handled in any other way, Management will regard it as settled. In all cases professional conduct can be expected from the staff of the school and likewise professional conduct will be expected from parents.

10) ADAPTATION

The adaptation of your child to the new school/ centre environment can be difficult and might take some time. There is no need to be concerned. With our experienced staff your child should adapt and feel at home within days. Don't give up because of a few days of tears – your child will settle in.

11) PROFESSIONAL TEAM

The school Act determines teaching staff should guide and assist parents to be involved in the educational journey their child is following in the school. Assessment of your child is done on a continuous basis to ensure that problem areas are identified soon and appropriate support is given.

Should the staff come to the conclusion that specialised attention is required for your child, they will inform you accordingly. We do not refer children to any specialist, but we do keep a list of various specialists whom you may contact if you wish.

Management is being advised by a panel of experts.

12) BREAKFAST (VERY IMPORTANT) 7:30 – 8:00

The school/centre provides breakfast in the morning which is health orientated.

Monday – Maize porridge

Thursday – Maize porridge

Tuesday – Matabella

Friday – Matabella / French toast

Wednesday – Oats

13) SNACKS (VERY IMPORTANT)

10:00 – 10:15 and 14:30 – 14:45

The school/centre provides a snack which is health orientated, e.g. ½ Peanut butter sandwich with ¼ Apple and Juice. Unfortunately, our kitchen staff is unable to cater for religious restrictions. Should your child be unable to eat certain foodstuffs, please obtain a copy of the meal-plan from the office. On the days when a meal is served that your child is not able to eat, please feel free to send a substitute meal. Such a meal should be sent in a suitable container with the child's name on and the teacher must be advised. There are no discounts for home-provided meals.

13) MEALS

12:15 – 12:30 and 16:00 – 16:30

During these times it is your responsibility as parent/s to provide a meal for your child.

In the case where you have provided a warm-up meal the teacher's do check the lunchbox and heat the meal in the microwave provided by the school. We ask to please health conscious. Sweets and chips are not an appropriate meal for growing, healthy/ happy children.

14) OUTSIDE PLAY- AREA

The outside play area is an extension of the inside learning programme. It holds more opportunity for gross motor movements and investigative activities. All these activities form part of the child's complete learning experience.

" Movement activities the neural wiring throughout the body, making the whole body the instrument of learning"

"Beginning in infancy and continuing throughout our lives, physical movement plays an essential role in creating nerve cell networks that are the essence of learning" (Hannaford C; 1995).

"The first requirement is designing any child care space should be to maximize opportunities for children to move their entire body freely and extensively in all directions. Whether indoors or out, our designs must be based on what children do when they are moving – specific ways they move their bodies in relation to space and object".

"Children climbing.....crawling.....sliding.....balancing...hiding.....and jumping off....are not simply being obstreperous. Their actions are motivated by a deep, primary, development need to explain the multifaceted parameters of physical activity" (Olds, A.R; Human Ecology Forum 1980).

"Movement – exploration, which utilizes divergent problem solving with many different responses to a single challenge, allows children to respond to challenged at their own developmental levels and rates" (Pica, R; 1993).

We planned our Outside area based on all – and more – of the above-mentioned. Harvest Seedlings Pre- School strives to provide as many opportunities as possible in order for your child to have a wide range of development.

We ask you to support in the venture by allowing your child to gain movement experience on this terrain. Mishaps can occur, but we try to minimize this by installing well-planned supervision and support.

We invite you to visit the Outside Area and to ask any questions you may have. When you sign the acceptance of the school rules, this will also be taken as consent for your child to use the terrain. (See Financial Agreement page of enrolment pack).

15) ACCOUNTS

- 1) Accounts are sent out on the 25th of each month and should be settled before or on the 3rd of the following month. Should you fail to do so, you will receive a reminder and a late payment fee will apply for payments not received by the 3rd of the month.
- 2) Should you fall in arrears for 54 days or more, your child(ren) will unfortunately no longer be able to attend school, until the outstanding debt is settled. This could obviously be quite disruptive and traumatic for your child(ren) and we ask that you make every effort to avoid such an action.
- 3) Should your arrears account exceed 60 days, we will institute further actions to recover the money owed, including the possibility of blacklisting and other legal avenues.

16) FETCHING YOUR CHILD

The gates are closed between:

8:15 and 12:15
13:00 and 16:00

You will only be allowed to enter the school during this period through prior arrangement.

If someone other than yourself is fetching your child in the afternoon, please phone Administration in the morning and make arrangements or make a prior arrangement with the class teacher.

