



"Where children have the right to develop their potential and live it to the fullest"

Prospectus

PO Box 306

Langebaan

7357

Telephone: (022) 772-0302

E-Mail: admin@seeskulpie.co.za

Web: www.seeskulpie.co.za

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Welcome note from the principal

We are proud to welcome you to our Seeskulpie family and are pleased that your toddler is now a part of our safe, stimulating environment that is sure to promote optimal development. Our spacious classes offer positive opportunities for creative learning experiences.

We encourage active participation in all our activities, for toddlers as well as parents and are sure you will experience fruitful years in our company. In view of attaining our objectives, we require full support from our parents.

It is our wish that you are confident leaving your most precious possession in our care.

Missions & Objectives

- ❖ Seeskulpie is a dual medium private school adhering to Christian values & high standards
- ❖ Seeskulpie is a family orientated school & parent participation/involvement is encouraged at all times
- ❖ Seeskulpie strives towards treating each toddler as an individual, thereby developing their potential to the utmost
- ❖ Through utilising various education strategies, toddlers needs shall be met
- ❖ Introducing the toddler to the world of play & challenges
- ❖ Determining & development of the toddler's value system
- ❖ Loving and caring for each toddler to the best of our abilities
- ❖ Leading the toddler to loving God & awe of His creation

❖ Preparing the toddler for formal school education

❖ Always placing the toddlers safety & welfare first

❖ A holistic approach in terms of:

Spiritual norms & values

Social skills

Emotional development

Physical development

Cognitive development

Language development

General information

School hours: Half day: 08:00-12:00
Half day Grade R 08:00 – 12:45
Lengthened half day: 08:00-13:30
Aftercare Centre till 17:00

Developmental program

We accommodate babies from 3 months of age, combining with toddlers till the age of 2½. From the age of 3 there are classes for each age group.

In some age groups we offer both Afrikaans as well as an English class, depending on the need of the current year.

The day programme mostly includes the following, however is suitably adjusted to each class:

7:30 - 8:00	Arrival, free play and health check
8:00 - 8:30	Religion, theme & weather discussion
8:30 - 9:00	Phonics

9:00 – 9:50	Creative activity
9:50 – 10:00	Tidy/pack away
10:00 – 10:15	Toilet routine & refreshments
10:15 – 11:00	Outdoor play
11:00 – 11:50	Inside play, education games, music, movement studies
11:50 – 12:00	Numeracy
12:00 – 12:15	Story & fantasy

Distribution of information, tidy up of class

- *Animal feeding, tuck shop & organic gardening: 1 x week*
- *Bakerman: 2 x term*
- *Puppet show: 1 x term*
- *Visitors linked to current themes: 4 x year*
- *I-pad training for Grade R learners 1x week*

Learning experiences include the following:

- Creativity
 - Socialising
 - Literacy
 - Numeracy (approx. 45 to 180 minutes per day)*
 - Language (approx. 30 to 90 minutes per day)*
 - *time will vary per aged group
 - Life orientation
 - Environment
 - Movement
 - Music
- Flexibility is very important for a well balanced & comfortable pre-school programme. Any activity may be extended/shortened to meet the current needs of our toddlers.

Lunch and snacks

Seeskulpie offers prepared meals according to a menu that meets the toddler's dietary requirements. After the afternoon rest period the children receive a snack.

Aftercare program

12:30	Lunch prepared at Seeskulpie
12:30 – 13:00	Supervised free play outside
13:00 – 13:15	Toilet routine
13:15 – 15:00	Rest/sleep period
15:00 – 15:30	Own snack remaining from own morning pack, Seeskulpie snack
15:30 – 16:30	Free play outside
16:30 – 17:00	Tidy, story, DVD

Holidays (with a holiday programme)

The aftercare centre is only closed on public holidays and weekends. During the December holiday Seeskulpie closes from the 15th of December for 1 month to enable the staff annual leave.

During school holidays your toddler may attend aftercare on the same basis that they attend school, therefore half day during the term & thus half day during the holidays.

Delivery of toddlers

Parents may drop their children from 07:00 when an educator will be on duty. For safety requirements parents must please escort the child into the classroom. Please do not leave the parking area with your child still in the parking area or reception area.

Please enter our parking area at low speed so that everyone's safety is considered.

Collection of toddlers

Safety is our number one priority; therefore toddlers are to be collected from their classes. No child may be allowed to leave the building without his parents or teachers supervision. The development programme ends at 12:45 for Grade R's and at 12:00 for all other ages.

