

Please include the ff with
completed forms
Copy of both parents
id's.
Copy of Childs birth
certificate & clinic card.



Smiley Kids Sandton
Pre-Primary School



Exclusive Baby, Pre-Primary and Aftercare Centre

Hurlywood Trading 52 cc t/a Smiley Kids Sandton



139 Coleraine Drive
Bryanston
Sandton
2196
Tel: 082 332 2060
Tel: 011 463 5438



TRUTH , VALUE , HONOUR

E-mail : sandton@smileykids.co.za
Website: www.smileykidssandton.co.za
www.smileykids.co.za

We are the difference

Exclusive Baby, Pre-Primary and Aftercare Center

Hurlywood Trading 52cc t/a Smiley Kids Sandton

Postal Address

P.O. Box 7825
Albemarle
1401

Telephone Numbers

011 463 5438
082 332 2060
086 545 5828 Fax

Email Address

sandton@smileykids.co.za

Banking Details

Standard Bank
Current Acc
200479695
Parktown 000355

N. Katz / D. Katz
Directors

Smiley Kids Sandton Pre-Primary offers a unique one stop affordable service based on values and norms. We also have transport facilities, which
transport in and around the Sandton Suburbs



Value Statement

1. A Christian life and world philosophy
2. Honesty and integrity
3. Loyalty
4. Acknowledgement of diversity
5. Creativity

Vision and Mission Statement

At Smiley Kids Sandton we committed to the caring and education of the total child.

Our comprehensive learning program focuses on the learning areas of life skills, numeracy, literacy, gross motor skills, art, science and emotional development.

Life Skills / Social Development: - The child is equipped with skills to function in his/her environment on a daily basis. Children are taught a code of conduct which incorporates values, ethics and manners.

Numeracy: - Mathematical skills, shapes, colours, numbers and perception. Our Grade 0's are able to do addition, subtraction, word sums, etc.

Literacy: Language development and reading is enhanced. Poetry, Storytelling and reading form the basis of the lessons

Gross Motor: - This is essential for the child's development in all aspects. Lessons enable children to follow instructions. It teaches them to relax and also body and spatial awareness. Fine motor development is also incorporated.

Art: -Creativity is essential for the child's development. Essential skills such as holding brushes, glue sticks, arm movement in painting, cutting skills and many more skills are taught.

Music: - Skills such as body movement, listening skills and instrument playing are enjoyable to most children. Music is a creative outlet for their talents.

Science: - Discovering the reason for unexplainable phenomena is something children will never forget. How to light a bulb with a battery or what causes bread to rise and seeing how a plant grows from a bean are some of the lessons incorporated into our science lessons.

Emotional Development: Important for all children are their self-esteem and their sense of achievement. Children are taught to be confident, learn to express their feeling and also how to cope with their fears and anxieties.

Rules and Regulations

FEES: are payable in advance before the 1st of the month i.e. on the 30th or 31st. December and January included. **Fees must be paid before the child commences school. No exceptions will be permitted. The school reserves the right to refuse access to the school if fees has not been paid or outstanding. The onus is on the parent/guardian to ensure that fees are paid timorously.**

Should payment be made between the 1st and the 7th of the month, a 10% levy will be added onto your fees. A late payment levy of 25% will be added onto your increase fee if payment is received after the 7th of the month. All fees is subject to a collection

Commission which includes attorney/client fees and tracing fees (where applicable). This fee shall be for the account of the client and not refundable.

A charge of R100.00 per incidence will be levied on all "refer to drawer" cheque, returned stop orders or other unpaid items. No cash payments are accepted at the nursery school. Please sign a debit order form or transfer school fees via Internet, cell phone or ATM banking.

NOTICE: one calendar month in advance – in the first week of the new month in writing. No notice will be accepted after the first week of October for November and December.

SCHOOL HOURS: 06:30 – 18:00 Monday to Friday

As stipulated in the Child protection laws – no staff member of Smiley Kids Sandton is allowed to have a child in her care after 18:00 Monday – Friday. The law states that all children should be dropped off at the nearest Police station for collection after 18:00 so please make sure you pick your child up before 18:00. An additional fine of R5 per minute will be charged to your account if your child is collected between 18:00 -18:10. Thereafter services will be cancelled and a fine of R10 per minute will be levied until the child is collected. All children not collected by 18:15 will be dropped off at Morningside Police station.

HEALTH ISSUES AND INJURIES

A child is not allowed at school if the child has a contagious disease. Please keep your child at home until cleared by your physician. The school reserves the right to decide whether a child may or may not attend for health reasons. According to City Health regulations, a sick child cannot remain at the school and has to be isolated at home.

All medicine needs to be completed and authorized in message book. No medicine will be given unless signed for by parent. The medicine must be clearly marked with the child's name and dosage.

Please send a spoon along from home to reduce the risk of infection.

Do not send your child to school if she/he has a temperature is vomiting or has any eye infection, diarrhoea or head lice.

No academic program during the holidays – we do have a fun program but no assessment or lessons during the holiday period, which coincides with school holidays.

SECURITY: Please sign your child in and out when you enter or exit the premises. No unauthorized person or children under the age of 18 will be allowed to pick up your child from school. Inform the principal/office if somebody else will pick your child up. Supply us with an ID number and description via note in message book or telephone call. No parking in the street blocking the driveway. Please use parking space provided in front of the school.

