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General Information and School Policies

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Seedlings Vision

Seedlings Pre-School aims to nourish and nurture its precious seedlings and watch them develop in a bold, fresh environment where they can 'play, learn and grow'. Seedlings is a ministry that serves and supports our community and each other with love, by empowering and nurturing our children into their God given destiny, creating life and inspiring growth.

We believe that a child at play is a child learning.

We believe in small classes, loving teachers and one on one interaction.

Seedlings aims to focus individual attention on each child, with a view that fosters physical, social, emotional, intellectual and spiritual development in each child.

Although Seedlings Pre-School operates independently from Harvest Church and warmly welcomes all children into our school, Christian values will be the basis of the school programme, as well as following the normal CAPS and IEB Pre-School programme.

Seedlings was founded in 2002 and started off with 2 classes. It has grown from strength to strength. We now have a Play Group and a Pre-School.

General School Policy

- The language medium is English. We do encourage other languages, eg. Zulu and Afrikaans
- The admission of pupils depends on the availability of classroom space
- We undertake to accept pupils no matter what their race, gender, social origin, religion/fait h or home language considerations.
- Preference for admission will be given to children in the local area and if you have another child in the school.

Criteria for Admission

- Parents/guardians and their children are required to attend an interview with the Principal before official acceptance is approved.
- Parents/guardians must undertake in writing to timeously pay school fees and any other levy/amount occasionally determined by the board.
- A non-refundable application fee of R850 is payable upon submission of application. Once your child has been accepted into the school an amount of R500 is due for a uniform pack, as well as one month's school fees to be held as a nonrefundable deposit.
- A term's notice of withdrawal is required. Should special circumstances apply; the term's notice will be waived at the Governing Body's discretion.

Daily Routine

- | | |
|-------------------|---|
| · 7:30am-8:00am | – School doors open |
| · 8:00am-8:20am | – One on one skills development, free play in the classroom |
| · 8:20am-8:30am | – Morning Ring time |
| · 8:30am-9:30am | – Free choice play time |
| · 9:30am-10:00am | – Snack time |
| · 10:00am-10:30am | – Ring time |
| · 10:30am-11:30am | – Free choice play time |
| · 11:30am-12:00pm | – Tidy up, story time, pack bags, home |
| · 12:15pm-17:00pm | – After Care |

Home time collection and associated messages:

Should your child be collected by another parent/grandparent/club on a regular basis, but with varying days, please email the school with the breakdown of when they will be fetching your child. Please also make a note in your child's notebook, so the class teacher is aware.

Walking to and from parked cars:

Please ensure that your children walk (no running) to and from parked cars in the parking lot, in an orderly fashion, while holding an adult's hand. Children are not allowed to cross the parking lot independently, and should not walk behind parked cars.

What is Ring Time?

The school morning is based on an open plan system, whereby children enjoy adult guided Ring Times and Free Play time. Themes are planned for each term and these provide the focus for rings, activities, stories and table displays.

The Rings include a wide variety of activities such as:

- Dramatisation rings
- Developmental play rings
- Movement and Music rings
- Design and Technology, Science and Maths rings
- Language development rings

What is Free Play?

Children are able to freely decide where they would like to play. The school is divided into:

- Creative area – painting, sticking, box construction, drawing, cutting, special activities
- Imaginative play area – dressing up, puppets, dolls, kitchen etc, eye co-ordination, foot-eye co-ordination, balance etc
- Cognitive area – books, puzzles, educational games, blocks, construction toys etc
- Fringe area – water/sand/sensory play/woodwork
- Outdoor area – jungle gym, sandpit, bike track

A teacher or teaching assistant will be on duty and will organize appropriate activities for the different developmental levels.

Weekly Programme

The following is a daily list which we would like you to encourage your child to bring.

Monday	Flowers
Tuesday	Recyclables
Wednesday	Newspaper
Thursday	Show & Tell
Friday	Baker-Baker

Optional Extras

- **Ballet**
Jacqui Weddell offers ballet classes after school hours from 12:15 - 12:45. Fees for ballet are payable to Jacqui.
- **Playball**
Playball teaches your child ball skills, and is available after school hours. Heidi Vigg and her team come to the school and teach the children key ball and movement skills.
- **Monkeynastix**
They focus on general motor imitation skills, general fitness, strength,

speed and agility, flexibility and cardio vascular fitness. Lessons are given to children 2 and over by Sonja on a Friday, from 12:15 - 12:45. Fees are payable to Monkeynastix.