Please inform us via telephone call or sms when you are detained or planning on having someone else collect your child. Please avoid making promises to your child that you are unable to keep!!

Availability of teachers

Teachers are available from 12:15 till 13:00 should you have matters to discuss with them. Aftercare teachers will be available from 13:00 till 17:00.

Even though you may have the class teacher's cellular phone number, it is still important to inform the school office regarding arrangements pertaining to your child. Teacher's responsibility is to supervise the children in their class and they may not always be able to communicate on the phone. Your message will be documented in the communication book and the teacher will see it.

Should you wish to visit us in class, you may do so between 09:00 and 11:00, first reporting to the office. You may have the opportunity to observe class activities. There may not always be enough time to discuss everything, but you are welcome to make an appointment at the office. Our Principal is also available should you wish to consult with her.

Change in parent contact details

It is in your interest and the safety of your child to ensure parent information is always correctly updated. Please inform us of changes immediately.

Finances

A comprehensive list illustrating fees payable accompanies the application form.

Compulsory school fees

A deposit is due at the beginning of each school year for under 4 year olds and once off for children older than 4 years. Fees must please be paid by the 7th of the month and are payable over the 12 months of the year. One term written notice is required should your child be leaving the school.

Options are as follows:

1. Half day development programme till 12:00
2. Aftercare till 17:00

School fees must be paid by internet payment (EFT) only

J Oettle en vennote

ABSA Savings Account 912 735 5545

Branch: 632 500

Reference: account number

A variety of activities are included in our curriculum to optimally develop your child:

- ☺ Music studio (from age 3)
- ☺ Sport development skills (from age 3)
- ☺ Audiblox (from age 4) develops the foundation phase skills required for reading, writing, spelling, numeracy and learning skills
- ☺ Swimming development (from age 6) ((occurs in the first and fourth terms))
- ☺ Grade R learners participates in netball, rugby, hockey and cricket with the Grade 1 learners.

CULTURAL DEVELOPMENT (GRADE R)

- ☺ Speech Choir
- ☺ Art
- ☺ Chess

ALL OTHER MONIES

Any other money for the school must please be placed separately in an envelope/bank bag in the blue mailbox, stipulating the following information:

Name of child, Nature of payment, e.g. Tuck-shop, Fundraising

Amount

Extramural activities

We offer a wide selection of extramural activities to satisfy your toddler's interests:

- Rhythm divine dance studio for ballet (from age 5)
- Fun gym gymnastics, introductory to artistic gymnastics
- Beaux Arts pottery classes
- Kumon
- RSD Skills Rugby

With the above mentioned activities the presenter will provide you with an envelope for payment. Please effect payment according to their requests. These envelopes may also be placed in the blue mailbox.

School organisation

Annual Program

Parent evening: At the start of the year we have a meeting where parents and teachers can get to know one another and information is shared regarding class activities.

Home visites to parents: During the second term the teachers visit the parents at home.

School visits: During the third term the parents and teachers will have an appointment at school.

PTA (Parents Teachers Association): This is a quarterly meeting. They strive to market Seeskulpie, help with the positive image of Seeskulpie, fundraising and the general maintenance of the building.

Fund raising: Monies raised from such activities are utilised towards the academic program and further development thereof.

Attendance of functions with your toddler is of utmost importance for their development.

- **Athletics / Family Sports Day:** The highlight of our first term offers great fun for everyone in the family. Children race and parents get the opportunity to participate in traditional games
- **Winter Dance:** In winter our "soup & sherry" occasion has become known for its lovely mingling and tasty soups.
- **Grandparentsday:** Every second term we invite their grandparents for a fun tea party at school.
- **Culture Evenings:** The 5 and 6 year olds are given the opportunity to enhance the culture by having a concert.
- **Eisteddfod:** Every year Seeskulpie has a percussion band consisting of every Grade R member. It is one of our popular highlights and the children keenly await the event. Confident children keen to participate are entered in the solo singing and poetry categories. Artwork from the start of the year is kept to enter.
- **Entrepreneurs Day, Mr. & Miss Seeskulpie:** Each Grade R child has the opportunity to offer their goods/services for sale at this occasion. Their advertising posters are displayed and the rest of the school is invited to support them.

At the same event all the children are offered the occasion to participate in the Mr. & Miss Seeskulpie pageant. The goal of this is to promote confidence and the development of personality.

- **Concert:** We end the year with a concert whereby all toddlers are included. Grade R children are cast in the leading roles and this also serves as their graduation ceremony.
- **Newspaper: Skulpie Treasures** is distributed at the end of the year. It is a special publication boasting with all our achievements throughout the year. Parents interested in advertising may contact the school office.

