



ONS EIE

Nursery School

Cnr Ensign & Meteor Streets
AIRFIELD

P O BOX 1405
BENONI
1500

The aim of Pre-Primary teaching is to promote the harmonious development of the child in respect of his spiritual, physical and educational welfare, as well as his social, aesthetical and Christian values.

You and your child are very welcome at our school. We would like to assure you that we do everything in our power to create a friendly and happy atmosphere for you and your child in which he/she can grow to their full potential.

You as a parent remain the main educator of your child. Together, with us as teachers we form a partnership wherein your child can develop. To achieve this you as the parent must be involved with your child and be interested in his joys and sorrows. You must never shirk your duties as a primary educator. Teach your child to listen, to have good manners and to accept responsibility. No matter how trifling it may seem it is all-important in the building of his future. We as a school will support you and help you to expand. You are very welcome to share any of your child's problems or achievements with us.

Principal

Naomi Geeringh

Our school telephone no. is: 849-4411

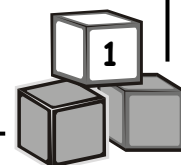
E-MAIL ADDRESS: onseiekleuterskool@telkomsa.net

We are available at all times.

Please call should you have any problem or need any information.

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1. STRUCTURE OF THE NURSERY SCHOOL

GOVERNING BODY

PRINCIPAL

SECRETARY

GRADE R
AFRIKAANS

GRADE R
ENGLISH

MIDDLE GROUP
AFRIKAANS

JUNIOR MIDDLE
GROUP
ENGLISH

JUNIOR GROUP
AFRIKAANS

JUNIOR / SENIOR
TODDLER GROUP
BILINGUAL (2)

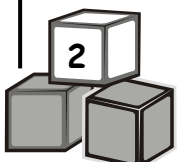
BABY DEPARTMENT

AFTERNOON STAFF

ASSISTANTS

KITCHEN STAFF

GARDEN STAFF



2. SCHOOL CALENDER FOR 2018

FIRST TERM	SECOND TERM	THIRD TERM	FOURTH TERM
17 January	10 April	17 July	9 October
28 March	22 June	28 September	12 December

3. PUBLIC HOLIDAYS

DATE	HOLIDAY
1 January	New Year's Day
21 March	Human Rights Day
30 March	Good Friday
2 April	Family Day
27 April	Freedom Day
30 April	School holiday
1 May	Workers Day
16 June	Youth Day
9 Aug	Womans Day
10 Aug	School holiday
24 Sep	Heritage Day
16 Dec	Day of Reconciliation
25 Dec	Christmas Day
26 Dec	Day of Goodwill

4. SCHOOL HOLIDAYS EXTRA SCOOOL HOLIDAY;

30 April, 10 August

5. IMPORTANT DATES AND INFORMATION

17 January 2018 FIRST SCHOOL DAY	School starts at 08:00. Staff is available from 07:15. Childs name will be on a list showing which class they are in. Requirements for first school day: <ul style="list-style-type: none">• Snack for 10:00• Extra Clothes• Name Card with details
Early February PARENTS EVENING	Your support is important and it will be appreciated.
OTHER ANNUAL FUNCTIONS	Ladies Tea/Fashion Show Fun walk Golf day Concert Graduation evening Grandparents day

6. REQUIREMENTS

An R530.00 enrolment fee includes a stationary pack, which the teacher uses in class, and an "Ons Eie" T-shirt.

Sorry there will be **No** refunds on moneys already paid

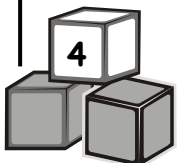
7. SCHOOL CLOTHING

Dress your child comfortably for school, that is to say, play clothes that can get dirty. Please ensure that clothes are not left at school. Please send a case with spare clothes to school. Some days we need dry or clean clothes for your child.

Please ensure that your child's clothes are well marked. Send in a hat and sunscreen for sunny days.

Lost clothes should be noted in the "Lost Clothes Book". The nursery school cannot take responsibility for lost clothes; therefore you should ensure that nothing gets left at school. If clothing is left at school it will be placed in the "Lost Clothes Basket". All unclaimed clothing will be donated to a welfare organisation at the end of each term.

