

# NURSERY SCHOOL “ONS EIE”

## PROSPECTUS

NURSERY SCHOOL “ONS EIE”



Welcome to Nursery School “Ons Eie”

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.

We are available at all times.

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

Kind regards,



**Naomi Geeringh**

Principal

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## 1. SCHOOL CALENDER FOR 2023

FIRST TERM	SECOND TERM	THIRD TERM	FOURTH TERM
11 January	12 April	18 July	10 October
24 March	23 June	29 September	13 December

## 2. PUBLIC AND SCHOOL HOLIDAYS - 2023

DATE	HOLIDAY
1 January	New Year's Day
2 January	Public holiday
20 March	Special school holiday
21 March	Human Rights Day
7 April	Good Friday
10 April	Family Day
27 April	Freedom Day
28 April	Special school holiday
1 May	Workers' Day
16 June	Youth Day
9 August	Women's Day
24 September	Heritage Day
25 September	Public holiday
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill

### 3. IMPORTANT DATES AND INFORMATION

<b>FIRST SCHOOL DAY</b>	School starts at 08:00. Staff is available from 07:00. Child's name will be on a list showing which class they are in. Requirements for every school day: <ul style="list-style-type: none"><li>• Snack for 10:00</li><li>• Extra Clothes</li></ul>
<b>PARENTS EVENING</b> Early February	Your support is important and it will be appreciated.
<b>OTHER ANNUAL FUNCTIONS</b>	Fun walk Grandparents day Concert Graduation evening

### 4. REQUIREMENTS

There is an annual registration fee, which includes a stationary pack, which the teacher uses in class, and an "Ons Eie" T-shirt.

**NO refunds on enrolment fees should you change your mind.**

### 5. 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 bag 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 a hat and sunscreen for sunny days.

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.

**VERY IMPORTANT: PLEASE MARK ALL CLOTHING ITEMS**

## 6. 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 July for the following year. Every child must apply every year, even if the child is already enrolled in the school.

During August 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 twice a year. Do make every effort to attend these evenings. It is of all importance to you and your child.

**g) Reports**

You will receive progress reports at the end of each term as well as an adjustment report at the beginning of the 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.

The daily program begins at 08:00. 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, THEY MUST BE ACCOMPANIED 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 it with the school Principal. The staff leaves at 13:30. 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 supply their child with 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 a balanced lunch for all the children as well as cold drinks during the day. We also supply sandwiches in the afternoon.

**j) Toys**

The school cannot take responsibility for personal toys brought to school.

**PLEASE DON'T SEND TOYS TO SCHOOL.**

**k) Medicine**

Unfortunately, we are not allowed to give medicine.

**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 diarrhea**
- **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 behavioral 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 submit a copy of the immunisation card with the forms.

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

## **7. EXTRA MURAL ACTIVITIES**

Mondays:	Netball/Soccer
Tuesdays:	Nosy Parkers
Wednesdays:	Gym kids
Thursdays:	Ballet/Rugby/Gyamosaurus
Fridays:	Energico studio

## **8. AFTER SCHOOL CARE**

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

## **9. CIRCULAR LETTER**

Our means of communication with the parents are through E-mails and WhatsApp groups.



## 10.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 7<sup>th</sup> of every month.**

Should the fees be outstanding for more than two (2) months, notice will be given to the responsible person.

**NO REFUND ON SCHOOL/REGISTRATION FEES PAID AND ACCOUNTED FOR.**

**Please do not pay any other monies like tuck, photos, mural activities, with school fees into our account.**

### **BANKING DETAILS:**

Absa Benoni  
Account no: 220 600 440  
Branch code: 630-242

**REFERENCE: NAME AND SURNAME OF THE CHILD**

## 11.GOVERNING BODY

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

## 12.DAILY PROGRAM

1.	07:00	Arrival Inside Play
	08:00 – 08:10	Opening - Bible Songs, Prayers Planned Activity News, general knowledge, perception, poems, and reading
2.	08:30	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 – 10:00	Tidy up and toilet routine
3.	10:00 – 10:15	Planned activity: Music & movements, development games, learning of songs, musical instruments and birthday ring
4.	10:15 – 10:30	Toilet Routine/wash hands Light snack
5.	10:30 – 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

### 13.HOLIDAY PROGRAM

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

#### Program

07:30	Receiving of Children
08:00	Start with program Opening and singing of Bible songs
08:10	First formal lesson Creative Activity
09:30	Story Time and Sing Songs Toilet Routine
10:00	Second formal lesson
10:15	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.

### 14.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 casserole	Cheese spread sandwiches fruit juice
Wednesday		Pap and wors Cheese puffs and mash	Jam sandwich fruit juice
Thursday		Fish Fingers Mash Potatoes Spaghetti bolognaise	Marmite Sandwiches fruit juice
Friday		Hot dogs, vetkoek and mince	Cheese spread sandwich milkshake

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

## 15. 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 from 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/her school or activities he will also lose interest.

## 16. 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.

## 17. 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 behavior 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, behavior 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, coloring 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**

- Emphasize 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. It can be an indication of a disorganized child.
- 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 colors, 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**

- 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.

## **18. INFANT GROUP**

Welcome to every baby and parent

It is a privilege to be a part of this important phase in your child's life.

There are three staff members in the baby class:

- Sonica - 7am to 1pm
- Diana - 13:00 to 17:30
- Catharina - 8:00 to 16:30

A whatsapp group will be set up for general daily communication.

Requirements:

- Diaper bag with 3 sets of clean clothes
- Dummy, nappies, wipes and bum cream
- Milk and bottles, already measured.
- Snack for 15h00 if full day
- Blanket, pillow, sheet for cot.

Please make sure baby is used to the bottle if they are still drinking breast milk.

No medication will be administered without your permission.

Be patient. It may take a while for your baby to adjust.

**IMPORTANT – EVERYTHING MUST BE CLEARLY MARKED AT ALL TIMES.**