



Private Pre-Primary School, Exclusive Baby Centre & After Care

GAM DU PLESSIS ENTERPRISES 2015/257559/07

Tel: (011)609 7178 or 0832859992

Owner/ Principal: Gerda du Plessis

Email: edenvale@smileykids.co.za
School website: www.smileykidsedenvale.co.za

Parent Handbook

Dear Parent,

I extend a warm and sincere welcome to you at Smiley Kids EDENVALE. We trust that the time you and your child spend with us will be both deeply enriching and fulfilling.

Introduction: Management and overview

Hello, I'm Gerda du Plessis, and I've been the owner and principal of our school since 2000. I oversee all aspects of the school's operations, ensuring its smooth functioning.

I take an active role in the well-being of each child under our care. I know each of them personally and closely monitor their academic progress, emotional development, and physical growth. I thoroughly review their assessment reports and actively engage in the academic teaching processes.

Since 2005, I've been a member of the Executive Management Committee of the Smiley Kids Early Childhood Development Association of SA. This association is responsible for ensuring the Quality Assurance Management (QAM) of all 39 Smiley Kids schools, which is carried out annually.

While your child's teacher will be your primary contact for information about your child's progress, I'm also here to help with any questions or concerns you may have. I firmly believe that open, honest, and respectful communication can resolve any issue.

Our Smiley Kids Finance and Management committee consists of our Accountant, a Business Coach, a bursar, and me. If you have any questions or issues related to financial matters, you can reach out to us via my email address at edenvale@smileykids.co.za or through my WhatsApp number.

This committee ensures that all financial decisions are made in the best interest of the school's financial stability. Please be sure to review our unenrollment policy in our Standard Terms and Conditions, which can be found in Section 4 on page 2.

Contact details.

Gerda du Plessis: 083 285 9992

Office / 064 505 5699

Driver / Eddy: 073 719 8362

Registration, School, and stationery fees

- ❖ Upon enrollment, a one-time registration fee will be charged.
- ❖ School fees must be paid monthly through Electronic Funds Transfer (EFT) before the 1st of each month, and no later than the 4th.
- ❖ If payment is not received, and the Finance and Management Committee has not received any requests for a late payment arrangement, our services will be temporarily suspended until full payment is received. This is essential for maintaining our financial stability, ensuring smooth cash flow, and efficiently delivering the promised services. Your cooperation in this matter is highly encouraged.
- ❖ For security reasons, we do not accept cash payments.
- ❖ Stationery is purchased in bulk at the beginning of the school year.
- ❖ An annual fee is charged for equipment and maintenance, and the details will be communicated when the fee structure for the upcoming year is finalized.
- ❖ Our annual fee adjustment occurs in January of the following year.
- ❖ The annual stationery and equipment maintenance fee applies only to students who attended the school in the previous year, not to new enrollees.

Communication

- ❖ *Daily Communication Booklet:* In this booklet, we share the weekly theme facts, vocabulary, and poems. We also introduce the "sound of the week" for Grade R learners. It's important to note that this is not homework, but we encourage your involvement from home. Please take an active interest in the learning process. Additionally, you'll find a menu for breakfast, a snack, and lunch included for your reference.
- ❖ *Email Communication:* We use email for sending statements and other important messages.
- ❖ *Broadcast WhatsApp Messages:* To receive our broadcast WhatsApp messages, please make sure to add my number to your phone's contact list. Without this, you won't receive the messages. You can respond to these messages, and your response will be delivered only to my number, not to the entire group.

Operating hours

- ❖ Open between: 6:30 am – 8:30 am. Please sign your child in on our daily attendance registers per class.
- ❖ Departure / Collection times: 1 pm – 1:30 pm, 3 pm - 3:30 pm, 4:30 - 6 pm.
- ❖ A late collection fee of R100 will be charged for every 15 min or part thereof after 6:00 pm
- ❖ We are operational Monday to Friday between these hours, closed on Public Holidays, 5 days in July every year and for the December holidays from the 16th. Reopening in January – the date will be communicated with the child's final report.

Extra Murals

- ❖ These are extra activities offered by external contractors. We allow them to conduct demonstration lessons in January and the beginning of February. They will send pamphlets home with your child, allowing you to decide whether your child will participate in any of these activities. It's essential to understand that these activities are not part of the Smiley Kids curriculum; they are entirely optional and additional. Smiley Kids does not manage payments for these activities; payments are made directly to the contractors.

Assessments and reporting

- ❖ The 1st written report or feedback we give to you is after the first 6 weeks of attendance in January. This is called a [Commence Report](#) and merely gives you an overview of the child's adjustment to the new class/ teacher and environment. No academic assessments are done, but a general screening of the current ability levels of the child. This information is then used in the lesson planning in the subsequent weeks. Each child's individuality and uniqueness are respected as well as the norms and beliefs of the community we serve. We are a Christian-based school and follow associated norms and Bible stories are part of the weekly routines.
- ❖ Academic reports go out at the end of April, July and mid-December. Proper assessments are only possible when the child is sufficiently taught, therefore, we encourage regular school attendance.