Newsletters & Communication Books

As communication needs arise we distribute information via newsletters. Kindly react to these letters as this support will ensure continued co-operation. Please also adhere to due dates as this assists us with our administration.

Every toddler receives their own communication book which will be returned home after completion of a theme. Please take note that the artwork included is the pride and joy of your child and warrants a place on the family fridge.

Please pay attention to the information letter the teacher includes as this will lead you as parents to understand what your child is currently learning. You are also encouraged to send supportive information to school with current and future themes. Once you have studied the book, please sign and return the next day.

The Grade R's receive a homework book and a newsbook to complete with parents. This is merely to the benefit of your child's development and should not be viewed as a punishment. They enjoy sharing with their parents what they already have achieved.

Communication books of children in the baby class (under the age of 3) go home on a daily basis, stipulating daily routines. It is in the best interest of your child to read this with attention and return every day.

Attendance & Medication

It is not fair towards staff or the other children to send a sick child to school. Contagious children are best kept and cared for at home. The daily program is full and sick children cannot be left unattended while tasks are performed.

A child that has experienced a fever during the night is most likely not going to be able to complete their tasks. We therefore request that a child is only returned to school after being fever free for 24 hours.

Children on antibiotics should please only return to school 24 hours after starting with the antibiotics. However, please only return children under the age of 3, three days after starting with the course of antibiotics. This is to prevent further infection in the class and also grant the toddler time to recover.

Children that have recovered, but are still using medicine, must please clearly be documented in the book in the office. **No medicine may be left in your toddler's bag; this would be a very dangerous practice.**

Children with allergies, diabetes, asthma, fever fits etc. must please be brought under the attention of the school. Should your child be off school for more than 1 day, kindly inform the school as soon as possible.

Should any child be infected with head lice, the parents will be notified immediately and the child may only return once the situation is totally under control. The school is very willing to assist with advice and tips. It should not be viewed in an embarrassing light as it often occurs during the change of seasons.

Injuries

All the Seeskulpie staff are able to initiate first aid.

Small basic sores are sterilised and if need be band aided. Should anything more serious occur we will first stabilize the child and then contact the parent to arrange further care options.

Children easily sustain minor fractures. In this case we might advise an X-Ray. Such injuries are documented in a register.

Potty training

As soon as your child is no longer wearing a nappy at home and is starting to use the toilet, you may inform the teacher and the school will continue to encourage the routine.

Outings

Outings are arranged throughout the year in support of the current theme. This reinforces the theme and information learnt and is very exciting for the toddlers. Reliable transport is made use of. Community leaders/organisations are also invited to the school for educational talks.

Clothing & school bags

Please wear old comfortable clothes to school. Clothes should also be marked with your child's name. Lunch boxes, bottles and school bags must also be clearly marked. Often children are unaware of what they bring to school and might not recognise an item as being theirs.

Please mark EVERYTHING!!!!

Please ensure your child's bag is large enough to host all their items, particularly in winter for extra jackets and shoes.

Seeskupie school clothes are not compulsory, but we suggest you do consider acquiring it for Grade R's. Children are allowed to wear it on any day and will particularly utilise it during the Eisteddfod period. Orders may be placed at the beginning of the year.

Treats & Birthdays

We adhere to a healthy snack time policy. Please ensure you do not include any sweets or fizzy drinks. Dried and fresh fruits, peanuts, sausages, cheese, juice and brown/whole wheat bread remains a safe option.

The children receive a tuck shop treat on a Friday. Once a month one of the classes will have a cake sale. Please support them. Please send the money at the beginning of the month to the class teacher.

We are happy to allow parents to celebrate your child's birthday on a Friday in class with their classmates. We do however ask that healthy options are considered. A cake may be included. This party will replace the normal Friday tuck shop. **Please arrange beforehand with your class teacher**

Progress reports

Continued observation and assessment is important for the following reasons:

- Setting realistic targets for the individual
- Becoming aware of the individuals strong and weak points
- Determine whether a toddler has learnt the required skills, values, knowledge and attitude.

Your child will receive a report on the following occasions:

- a) **Grade R, March:** a report (with Department of Educations Curriculum regulations) regarding the child's development and subsequent discussions with parents should there be a need)

- b) **June:** In depth report and parent/teacher discussion. ((In conjunction with the Department of Educations curriculum))
- c) **September:** Grade R learners gets a report.
- d) **December:** same as June, but with current development levels

The March and June reports must please be returned to school on the first school day of the next term. ((Not Grade R learners))

Parent child relationship & support

Parents must please never hesitate to request guidance. Our teachers are all highly qualified and experienced to assist. Should problem areas arise the school will contact parents and recommend therapies.