Children must wear "Ons Eie" T-shirt on Fridays if possible.



8. GENERAL INFORMATION

a) Birthdays

A birthday is a big event in a child's life.

Should you wish to send something for the children to school, you are more than welcome to send Party Packs for each child in the class, or discuss what will be best with the class teacher.

b) Outings

Outings will be arranged by the school. Permission letters will be sent out - they should be filled in and returned to school.

We do have qualified people who come in and visit the children regarding various subjects. However, we do sometimes take them out and then we need the signed permission slip.

Although we take every precaution with regards to your child's safety, we cannot be held responsible for any accidents.

c) Applications for Enrolment

Applications are taken in August for the following year. Every child must apply every year, even if the said child is already enrolled in the school.

During September the Principal will notify the parents if the child has been accepted and from which date he/she will be admitted.

d) Waiting List

A waiting list is kept for openings that might become available during that year - please apply early.

e) School Attendance

A child who is enrolled should attend school on a regular basis to benefit from the educational program.

Should your child be absent, please let us know.

Don't send your child back to school too soon after he/she has had a contagious disease.

Never keep your child home unless it is absolutely necessary.

f) Parents Evening

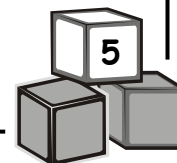
Parents Evening will be held once a year. Do make every effort to attend this evening. It is of all importance to you and your child.

g) Reports

You will receive a Progress Report twice a year. Discuss all matters with regards to your child with the class teacher.

h) Official Times

Children can be brought to school from 07:00. There will be a staff member on duty from 07:00 for the parents who have to be at work early.



The daily program begins at 08:10. Please don't bring your child in any later than this, as it can be disturbing to the rest of the children who will already be busy. No children must be dropped off before 07:00.

CHILDREN MUST NOT BE LEFT AT THE GATE OR AT THE CAR, BUT MUST BE TAKEN TO HIS/HER CLASS, AND PICKED UP THERE AGAIN.

Children can be collected from 12:45 onwards. Should you have problems regarding the times please discuss them with the school Principal. The staff leaves at 14:00. The afternoon staff takes over for the children who stay till the school closes at 17:30. All half-day children must be collected by 14:00. After 14h00 will be full day.

i) Food - Morning & Afternoon Snack

PARENTS MUST PLEASE SUPPLY THEIR CHILD THEIR OWN HEALTHY LUNCH BOX TO BRING TO SCHOOL (NO SWEETS OR COLD DRINKS PLEASE).

The teachers will see that the food is safely stored until Snack Time.

PLEASE MARK THE LUNCH BOX CLEARLY WITH YOUR CHILD'S NAME.

The school supplies lunch for all the children as well as cold drinks during the day as well as sandwiches in the afternoon.

j) Toys

The school cannot take responsibility for personal toys brought to school. **NO TOYS PLEASE**

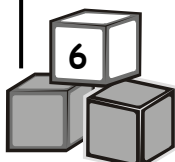
k) Medicine

There is a box for medicines in the passage next to the kitchen. You can leave your child's medicine for the specific day there. Fill in all the instructions in the Medicine Book, e.g. Name, Type of Medicine. Medicine will be dispensed at 12h00. Please mark the medicine clearly and place it in the plastic container with a medicine spoon. Antibiotics can be left in the fridge if required. You can collect the medicine from the same container in the afternoon.

l) Exclusion guidelines for sick children:

If the child has any of the following they should be kept home because of the health risk to other children:

- **Uncontrolled diarrhoea**
- **Mouth sores**
- **Pink eye (24 hrs after treatment)**
- **Head lice (24 hrs after treatment)**
- **Any contagious disease until written permission to return to school is given by a medical practitioner.**
- **A fever of 38.5°C or more with other behavioural signs of illness.**



m) Immunisation Card/ Medical Aid Card

It is a Health Department regulation that we keep a copy of each child's immunisation card and medical aid card on file. Please bring this with Forms.

We also need a consent form to take your child to the nearest doctor or hospital in a case of emergency. Complete Consent form and return with forms.

