



bizweni

PRE-PRIMARY & DAYCARE CENTRE

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NEWSLETTER NR. 1/19 **10 JANUARY 2019**

Dear Moms and Dads

Welcome back to all our familiar faces and a very big welcome to all our new families. It is great having you with us and we look forward to getting to know you all. I trust you will find this year rewarding and that you will enjoy getting involved in the life and activities of our school. I trust you had a good rest and a chance to enjoy time with your family.

There is an increased volume of **traffic** on the Bizweni grounds, especially in the mornings. **Please use the grass area on the big field for parking.** This will help with the flow of the traffic around the circle. Be mindful of oncoming traffic and pedestrians coming in and out of the campus. **Please drive slowly on the Bizweni Campus.**

Keep LEFT when entering and exiting the campus. We urge parents to not stop in front of the school gate as it causes the traffic to back up. Be mindful of other road users when driving on the campus grounds.

NOTICE BOARD

The boards outside the office will be used to inform you of any important notices concerning the children. **Please read on your way in and out the gate.**

What to bring to school

Ensure that ALL items sent to school are clearly marked with your child's name.

Please don't send toys and jewelry to school. These items will be taken away at the start of the day and it will only be given to parents again when they fetch their child in the afternoon.

Girls wearing dresses and skirts to school: Please put on tights/shorts underneath, so that underwear does not stick out when they are doing movement activities.

All you have to pack for a school day is a backpack for the day with the following inside:

- A snack for 10:00
- Extra set of clothes
- Jacket and shoes
- Nappies for the day and wet wipes, creams etc. for those still on nappies. These items stay in your child's bag. It does not stay at school.

Snack time

The snack you pack is a light snack for between breakfast and lunch.

Snack time is at 10:00. You need not send a big snack as it is lunchtime at 12:00.

If they have a big snack they will not want to eat lunch at 12:00.

Please don't send sweets, chips or fizzy drinks to school.

If you send fruit, please peel the fruit at home.

If you send yogurt please send a spoon as well. Yogurt opened at school and not finished will be thrown away after snack time as we cannot keep open yogurts for later. This can lead to wastage. If your child is prone to not finish a yogurt, rather enjoy this snack at home.

Always send something to drink: Juice or water in spill proof bottle is the best as we can refill the bottle with water during the day.

Some of the hard plastic bottles crack easily even if dropped once.

There are BPA free bottles available with a rubbery texture which lasts longer and cannot break as easily.

Please make sure that school bags, lunch boxes and juice bottles are marked with your child's name.

Extra set of clothes

It is important to send an extra set of clothes (a spare set of clothes) to school every day. When children have an accident at school we will need the spare set of clothes to put on for them. Any wet or dirty clothes will be placed into a plastic bag, tied onto your child's backpack for you to find when you fetch your child. Please make sure that you replace the extra set of clothes in your child's bag if we used the spare set at school.

Jackets and Shoes

If you send jackets or shoes to school please ensure that you take it home with you when you fetch your child.

Nappies and Wet wipes

Remember to send enough nappies and wet wipes to school every day. Unused nappies and wet wipes will be sent home each day.

BUZZY BEES:

On a Thursday morning the children come to a Buzzy Bee assembly, where we pray and do praise and worship. Each time a few children from each class are given Buzzy Bee awards for different types of positive behaviour. Please make a big deal out of these awards when your child brings one home.

Communication:

If you need to get hold of us at the school contact the office on 021 852 6601 or 079 837 4870.

School-communicator

We are working towards a paperless communication system. During the year the newsletters and info about the school will be placed on the D6 communicator only and not printed out on paper for each family to receive.

To download the D6 School communicator, please go to:

<http://www.school-communicator.com/download.php?schoolid=11168>

enter BIZWENI SCHOOLS in the search window. When the window with the little zebra appears go to "my details" tab and complete. The D6 is where all the newsletters and important information will be placed regularly. You can view all the info then on your PC and on your smart phone ☺ Download please! This once off process is a helpful tool to you in the long run. D6 takes you to our website and facebook pages too. Facebook: www.facebook.com/bizwenipreprimary website: www.bizwenipreprimary

SCHOOL FEES

I appeal to those who are able to do electronic banking or debit order to use this more efficient method of payment as less cash on the premises is better and safer.

Please put your child's name and surname as a reference for the payments.

Your FEBRUARY fees are due on the **7th of February 2019**.

POLICY ON PAYMENT OF FEES

Please read and take note:

Any matters related to school fees are handled by the Managing Board of Bizweni Pre-Primary.

All fees are payable in ADVANCE, at the beginning of each month before the 7th of each month.

Fees are payable for 11 months of the year: January – November.

NO FEES FOR DECEMBER.

Fees will be revised at the end of every year.

PENALTY

Fees received after the 7th of every month will have a R120 penalty added to their account.

OUTSTANDING FEES.