Playground

Our playground is equipped with suitable tools to encourage creative play and promote social interaction and development.

Only toys or books supporting the current theme are allowed. We request that you do not allow your child to bring any other toys to school. It creates problems among classmates and could easily break or disappear. Please support us in this request for the entire year.

Children sometimes tend to take school toys home. Should this occur, kindly return to school the next day.

Waste products & refuse

We always require recyclable products for our activities.

Should you wish to discard items, please send it to school. Paper, newspaper, cereal boxes and plastic bags are all items we can utilise. Should you have contacts for wood, rope, buttons, materials etc. please let us know.

Fantasy play is promoted with old clothes, particularly high heeled shoes! Any donations of these items or old toys are always welcome.

Themes

A list of the year's themes is available in the office. We also ensure that library books, in support of these themes, are taken out and utilised at daily story time.

Safety

The children's safety is primary concern therefore they are always supervised during work and play.

Please always ensure you accompany your child to and from school. Children do not consider possible dangers and we as adults need to constantly educate them in this regard.

No toddler will be allowed to go home with a friend or stranger if the parents have not informed the office! The person in our office will ensure that the teacher is informed should you as parent give permission for such a change of routine.

Only parents and staff make use of the front door, so please ensure that it is closed after you, particularly in the afternoon. This habit should please be learnt for your and other children's safety.

Discipline

Seeskulpie promotes loving positive discipline. We aim to guide our toddlers to develop their skills by means of their experiences and the subsequent emotions they experience.

A short time-out period outside of group activities is often utilised to regain composure and positive behavior. Even though the toddler is removed from the group during this time-out period, they are still able to observe how the group is functioning without their negative input. After the time-out, the child is readmitted to the group.

The child's self-worth is always respected and belittling will not be tolerated. It is sometimes necessary that the teacher conveys an "I" message e.g.: "I can see that you are angry, but we cannot hurt a friend." Sometimes a situation might need to be brought under the attention of the parent.

The teacher will handle situations at school. Should you not hear anything, please consider the situation as handled.

Code of conduct for toddlers at Seeskulpie

School rules should cement universal values and parents should also participate in this process at home

- ✓ Basic respect towards the teacher and classmates, we greet in the morning and afternoon
- ✓ I must always remember why I attend school: to learn and grow by means of school activities and become prepared for the life that awaits me
- ✓ My friends are important to me. I must always strive to never do to another that I don't wish done to me (support)
- ✓ Respect the property of my friends and the school (quality)
- ✓ I must always act in such a manner that I don't negatively influence classmates opportunity to learn and develop (fairness)
- ✓ Neatness and pride towards our school is of utmost importance (pride)
- ✓ Controlled movement in the school is important (growth)
- ✓ Treat teachers with consideration and respect (self-worth)
- ✓ Act with courtesy towards visitors (self-worth)
- ✓ Honesty must be a matter of pride

Code of conduct for parents at Seeskulpie

- ❖ By ensuring your toddler is aware that you as parent place your faith in and support the authority of the teacher

- ❖ Parents and educators need to work together to avoid confusion and ensure uniform education. Mutual & continued communication is the key. It is however stressed that the parent is at all times the primary educator of the child.
- ❖ To ensure the creation of a positive learning climate we request parents to please respect the following:
 - ⊛ Discussions pertaining to the child should preferably not occur in the presence of the child
 - ⊛ Discussions pertaining to the teacher in the presence of the child does not merely undermine the authority of the teacher, but is also very negative to the education process
 - ⊛ A positive approach towards the school and its staff contributes towards the positive attitude in the child

Longacres Private School

When a learner is finish with Grade R, they will automatically transfer to Grade 1 at Longacres Private School.

School Song

Vat nou handjies almal saam

Help mekaar of ons speel of werk

Dit maak kinders fluks en sterk,

As hul elke dag hul bes probeer

Hier leer kinders versies sê, dansies doen, skryf en sing.

En as ons na die grootskool gaan

sê hul: Waar kom al die slimmes tog vandaan?

Skulpieskool het ons geleer,

Skulpieskool het ons geleer.

Hoera!

There is a school in Langebaan, Seeskulpie is its name

Seeskulpie, jaa

Seeskulpie, jaa

Seeskulpie is its name!

We thank you for your friendly co-operation and support. Let us work together to ensure your child's school years with Seeskulpie is an unforgettable experience!