- **Soccer Starz**

They offer soccer coaching and movement skills for boys and girls, during and after school on Tuesdays, 12:15 - 12:45pm. Fees are payable to Soccer Starz directly.

- **Music**

Music will be done by the teachers during Ring Time. Gr R will have music with Kinder Music which is included in the school fees.

All payment needs to be made directly to the person running the extra mural. Seedlings does not accept any payment on behalf of any extra mural activity.

For further information on any extra mural activities, as well as application forms, please speak to the office.

Waste Materials

Most of our activities and crafts are done using recycled materials. We can use almost anything. If you have contacts for wood cut-offs, paper or cardboard, please let us know and send to school with your child.

Baker Baker

Baker-Baker will be held every Friday. Each child gets a turn to bring cakes/popcorn/biscuits/ for the group. Baker-Baker is used as part of fund raising for the school. This cost is included in the school fees.

Daily Guidelines for Parents

Birthdays:

Birthdays are a special time and it is important that at least one parent or special adult try to attend. The Birthday Ring will take place at 9.30am and the details should be arranged with the class teacher. A special treat for each child can be provided.

Toys:

Toys are not to be brought to school. They can be a disruptive force and the school cannot be held responsible for them.

D6 Connect:

We use the D6 Connect to communicate with parents and to share notices and newsletters. Please make sure you download this app. We will email you a token to access Seedlings Preschool. Please contact us if you don't receive your token.

Discussion Times:

If you would like to discuss a problem, please arrange a meeting between 12.30 and 13:00 with the teacher or principal.

Settling in Process:

"Seedlings" staggers the intake of new pupils to help the 'settling-in' process. Parents are asked not to linger as this makes the separation harder. Rather say goodbye and go, and phone us later if you are concerned. If a child is very upset, we will contact the mother/guardian and inform them.

Lunch box ideas:

Parents must please provide a healthy snack and juice or water for snack time. Here are some guidelines:

- bread: 1 slice with a healthy spread
- extras: fruit, cheese, dried fruit etc
- Please do not send sweets, cakes, chips or fizzy drinks from Monday to Thursday as we would like to emphasize healthy snacks.
- Friday will be “treat” day, when a small packet of chips or sweets may be included with the child’s snack.
- Please pack lunch for Aftercare.

Clothing:

- Please put a change of clothing in a packet inside your child’s bag.
- Please ensure all clothing, including socks and shoes are clearly marked with the child’s name.
- The clothes must be simple, washable and suitable for all round play activities. To help achieve independence, try and provide clothes where fastenings and buttons are easily accessible.
- No wearing of jewelry will be permitted, as we cannot be held responsible for loss or breakage.
- Children may come to school barefoot.

Uniform:

- Upon acceptance for 2021, an amount of R500 is payable for a uniform pack. This pack includes a bag, a hat, a bumper sticker and a magnet.
- The school bag and hat are a compulsory part of our uniform.
- In the event of loss or damage a new bag and hat can be purchased from the office. The cost of a new hat is R165.00 and the cost of a new bag is R240.00.
- Children are encouraged to wear their hats during free play, particularly during the summer/spring months, in terms 1 and 4.
- Please clearly mark the hats and bags with your child’s name.
- Hats will remain in the child’s locker from Monday to Friday.
- Each Friday, and break-up day, hats will be sent home to be washed. Please return them to school each Monday, and the first day of each term.

Labelling personal items:

All items of clothing, as well as school bags, lunch bags and lunch boxes/juice bottles need to be clearly marked with your child’s name. You may use either a laundry or permanent marker. Alternatively, labels with your child’s name will also suffice.

Discipline Procedures

A positive reinforcement approach is used at Seedlings Pre-School. Each teacher has her own plan and procedure for handling behavior, which falls within the general principles for discipline within the school. This plan must:

- Suit the teacher’s teaching style
- Prevent misbehavior and encourage co-operation
- Motivate the child to stop disruptive behavior
- Motivate the child to want to learn
- Be quick and easy to use
- Create a positive atmosphere in the classroom which is conducive to both teaching and learning
- Build self-confidence in each child
- When misbehaviour occurs, we communicate that this behaviour is not like them and they can do better next time
- Always discuss the behaviour and actions we want to see in the school

Most children respond well to positive reinforcement and praise. However, those children who do not behave accordingly will be disciplined along the lines of the following procedure:

- Verbal reprimand and warning from the teacher
- Removal of privileges and/or “reflection time” set by the teacher
- Verbal reprimand and warning from the Principal
- Removal of privileges and/or “reflection time” set by the Principal
- Parent interview with the teacher
- Parent interview with the teacher and Principal
- Intervention of play and behavior therapy
- Letter of concern or warning
- Suspension from school, accompanied by covering letter
- Final warning letter
- Expulsion

All cases of suspension and expulsion will be forwarded to the Governing Body of Seedlings Pre-School.