9. EXTRA MURAL ACTIVITIES

Mondays - Nett ball

Tuesdays - Kindermusik/ Dance/ Kinderkinetika

Wednesdays - Gymkids

Thursdays - Ballet/ Rugby

Fridays - Computer classes/ Matths/Baking/ Puppet show

10. AFTER SCHOOL CARE

The afternoon staff will take care of the children. This service is for enrolled children only

11. CIRCULAR LETTER

Our means of communication with the parents is through E mails and whatsapp groups

12. TUCK SHOP

There is tuck available Tuesdays and Fridays. Send money in at any time. Money must be paid to the class teacher, e.g. R24.00 split over 4 days so that the child can have R6.00 per day. (Only good sweets and chips, Nestle, Beacon, Cadbury, - No cheap stuff)

13. SCHOOL FEES

Without school fees no school can survive properly and standards would drop drastically. School fees are used to cover all expenses incurred by the school, for example, salaries, telephone, municipal levies, insurance, textbooks, building maintenance, grounds maintenance and toiletries. School fees are periodically revised in accordance with necessities. Parents will be advised accordingly at the beginning of the year. School fees are payable before or on the 7th of every month. Should the fees be outstanding for more than two (2) months, notice will be given to the responsible persons.No refund on school fees already through our books.

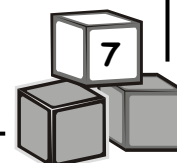
BANKING DETAILS:

ABSA BENONI

ACC. 220600440

CODE: 630-242

Childs name and surname as reverence please



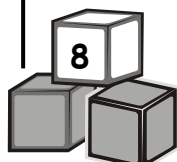
Please do not pay any other monies like tuck, photos, mural activities, with school fees in account. Put in boxes in office: We prefer that all school fees be paid in directly into the bank account. Put your child's name and surname as reference

14. GOVERNING BODY

The Governing Body exists of seven members that consist of Parents, Teachers and Parents from previous years. The Governing body is appointed for a period of two years.

15. DAILY PROGRAM

1.	07:15	Arrival Inside Play
	08:00 – 08:10	Opening - Bible Songs, Prayers Planned Activity News, general knowledge, perception, poems, and reading
2.	08:10	Art activity/Inside play.
	08:30	Chosen activity including educational toys, i.e. puzzles, construction toys, Lego building blocks, books, fantasy corners, play dough, etc.
	09:50 – 10:15	Tidy up and toilet routine
3.	10:15 – 10:40	Planned activity: Music & movements, development games, learning of songs, musical instruments and birthday ring
4.	10:40 – 11:00	Toilet Routine/wash hands Light snack
5.	11:00 – 12:15	Outside Play - Chosen activity Sandpit, water play, dolls house, wagons, bicycles, woodwork, planned activities
6.	12:15 – 12:30	Toilet routine
	12:30 – 13:00	Lunch Stories, Bible story, puppet show, dramatisation, real and fantasy stories
7.		Rest Half-Day children leave Afternoon staff take over responsibility and supervision



WEEKLY PROGRAM

Monday	Extra-mural activity - Netball
Tuesday	Extra mural activity – Kinder Musik/Hip-Hop/Kinderkinetika
Wednesday	Extra mural activity - Gymnastics
Thursday	Extra-mural activity - Ballet/ Rugby
Friday	Extra mural activity - Computers / C Maths/ baking/ puppet show

HOLIDAY PROGRAM

During the holidays the children are looked after by the afternoon and holiday staff under the supervision of Mrs. Hofmeyr.

a) Program

07:30	Receiving of Children
08:00	Start with program Opening and singing of Bible songs Creative Activity
09:30	Story Time and Sing Songs Toilet Routine
10:00	Snack Outside play under supervision
12:00	Toilet Routine
12:15	Lunch Children rest on mattresses until the afternoon staff takes over

The school is also given a thorough clean during this time.