Medical Matters and Medicine Policy

- ❖ [Ill children](#): We do understand that they do get ill, unexpectedly – if at school you would be contacted to fetch them. If your child's temperature is higher than 37,4 °C, we request that the child is collected and monitored at home and or taken to a medical practitioner PLEASE ensure that we have the correct contact details to let you know.
- ❖ While our preference is not to dispense medication at school, we will carefully assess each situation. Medication may be administered if it is deemed necessary, such as for teething discomfort or when a prescribed course of antibiotics must be completed, and at least 48 hours have passed, provided the condition is non-infectious. We will evaluate each case individually. We do not administer vitamins or supplements.
- ❖ All medication must be handed in at the front office where the medication registers, as well as the medication, are kept. Our Occupational Health and Safety Representative and myself are the only persons who will administer it according to the prescription.
- ❖ If possible, keep the little one home until fully recuperated – this will protect your own and other children from getting infected.
- ❖ [Escalmed /Emergency 911](#): We are linked to a medical response company that would be contacted in an emergency/ serious injury.

Ill Children

- ❖ Babies/ children who are sick may **not** come to school, especially under the following conditions:

Symptoms and conditions	
<ul style="list-style-type: none"> ♥ Within 12 hours of a high temperature. ♥ Has a temperature of 37.4 ° C or higher ♥ Within 48 hours of starting antibiotic treatment ♥ Skin rashes and spots, ringworm, and impetigo. ♥ Yellow, green, or brown discharge from noses. ♥ Weeping ears. 	<ul style="list-style-type: none"> ♥ Sore throats, especially tonsillitis. ♥ Whooping cough, croup, or any persistent cough ♥ Infected eyes. ♥ Gastro tummy or vomiting. ♥ Hand, foot, and mouth disease

Childhood illnesses:

- ❖ Childhood illnesses are normal; they are also highly contagious and can result in “crèche syndrome”. This makes the other children and the staff ill, so we send sick children home.

The following applies to teething symptoms and ailments after vaccinations:

- ❖ Babies that are teething tend to show the following symptoms through their chests or bottoms: runny tummies, nasal drips, or wet chests. These symptoms are not necessarily contagious but do require medication. It may be treated at school if the medication is from a pharmacist or doctor. Should the symptoms worsen, we will notify you and a visit to a doctor might be required.
- ❖ The medicine section in the Baby Communication Book must be completed and signed in full.

The safety of all our children is paramount and so too, are the legal parameters of the Department of Education.

General

Birthday parties:

- ❖ You are welcome to send something small to school so we can celebrate the special day with your child. We advise a small cupcake or sponge cake without cream (it’s difficult to cut and share equally) or a small party pack. They do receive their meals and snacks at school so please limit the sweet treats to a serving size according to their age.
- ❖ Due to the POPIA regulations, staff members may not take photos of the birthday party and children, but you may request that we take some to only share with you. We may also not take photos of the friends and only of the child celebrating his birthday.

What to send to school daily/ per month

Babes 1 (Junior) and 2 (Senior)	Toddlers 2 – 6 Years
<ul style="list-style-type: none"> ♥ Daily record book (we supply) ♥ 1 Extra set of clothes for emergencies ♥ 5 nappies /2 spare underwear when potty training ♥ Bum cream and wet wipes ♥ Toilet paper (4 rolls per month) ♥ Bottles with the correct amount of water and correct nr of scoops of milk formula measured out per feed. or ♥ Bottles with premixed milk formula ♥ Snacks e.g finger biscuits, Flings, or yoghurt for 3 o’clock. ♥ Babes 2 – a blanket for naptime – we supply bedding for Babes 1. ♥ <u>ALL ITEMS ARE TO BE MARKED /</u> ♥ <u>LABELED WITH THE CHILD’S NAME</u> 	<ul style="list-style-type: none"> ♥ Lunch box with their snack for 3 o’clock e.g. small sandwich, yoghurt, a packet of crisps and small sweet (please limit) and juice- just enough for them to finish at school. ♥ 1 box of facial tissues (1 per month) ♥ Toilet paper (4 rolls per month) ♥ 1 packet of wet wipes (1 per month) ♥ 1 Extra set of clothes for emergencies ♥ Blanket for naptime ♥ Sunhat in summer and sunblock ♥ A communication booklet is supplied to encourage communication between parents and teachers ♥ <u>ALL ITEMS ARE TO BE MARKED /</u> ♥ <u>LABELED WITH THE CHILD’S NAME</u>

- ❖ Three meals are served daily - breakfast, 10 am snack and lunch. The menus are available in the communication books and are regularly updated.

Please like our page and follow us on :

 Facebook,
  Instagram,
  Smiley Kids Association Blog
 Our website www.smileykidsedenvale.co.za.

Please see the note regarding our website in the POPI Permission letter Addendum A and B

Fee structure for 2024

Registration fee (Once off)	R1500
Toddler Fee	R2955
Baby Fee	R3224
Aftercare Fee	R1730
Transport Fee	R6 per kilometer return trip from and to SK Edenvale (One way)
Occasional trip Fee	R35
Equipment maintenance and stationery fees	R1000
are paid annually by existing students and not new enrollees	

Advance Payments 2024

Fee	3 months (4% Discount)	6 months (6% Discount)	9 months (8% Discount)	12 months (10% Discount)
Toddler Fee	8 510	16 666	24 468	31 914
Baby Fee	9 285	18 183	26 695	34 819

Thank you for choosing Smiley Kids Edenvale and allowing us to teach, educate and love your child. We are committed to making a difference!