Health Guidelines

- Children suffering from coughs, colds or any infectious diseases must please stay at home.
- Please do notify the office should your child have been in contact with any infectious diseases during school holidays or at any time.
- Please notify the school if your child is absent, giving the reason for their absence.
- Please ensure that we have the name and telephone number of your doctor, in case of emergency.
- Please update these particulars regularly.
- No medication is to be put into your child’s bag as it is dangerous for your child and others.
- The principal has sole and complete discretion to decide whether a child should attend school on the grounds of health. Any request by the Principal to remove and keep a child at home because of his/her health must be adhered to.
- Permission is deemed to have been given for every child to be examined at the school by the school Honorary Medical Officer whenever examinations take place.
- Head Lice: A clearance certificate must be obtained by the Health Department or the doctor before they can return.
- In an attempt to combat the spread of head lice and nits, all girls (and boys with long hair) need to have their hair tied up, if it is longer than their shoulders. Please also ensure that your daughter’s hair is clipped back with hair slides or an alic band, to keep it from falling into her face.
- In the unlikely event of a medical emergency or of an accident, the school will contact the parent and doctor of the child. If parents cannot be reached and emergency treatment is required, the child will be taken or escorted by ambulance to the nearest hospital. Your authorization for the school to contact your family doctor and to take whatever emergency measures are deemed necessary is vital to your child’s well-being.

Money Matters Policy:

- All fees are revised and increased annually.
- A non-refundable application fee of R850.00 is payable upon submission of application.
- Upon acceptance an amount of R500 is due for a uniform pack, as well as one month’s school fees to be held as a non-refundable deposit.
- All fees are payable strictly in advance.
- All fees must be paid within 7 consecutive days of the date of the invoice, unless specifically stated otherwise.
- We at Seedlings Preschool form part of the Debt-IN group and any unpaid fees will be handed over to them for collection.
- All fees are payable as usual during a child’s absence due to illness or holidays.

- All fees may be paid either: annually, quarterly or monthly, as requested in advance by the parents. The monthly instalments are paid over a 10-month period, beginning in February and concluding in November.
- One term's written notice is required for an early withdrawal from Seedlings Pre-School during the school year. The term's fees are still applicable and payable during the notice period. Should special circumstances apply to the early withdrawal, it is solely at the Governing Body's discretion to waive the notice period.
- Payment of invoices may be made via an electronic funds transfer (eft) or by cash deposits at the bank. We do not accept cash payments onsite. (All cash deposits fees need to be covered by the person responsible for the account.
- The Seedlings Pre-School bank account details are:
Standard Bank, Umhlanga Ridge Branch,
Branch Number 057829,
Account Number 252113950,
Current Account.
The child's name and surname must be used as the deposit reference.
- According to our payment policy, Seedlings Pre-School reserves the right to refuse entry to the child should all fees not be made within the stipulated time frame.
- Should an account remain unpaid at the time of the issuing of reports, all reports will be held back until such time as the account and all fees have been paid in full. This is solely at the discretion of the Governing Body.
- An Aftercare service is provided and commences at 12h15 for the Play Group and Pre-School and concludes strictly at 17h00. Any late pick-ups will be fined at the principal's discretion. Should Aftercare be required a written application must be signed and then approved by the School. Please note that only the standard and predetermined rates apply. No special considerations and fee adjustments will be made for any child.
- Should any child, who has not formally been accepted into the Aftercare programme, be collected after 12h15, they will be placed into the Casual Aftercare until such time as they are collected by their parents. Parents will be sent an invoice for this service, which is payable within 7 consecutive days.

Parent Interviews

Parent interviews are held at the end of every first and third term. These are compulsory for the pre-school parents to attend. Playgroup interviews are by request only. The interviews are set up through the class teacher. It is essential that parents adhere to the arranged time. Children are not permitted to attend these interviews. If need be, they may join the after care, while you meet with their teacher.

Reports

Reports are issued in June and December. These reports will be based on the daily evaluations of your child. Reports will be given to the parents, when they collect their children. If your child is absent on the day the reports are handed out, it will be kept at school until the next day your child attends school.