



Kabouterland

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Blaauwklippen Road, Paradyskloof, Stellenbosch, 7600
www.kabouterland.co.za

Our vision and mission are to provide a safe and loving environment for our kabouters so that they can develop at their own pace to reach their full potential.

Security is essential for a child's emotional development and we strive to provide the necessary structure, routine and love for them to thrive. If children are happy, you enable them to grow emotionally and cognitively.

Every kabouter is unique and special and we would like them to experience it here so that they can learn by playing and exploring.

We pray to our Lord for the safety and well-being of our children and parents who provide us with the power to do this important work with love, care, passion and commitment.

General Information and school rules:

- Our doors open at 07:00. We do have a waiting class option from 06:40 at an additional fee of R250 p/m. Parents must please hand over their children to a caretaker and not only drop them off.
- The school closes at 17:30. It is the parent's responsibility to let the office and/or class teacher know if someone else will be picking up your child.
- We make use of a fingerprint system at the gate to gain access to the premises. Please make sure the gate is firmly closed you when enter or leave.
- We rely on our parents to contact us well in advance in case of a late pick-up.
- We supply meals and refreshments for the children during the day.
- Kabouterland is open daily, as well as during school holidays. We are, however, closed on public holidays and for two and a half weeks over the festive season.
- We have a "Kabouterland" Facebook page where general information is shared and for everyone to see. We also have a closed "Kabouterland" Facebook group which only current parents can be members of. To join this group, a "friend request" must be sent for acceptance. On this group, photos of children and class activities are posted and general information is shared.
- The school has a general WhatsApp group which is used to send out important information at short notice. However, for all other communication to the parents, the school makes use of the Child Cloud app.
- Daily Routine:
 - Babies: The daily routine comprises of a diversity of free play. The different stages of development are always kept in mind when activities are planned. Rest time is whenever the child is tired or just to have a quiet time. It is determined by the individual needs of each child.
 - Toddlers: The daily program comprises diversified free play (in- and outside) and organized group activities for instance painting, drawing, cutting and sticking, singing, musical activities, physical exercise and games under supervision with educational toys. Specific themes are followed, and parents are encouraged to discuss it with the children. A weekly theme is also followed in religious tutoring. Every class has its own routine which will be available for you to see in the classroom.

- Lesson plans are also available to see outside the classroom door, as well as on Child Cloud under Documents.
- Rest time is from 12h30 to 14h15 during which the children can sleep or just have some quiet time lying down. The older your child is, the later they will lie down for rest time. All the classes are settled and peaceful by 13h00.

Refreshments and meals:

- Breakfast is served between 08:00 and 08:30. If you know you will not be in time for this meal or should children not eat what is served on the weekly menu, we request that they please eat at home. No exceptions can be made for children who bring their own cereal from home.
- The children will also be provided with tea or cooldrink and sandwiches during the morning.
- Some classes have a “lunch box” policy. Please confirm with your child’s class teacher what their policy is, but please note that no gas cooldrink, sweets or bubblegum are allowed at school.
- At Kabouterland we have the “Smaakboks”. This is lunch boxes which parents can pre-order if they don’t have the time to pack one, for example when they are away on business. The lunch boxes are R40 each or if you would like to order a month in advance, it will cost R850 for the month. You can order the lunch boxes on www.kabouterland.co.za on our online shop.
- Lunch is prepared according to the prescriptions of the Department of Health and Welfare. The bi-weekly menu is up in every class and is also available from the office. Dessert and sandwiches are then served again in the afternoon, after nap time.
- We must stress that although we cater for a major part of your child’s daily nourishment needs, a healthy evening meal is still important.
- We have great empathy with children with allergies and we will do our best to accommodate special cases.
- Children with special meal requirements will have to provide their own food.
- To treat the children, the older classes have “Tuck shop” on a Friday. Here they can buy a small, sweet treat which is provided by the parents at the beginning of the year.