MENU

DAY	MORNING SNACK	LUNCH	AFTERNOON SNACK
Monday	Each child brings his/her own lunch pack	Macaroni and cheese Pasta Alfredo	Peanut butter and syrup sandwich fruit juice
Tuesday		Chicken al la King Chicken casarole	Cheese spread sandwiches fruit juice
Wednesday		Pap and wors Cheese puffs and mash	Jam sandwich fruit juice
Thursday		Fish Fingers Mash Potatoes	Marmite Sandwiches fruit juice
Friday		Hot dogs, vetkoek and mince	Cheese spread sandwich milkshake

During the winter the fruit juice is replaced with Milo, Coffee, Tea or soup.

16. EDUCATION

a) Education in the school

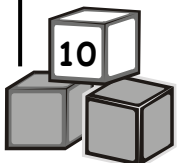
The nursery school is also an educational institution and we will not shirk our duties. We are here to support and educate your child so that he/she may meet the requirements of the primary school.

You, as a parent can be assured that the education and teaching of your child according to your child's talents and abilities will be of the highest standard. The governing body selects each teacher associated with our nursery school. The Christian outlook is still the corner stone of our nursery school and is practiced positively by all our staff.

b) Requirements of the school

The teachers expect your child to have good manners, be disciplined and be well behaved. The nursery school expects responsibility by the parents. We expect you as a parent to be interested in the nursery school and all its business. The nursery school cannot function properly without the full support of the parents. Involved parents have involved children but the opposite is also true.

If your child sees that you are not interested in his/hers school or activities he will also lose interest.



17. GOALS THAT WE AIM FOR

The main goal we want to achieve is school readiness of the child.

What is school readiness?

Here is a short description of the goal that we, as teachers, and you, as parents, should strive to achieve.

18. SCHOOL READINESS

Dear Parents

This is surely one of the main concerns that you have to face at the moment. To make this easier for you we have put together a brief manual so that we can work together to achieve the best for your child. We will attempt to guide you as to what your child needs for healthy growth as well as development of body and soul. Please remember: your child is a unique individual. Therefore his/her developments and abilities will differ from other children and this manual should be used as a guideline only. Should your child have a very noticeable difference to the guideline, you can discuss this with the class teacher.

a) What is school readiness?

It is the measure that determines whether or not your child is “ready for school” (formal education).

Development level of your child’s school acceptance is as follows:

i Body skills

- To be able to dress him/her self
e.g. to be able to put on a jersey and take it off.
- To be able to go the toilet unassisted
- To be able to tie their own shoelaces
- To be able to attend school for a full day with the essential physical strength and health without getting unnecessarily tired
- Must be able to climb, jump, run around, hop, clamber and gallop.
- To be able to identify body parts, pointing them out and naming them and know what their function is.
- They should know their name, their parents names, their address, and telephone number and where their parents work.

ii Language development

- They should be able to communicate with their teachers and friends clearly.
- They should be able to carry out simple instructions, e.g. “Put away your school bag”.

iii Emotional development

- The child should have a positive feeling about himself, he should be able to carry out an instruction with confidence and know the difference between right and wrong.
- He should have self-control and be able to handle himself without crying for any reason.

iv Social development

- Should be able to make friends and play with children of his/her age.
- His/her behaviour should be acceptable to others and he/she should be able to control himself with others.

v Hand skills

- Should be able to build puzzles, with blocks and create structures out of clay.
- Must be able to draw simple drawings.
- Must be familiar with paints and khokis
- Must be able to work with scissors confidently and be able to cut out various shapes.
- They should be able to be creative and original with constant guidance from teacher/parent on the above points.

vi Hand-eye co-ordination

- They should be able to catch and kick a ball.

vii Size of objects

- Must see shapes in their true perspective with the differences of SIZE and DISTANCE and determine whether the shape is MOVING OR NOT.

b) Playing

One of the most effective ways in which a child learns is through playing. Playing stimulates thoughts. There is no end to playing - it is about participation. Play is an essential aspect in the life of a child. A child learns through movement. They must experience enjoyment of putting something together and taking it apart and to catch and throw something.