BELONGINGS: All belongings i.e. clothes, bags, etc must be clearly marked. We will not be responsible for any lost, torn or soiled items. Remember to check the "Lost Property" bin in the front office for any missing items. Please inform your class teacher of any lost items immediately. This will facilitate and simplify the process of recovery. Every child must have a change of clothing provided on a daily basis. No scarf's allowed during winter – this is a choking hazard.

Each child must purchase a school sun hat and bring it to school on a daily basis.

Full time children must bring their own clearly labeled blankets for use during naptime. Please provide a face cloth for personal hygiene

Smiley Babes Bridging Class group must bring at least 5 pairs of panties/underpants daily, and three changes of clothing.

Please discourage your child from wearing costly jewellery or clothing that could be mislaid or lost. No toys allowed at the school. The school does not accept responsibility for lost or damage whatsoever. Parents are requested to see that their child is dressed practically. Children are encouraged to be independent and it must be easy for them to remove and put on their clothing. Layer dressing is a sensible option in winter.

Please check your child's clothing daily and ensure that all articles belong to him/her. Please return any foreign article you may find and we will return it to the rightful owner.

GENERAL

Please provide a box of tissues on a monthly basis.

Babies should have an adequate supply of nappies, milk, body cream, bum crème, etc.

Should your child have a disturbed night or an upset on any given day, please inform one of the staff members, so that we are able to deal with the situation in as sensitive a manner as possible. Should there be difficulties at home that could affect the child emotionally or otherwise it is important that you share this information with the class teacher as she needs to know how to address any changes in the child's behaviour. Please remember that some children settle down to a new environment easily and some do not. It may take days, weeks or even months for a child to settle into a new routine and learn to accept new people.

Please contact us if you have any enquiries. It is vitally important for us that your child is satisfied and happy with the service that we provide.

Please discuss all problems or concerns with only your class teacher and the Principal. This will ensure a quick response in a professional way.

The school is closed on all public holidays and weekends. We close annually during the December period. Please make arrangements for leave over this period.

General

Butterfly Class: Babes

Beetle Class: Potty Trainers

It is vital that the little ones in this department are completely happy and settled in their environment before any type of potty training can commence, therefore in saying this every child is an individual and we will monitor each child as to when he/she will begin this process, you will receive correspondence from the school to keep you updated in this.

Very often a child is only mature enough for this when he/she turns two. Herewith below please find info regarding the potty training process. Please note potty training will start the 1st Feb 2013.

Procedures to follow for successful potty training:

We have found that potty training goes quicker if the parents continue at home. It will take longer if your child is only training at school and not at home.

Please remember that this is a new experience for children and therefore has to be repeated often in order for it to become routine. Children learn through repetition.

Here at school we take their nappies off just after breakfast and then take them to the potties every half hour. Let him/her sit on the potty, (not the toilet), ask them to make a wee, if they do not, do not force them. You can even open a tap the running water may help. To keep them occupied while waiting to wee try and sing some nursery rhymes. If nothing happens keep taking them every half hour so they get use to sitting on the potty. In the event that something does happen, celebrate the fact that the deed was done. The nappies only get put back for sleep time and home time.

Also remember that there will be some "oopsies" and therefore keep enough clean shorts handy. (Send extra's to school)

Eliminate all the bottles the children drink thus assisting with the "oopsies"

Remember it does take patience and time but if we work together our angels will soon be asking to go to the toilet. Patience is a virtue; they will not grasp it if you are impatient with them.

If you have further queries please do not hesitate to contact me.

Grass Hoppers Class and Swallows Class

These little ones completed the potty training process – however sometimes still make mistakes. Please be advised these little ones are charged Babes rates until there are no mistakes what so ever. Please remember at this stage these children still need to bring sufficient changes of clothing.

There will be a communication book issued to you on the 1 Feb every year, this book will look like a diary and the purpose of the book is to open the channels of communication the book will have the school song general rules and information as well as a day to day medication register also it will display the poem of the week and the theme of the week all newsletters and correspondence i.e. receipts will be at stapled in book.

Blue Bird Class/Daisy Class

This age group is extremely mischievous and busy although a syllabus is done as in all our age groups this age group still has two caregivers in order for them to receive all the love, stimulation and care that is needed.

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Sunflower Class

These classes are made up of children 4-5 Years.

These children may not go to school. Please see letter attached for school going age recommendation and law.

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Busy Bees: Grade R1

These children will turn 7 in 2014. They must go to Grade 1 in 2014. These children will receive homework and it is vital that they do it themselves.

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Creepy Crawly Class

The aftercare Children need to supply their own stationary. Please note should your child's homework not be completed adequately due to the fact that there was no stationary sent, the aftercare facility would not be held responsible.

If your child is participating in extra-mural activities it is the duty of the parent to inform us.

Transport

Please ensure that your child is ready at the scheduled times for the bus, unfortunately the transport is on a tight schedule and we are unable to wait for every child. In the event that your child is absent it is

the duty of the parent to contact the school and inform us to avoid unnecessary trips.

Other

- **School opens at 6h30 and closes strictly at 18h00.**
- **In the event that an alternative person will be collecting your child it is the duty of the parent to inform the school.**
- **All medication needs to be signed in.**
- **All correspondence needs to be done through Management.**
- **All classes start at 8h30- breakfast is served at 8h00- please insure that your child is here to avoid disturbing the classes.**
- **Half Day ends strictly at 14h00**
- **Please ensure that your child has his/her communication book at school everyday.**
- **Please sign your child in and out of the school daily.**
- **Fees are payable strictly by the 1st day of every month**
- **During the 1st week of February please see year planner**

Kind Regard

Nadya Katz