Aftercare closes at 17:15. A child who is fetched late will be fined R50-00 for every 15 minutes or part thereof. If the system is misused 3 times you will be kindly asked to remove your child from aftercare.

17) ACCIDENTS

At all times at least one staff member on duty is trained in First Aid. Every teacher has basic First Aid Box at hand and a well-equipped First Aid Box is available in the Sickroom. In case of an accident, a proper procedure is in place, which has to be followed by the staff. A report gets written in the Incident Book for your information. When an injury is serious to the point of medical intervention, a full report is provided to you.

18) TOYS

No toys of any nature are allowed at school/centre. Teachers cannot take responsibility for the protection of such items and it causes problems between children.

On Friday there is a chance for a show and tell. (More information is available from the class teacher)

19) CURRICULUM POLICY HARVEST SEEDLINGS PRE- SCHOOL

- Harvest Seedlings Pre-school follow the South African National Curriculum Statements. These are the revised version of Curriculum 2005
- According to the Curriculum, the method of teaching is through Outcomes Based Education (OBE). The basic principles in OBE are applied at Harvest Seedlings Pre-school
- Children should not only gain knowledge (as in memorising) but also understand what they learn. Parallel to this, children need to attain the necessary skills, attitudes and values accompanying this knowledge.
- Children should become active participants in the learning process and expand their creativeness.
- Children are given the opportunity to work at their own pace and in various ways. Yet they work within time frames.
- OBE is currently interlinking with the Developmentally Appropriate Program/Practise (DAP)

We also underline the core assumptions of OBE:

- All learners can study successfully.
- Success breeds success.
- Educational institutions determine the (educational) circumstances which ensure success
- Lastly we want to draw your attention to the fact the OBE was implemented in the Government pre-primary schools in 1970. The success of these schools was common knowledge and is well documented. One of the reasons being that this is method is extremely suitable for the Foundation Phase (Gr.R to Gr.3) and has been the most excellent method of training small children worldwide
- You will receive on-going information about our Learning Programme, as we believe you, as parent/s should be involved in the learning process of your child.

20) LANGUAGE POLICY

On the basis of recurring recommendation from researchers, we accept only Home Language speakers of English, with no exceptions

Confusion is possible regarding names for language. Mother Tongue is the language acquired "at mothers knee". Home Language is regarded as the language being spoken at home and is not necessarily the mother tongue.

21) NOTICE

One month's written notice is required, except for the last term, when notice is required on the 1st day of the last term.

22) POTTY TRAINING

This is a very important stage in your child's life. It should be a healthy experience without any stress. Our staff are experienced and very patient and we hope you will follow in this way at home.

The procedure works as follows:

- Please inform the teacher as to what the program is at home. (If any)
- Do not put unnecessary pressure on your child – it will only prolong the process.
- Follow the process that is presented by the school at home as well. Your continued participation is important.
- Send 3-5 sets of clothes as well as plastic bags for wet clothes. Clothes must have elastic in the middle for easy taking off or putting on.

Children ought to be toilet trained by the age of 3 years. Children that are not potty trained by the end of that year will not progress to the next class, until they have been fully potty trained. The school/centre thus cannot accept new enrolments of children in the group 3-4years (Grasshoppers) who are not toilet trained.

23) TERM SUPPLIES

It is required that each term the school will require that each child provide the following supplies for terms set out by the school.

Term 1: 1 x Wet wipes, 1x Box tissues, 1x Liquid hand soap, 2x Toilet paper rolls (with toilet paper on).

Term 2: 1 x Wet wipes, 1x Box tissues, 2x Toilet paper rolls (with toilet paper on).

Term 3: 1 x Wet wipes, 1x Box tissues, 2x Toilet paper rolls (with toilet paper on).

Term 4: 1 x Wet wipes, 1x Box tissues, 2x Toilet paper rolls (with toilet paper on).

24) BABY PROGRAMME (4 MONTHS – 2 YEARS)

When enrolled at the school you will receive a feeding programme that the school will be following. The school will cook all meals as shown on the feeding programme.

It is required that parents provide nappies, bum cream, wet wipes and bottles (breastmilk/formula) as set out buy the feeding programme.

Please take note of the above and abide by these rules. Complete the School/Centre Agreement section (on the same page as the Financial agreement) and send back with your Enrolment Forms.

We look forward to be part of enriching of your child's education.

May the time at our school be a special period for you and your child from which pleasant memories will grow.