To assist you:

i Functional play

- Let them mimic actions e.g. jump, roll etc.
- Fantasy play helps promote mental development.

ii Constructional play

- Build with blocks, Lego or puzzles
- "Making" something gives him/her self-confidence
- Never break up or put away a half built project.

iii Fantasy and role play

- Let the child mimic adults, other children or story characters.
- Enjoy fantasy and role-play with your child
- Take a photo of every costume
- Encourage them to perform in concerts for their friends or family.

iv Games with rules

- Ludo, dominos, snakes and ladders
- Must learn to control his actions, behaviour and emotions.

v Drawing

- Do not interfere unless he/she asks for your help

- Praise the child for their work and never criticise.
- Write the child's name on their "art work" and display it on the fridge or a wall.

vi Articles and models

- E.g. Cutting and pasting of waste material - paper, boxes, material and wool.
- Display in a special place.

vii Physical activities

- Take your child to the park and let him climb, swing and play.
- Praise him if he achieves a specific goal.
- Take an action photo of him and discuss it with him.

c) Physical Development

Physical development consists of two aspects:

- Good health
- Good muscle development, co-ordination and physical growth.

i Let your child feel safe

- Do not over-protect your child by doing everything for him, don't make decisions for him or talk for him.
- Do not interfere and undermine his self-confidence by taking action too soon e.g. when he climbs a tree.
- Only take action to prevent him from hurting himself.
REMEMBER: A CHILD LEARNS THROUGH EXPERIENCE.
- Teach him to be aware of his own safety and to avoid certain things e.g. pieces of glass, rusted steel, medicine and poison.

ii Give him enough food

- Teach him to eat HEALTHY FOOD and to enjoy it. (Studies have shown that healthy foods improve a child's mental capabilities by 20%.)
- Do not give them sweets and cookies as a reward
- Limit their snacks between meals
- Let them help to prepare a healthy meal, e.g. cut vegetables for vegetable soup.
- Encourage them to eat raw vegetables.

iii Let your child stay active

- A child should run, jump, climb, dig, ride, hang, swing.
- He should dress himself
- Encourage them to play with mud and water so that he can learn about slippery and rough textures.
- Limit TV watching and TV games and encourage him to play outside.
- Take them to a park so that they can play with other children
- Play games with a rope and a ball
- Let the child go to bed early and read them a story or Bible Story every night before bedtime.
Teach them language, sentences and listening. Children love the same story, read it over and over.
- Teach them to pray and to be thankful for everything that they have

- iv Body posture
- Teach your child the correct way to sit, stand, and lift objects and sleep.
- v Apparatus that promotes refined muscle development
- Thin wax crayons and thin paintbrushes.
 - Pencils, colouring pencils, oil pastels and khokis.
 - A good supply of big pieces of paper.
 - Scissors with a rounded edge to cut paper.
 - Magazines to cut and tear (Never allow them to tear out of books)
 - Lego Blocks
- vi What he/she should have already achieved
- Be able to ride a bicycle
 - Main traffic rules (Robots, Keep Left, Pedestrian crossing)
 - Can send him into the shop to buy something.
 - Knows street names in his area
 - Enjoys listening to dvd's and operating the dvd player and radio.
 - Role-play e.g. doctor, doctor; school, school.
 - Concept of yesterday, today and tomorrow; high, low, above, below, beside, in front and behind.
- d) Language development**
- Make a purposeful attempt to stimulate language development.
 - Make sure that you use language correctly
 - Make time to talk to your child and allow opportunity for him to share his feelings with you.
 - Teach him to listen, concentrate and pay attention.
 - Ask questions regularly especially when he has to give his meaning and not just "yes" or "no"
 - Do not complete sentences for him
 - Correct his mistakes by telling him why he was wrong without destroying his self-confidence.
- i Pronunciation
- Emphasise the correct pronunciation
- ii Vocabulary
- It can be enhanced by discussing different subjects with him, especially if they interest him.
 - Expand his vocabulary by naming new objects; take him on outings where he can learn something new.
 - TALK TO YOUR CHILD
- iii Sentence construction
- When he constructs a sentence you can add words immediately to make it sound like a sentence an adult would use.
- iv Language understanding
- They should be able to differentiate between tomorrow and yesterday.
 - Ask questions regularly about the above e.g. "What did you do yesterday?" or "What are you going to do tomorrow?"