Fees and Tariffs:

1. **Full day care for toddlers and babies** - This option includes breakfast, morning snack, lunch, naptime and an afternoon snack.
R2500 - once off non-refundable enrolment fee
R5200 per month (for first child)
R4800 (for second, third, etc. child)
2. **Morning care until 12:00 for toddlers and babies** - Includes breakfast & morning snack.
R2500 - once off non-refundable enrolment fee
R3400 per month per child
3. **Half day until 14:15** - includes breakfast, morning snack, lunch and naptime
R2500 - once off non-refundable enrolment fee
R4450 per month per child
Children who stay after 14:15 will automatically fall under the full day option and be billed accordingly.
4. **Aftercare**
This option is only available for school going children (Gr R to Gr 3)
R2500 - once off non-refundable enrolment fee
Fees: R2100 per month. Pick up from school and lunch included. Please let us know via Child Cloud if your child is not at school on that specific day to avoid confusion.

Morning Care: R80 per morning during school holidays. We will keep register of the days that they attend Kabouterland for a full day during school holidays. The number of days x R80 will be allocated to your next invoice. Breakfast and a morning snack are included in this price.

Money for holiday outings is not included in this amount.

5. Waiting Class

Fee: R250 per month regardless of how many times you make use of it during the month. The waiting class is open from 06:40 - 07:00. Any child who gets dropped off before 07:00 will automatically go to the waiting class and will be charged accordingly at the end of that month.

6. Terms and conditions regarding fees

- Fees are payable for 12 calendar months.
- This includes any time you may decide to go on leave and the two weeks that the school closes in December.
- It is important that you give one calendar month's notice if your child will leave the centre, otherwise you will be liable for the full fee. If your child attends the school for 9 months of the year, you will be liable for school fees for 12 months. You are not exempted from school fees should you give notice on the 1st of October or the 1st of November.
- Please note our penalty fee for picking up your child after 17:30
A penalty fee of R50.00 (fifty rand) will be levied for every fifteen (15) minutes or part thereof when a child is collected late, after 17h30. In addition to the above penalty, a further R30.00 (thirty rand) penalty per fifteen (15) minutes or part thereof will be payable for collection after 18h00. (i.e., R50.00 + R30.00 if collected at 18h01
- Fees must be paid in advance by the 7th day of each month.
- Fees are due every month regardless of the number of days the child attends Kabouterland.
- Fees are payable in cash or via electronic transfer.
- Interest of prime rate will be charged on all accounts outstanding after the 10th of each specific month.
- If an account is outstanding more than 60 days, the child will not be allowed back at school for the next calendar month, before the amount is settled in full.
- Fees will increase on the 1st of January each year.
- School accounts are sent via email by our bookkeeper, Jacolien Rabie. You may contact her at accounts@kabouterland.co.za for any queries.

Rules concerning health care:

- The parents of children on medication must please complete dosage particulars in the class medicine book and sign next to it. No medicine can be administered if not written up in medicine book.
- Should there be a need that we have to administer medicine, the parents will first be phoned to ask permission. This will be noted on Child Cloud (the app that we use)
- Medicine should be clearly marked and left with a staff member. **Please do not leave any medicine in your child's school bag.**
- We are prepared to accommodate sick children at school if there is no threat or inconvenience to the staff or other children in the class.
- Children with contagious diseases/illnesses may not attend school. Parents will have to make other arrangements in those instances and we ask that you inform the school should your child have a contagious disease/sickness.
- If we must call a doctor, parents will have to carry the cost.
- It is important that you discuss any emotional traumas your child may be going / have gone through, with us. It will enable us to accommodate their special needs.

Extra-curricular activities:

These activities are additional to what we offer at Kabouterland. We have various activities that are presented here. These activities are compulsory and form part of each class's daily routine. The number of activities done are determined by the age of the children. Since all the children participate, we have an agreement with the coaches that the children will be charged a reduced fee. Please note that all payments are made directly to the coaches. It is best to do these payments via bank transfer.

Here is a list of activities presented at Kabouterland:

Compulsory:

- **Playball: R335 per term** per child (Eendjies, Pikkewyne, Hasies, Bytjies, Muise and Ladybirds) It focuses on ball skills & sports related games. Careen du Toit (082 825 9779)
- **Monkeynastix: R335 per term** per child plus a **small registration fee at the beginning of the year**. Monkeynastix has a (Eendjies, Pikkewyne, Hasies, Bytjies, Muise and Ladybirds) It focuses on body awareness, balance & core muscles. Anke Uys (079 937 9534)

Optional: Full fee determined by each individual activity

- **RuggaRoots:** info@ruggaroots.co.za Raymond: 079 947 1028
- **Dance Mouse & Ballet:** www.dmdanceco.com Liezl 071 4808 132
- **Speech Therapy:** www.slabbertspeechtherapy.co.za Ronelle: 073 172 3180
- **Occupational Therapy:** anjod@absamail.co.za Anjo du Preez: 083 309 5474
- **Karate** - Francois du Plessis - admin@fdupkarate.co.za - 021-976 3914
- **Physiotherapy** - Liesel Els - www.physioforkids.co.za / liesel.els@gmail.com / 083 381 4907

Extra-mural activities presented by Kabouterland (free of charge)

- **Music and movement** - A music and movement program presented once a week according to each week's specific theme.
- **Know the Lingo** - One Xhosa lesson per week, teaching the children the basic communication skills through fun activities and songs.
- **Clever Kabouter** - A science and mathematical skills program, worked out by one of our teachers, Vasthi Hoon, and presented by each class teacher.

General:

- All personal items of the children must please be marked clearly.
- No property of the school may be taken home and we ask that children please don't bring any items from home. We cannot replace any broken or lost items, especially toys and tablets.
- Birthdays are very important to children and we love to celebrate with them. Parents are welcome to give parties and be present when possible. Please arrange with the class teacher beforehand. You are also welcome to visit our website on www.kabouterland.co.za and have a look at our party packages. There are a variety of packages to choose from to suit every taste and pocket. You can also contact Kerry McAlister on kerry@kabouterland.co.za in you have any questions regarding the party packages.
- At the end of each term, you will receive feedback on your child's development and activities that have been covered in the class. At the end of the 1st term, you will receive a letter with observations, the 2nd term a full evaluation report. The 3rd term we end off with an appointment with the class teacher and then a full evaluation report again at the end of the 4th term.
- We have a meeting with our parents at the beginning of the year to discuss general important matters, however, the office door is always open.
- The annual bazaar is one of the highlights of the year as well as Kabouterland's biggest fund-raising event. Here, each class is responsible for a table where things are made and

then sold on the day of the bazaar. It is a fun family event and a big hit with the children. The bazaar usually happens early in the year.

- Our annual art exhibition is one of the highlights of the year. We make use of this occasion to exhibit the creative work of our children.
- Towards the end of the year, we have an annual school concert. It is a relaxed event which is enjoyed by all family members.
- We end the year off with a visit from Father Christmas. He also hands out a small gift to each child.
- Our daily routine continues as usual during school holidays, but is less structured. We make use of the school holidays to plan special outings or exciting events at school. Kabouterland closes for about two and a half weeks over Christmas and New Year.
- We appreciate any donations of scrap material such as paper, wrapping paper, ribbon, egg boxes, cereal boxes, or empty toilet rolls. These are used for our creative work.

Please note that I will not always be available. You are welcome to make an appointment to see Kim Wiese or Anneke Le Grange at any time during the week, or if you want to talk to me directly, you can make an appointment to do so. My staff is fully qualified to take care of your children. Kim is in charge when I am not here. Parents are welcome to discuss any problems with us.

We intend to do our absolute best to provide all the love and stimulation your child needs. We set out to serve our community by presenting excellent service in an exclusive institution.

You can support our ideal by discussing any relevant problems with us and offering constructive criticism.

**REANA BRINK 082 7831385 KIM WIESE 074 1795010 ANNEKE LE GRANGE 076
8154932**

*"Then he took the children in his arms, placed his hands on each of them and blessed them."
Mark 10:16*