- He must be able to carry out three instructions one after the other, e.g. “Bring me a tissue, a glass of water and put on your jersey.”

v Making conversation

Your child must:

- Be able to talk in a group
- Pass on information to a group
- Wait his turn to say something
- Wait to approach adults
- Know how to agree or have his own opinion.

vi Creative language use

You can help your child by encouraging him to:

- Tell descriptive stories
- Ask riddles about familiar subjects e.g. “What in the kitchen is big, white and cold?”

vii Differentiate between foreground and background

- It is important that your child can tell what is in the front and what is in the background. Not being able to do this show the child is disorganised and cannot pay attention.
- Discuss pictures with lots of objects or figures and let the child point out specific objects and figures.

viii Eye focus

- Child should be able to move a car backwards and forwards without moving his head and just following it with his eyes.
- Use a torch to sign on the wall in a circle, horizontal, vertical and diagonal while the child follows the lines with his finger.
- Let the child watch an object standing still, while his head moves left and right, up and down and in a circle.

e) Auditory perception (hearing)

A child should be aware of sounds around him and knowledge of language.

i Memory

- Name different colours, animals or fruit; first the way they can remember and then in the same order.
- Different numbers, e.g. telephone numbers. A child should be able to repeat it.
- Tell the child a story; he should be able to repeat the story to you the next day, next week.

ii Sound consistency

- Let the child listen to a tape and every time he hears a certain word he must make the relevant sound
e.g. baa for a sheep
- Let the child listen to a story and every time he hears a specific word he must clap his hands.
- Give him one word to start with and slowly increase the amount of words.

iii Sound has meaning

16.

- Teach him that sounds sometimes tell you something e.g. a clock tells you when to get up; the sound of an oncoming car tells you not to cross the road.
- Let the child listen to sounds with his eyes closed and identify the sounds.
- Discuss the sounds of an ambulance, police car, running water, a boiling kettle, a fire burning etc.

f) **Touch & feel perception**

It is the observation and interpretation of information through the skin (feel) and the fingertips (touch) that is sent to the brain.

- Cover his eyes and place a few objects in front of him on a table. He must feel the objects and tell you if they are hard or soft, slippery, rough, wet, dry, light, heavy, warm or cold.

i Smell perception

- Cover his eyes and let him smell different fruit and vegetables with a strong smell, he should say what they are.
- Give him an instruction "Think of a rose" and let him say if it smells nice, sweet or horrible.

ii Taste perception

- Cover his eyes and let him taste different food types and tell you the difference between them.
- Ask him what the difference is between an orange and a lemon.

g) **In conclusion**

You, as a parent, must not worry too much if your child cannot do certain things. You might find that your child can do 90% of these things. Should you want any further advice you are welcome to discuss the matter with the class teacher. She will be eager to advise and help you.

The important thing to remember is your child's self-image

It is good for any person to have a positive image or opinion of himself. Children with a positive self-image feels good about themselves, feels that they are capable of doing things and will take on new challenges.

You must focus on letting your child feel good about who he is and what he can do. Every child needs a safe environment in which to develop a positive self-image. Such a safe place is created when his basic needs (food, clothes, safety and love) are provided.

Learn and discover at a slow pace with your child.

Do not add things that can influence his integrity by saying things that will hurt him and make him feel useless.

Your child likes repetition, because it gives him a feeling of safety.

If he experiences safety and acceptance within his family, he will be willing to interact in relationships outside the family circle.

There are 2 shifts of personnel in charge of the infant group each day. The first shift is from 7:00 until 13:00 and the second shift from 13:00 until 17:30. Parents must supply infants' bottles with enough milk to last the day and they must be clearly marked. The school will supply the lunch. You are welcome to send a yogurt or purity.

Please pack enough clothing for your child for the day. At least 3 to 4 sets for infants. These must also be clearly marked, including all bibs.

All infants will receive adequate stimulation during the day, in the form of music, creative activities, puzzles and handling of books, etc.

There will be a report on a daily basis regarding your child's habits, e.g. sleeping times, meals eaten, medication (where necessary), nappies changed/toilet routine and other daily habits. This report will be kept in a file and will be there for you as parent to peruse at any given time.

We assure you as a parent, that your child will receive all the outstanding love, care and stimulation that we can provide.

Enjoy your child and experience their world with them