Any fees that are 2 months in arrears will be handled as follows:-

The parents will be asked to keep the child at home until the outstanding amount has been paid in full. In the event that fees remain outstanding for longer than 30 days thereafter the child's position will be given to the next child on the waiting list and details of outstanding fees will be handed over to our legal advisors.

Please prioritise the fee payments. We need to have the fee income to be able to provide the service to our learners.

Topics

Please find with this newsletter a list of topics being discussed during the first term.

INFORMATION TO TEACHERS

Make sure your child's Teacher is informed of any ALLERGIES, HEALTH CONDITIONS, INJURIES AND OTHER IMPORTANT INFORMATION ABOUT YOUR CHILD.

Make sure that the contact information filled in on the information sheets is correct. If you have moved, ensure that we have the correct home address.

We need to be able to get hold of parents in an emergency situation.

If your cell phone number or e-mail address has changed make sure we have the new one.

Waiting class

To accommodate working parents we open at 7:00 in the mornings.

From 7:00 until 7:30 learners can wait for their teachers in the waiting class.

Learners arriving after 7:30 can go directly to their classrooms. Our program starts with free play from 7:30 until 8:15. Aim to arrive during this time in order for your child to play freely before the rest of the program continues.

When dropping your child greet him or her briefly, assure them that you are fetching them later and then leave them in the care of the Teachers. Prolonged goodbye's only make the situation worse. You are welcome to phone the school a bit later to find out if they have settled.

HOME TIME

Half day learners can stay until 13:00. During the morning learners are in the care of our team of teachers and teacher assistants.

Learners staying full day can stay at school until 17:30. From 13:00 until 17:30 learners are in the care of the aftercare team.

Make sure you fetch your children no later than 17:30. There will be a penalty fee issued to parents if they fetch their children after 17:30. The penalty fee is R10 for every 5 minutes that you are late.

All the names of those people responsible for collecting your child from school should be on the information sheet. Please inform us via telephone if a person not on the list is fetching your child. If anyone else arrives at school to collect your child without prior arrangement, we will first phone the parents of that child to confirm if such a person can take the child from school.

Note that the 2 to 3 year old learners are **not allowed** to play on the big playground yet. Make sure they move straight to the gate when you leave the classroom at home time.

Always listen to your child when they come home with a complaint but please check out the story with the Teacher concerned.

Parent meeting

We will be having a parent meeting on **Monday 21 January 2019 at 19:00**.

We encourage parents to attend this vital information session. During this meeting we will meet in the Bizweni Church hall (on the school premises). General information will be shared with parents. After the general session in the hall, parents will move to the classrooms where more detail about what happens in the classroom, will be shared with parents.

EXTRA MURAL ACTIVITIES

All extra mural activities will start shortly. More information about the specific days and times will be sent out as soon as we have finalised all the details.

2020 ENROLLMENT

The class list for 2020 toddlers has been opened. If there are any siblings turning 3 in 2020, please come and enrol as soon as possible. The classes fill up quickly.

TEA SET AND TOOL PARTY – THURSDAY 14 February 2019

We are having a TEA SET AND TOOL SET PARTY and kindly ask the parents of Bizweni Pre-Primary to donate tea sets and tool sets for the class to play with.

This could be any toy kitchen equipment, play utensils, tea sets or plastic food.

The tools can extend into any toys used alongside block play such as cars and play tools. These toys can be second hand toys as well.

It is also **Valentine's Day** on the 14th of February so all the children **please wear something red on Thursday 14 February 2019** 

During the morning the donated toys will be enjoyed. Please donate age appropriate toys. The donated toys will REMAIN AT SCHOOL. It is a present FOR THE WHOLE CLASS. Please explain to the learners at home or when you buy the something to donate, that it is for EVERYONE to play with at school and that it will stay at school after the party.

OCCUPATIONAL THERAPY AND SPEECH THERAPY

We have the services of an occupational therapist and a speech therapist at Bizweni for children who need therapy.

They are both from Et El and visit the school on a weekly basis for therapy sessions. Their fees are not included in the school fees. You are welcome to discuss this option with your child's teacher.

SUGGESTION BOX

at the office door marked "suggestion box".

Please feel free to post your suggestions comments, concerns, advice and ideas. You are welcome to do so anonymously if you prefer.

SENDING MEDICATION TO SCHOOL

Please explain the procedure to everyone dropping off and fetching your child.

- **DO NOT PLACE THE MEDICATION IN THE CHILD'S BAG.**
- It must be **signed IN** with the teacher by a responsible adult.
When signing medication in on the medicine chart, write down the name of the medicine, the amount to be taken and the times it must be taken.
- All medication must be sent to school in a clearly marked plastic bag with the name of the child clearly indicated.
- The medicine must be **signed OUT** by a responsible adult.
On collecting your child please ASK the Teacher / Aftercare teacher for the medication. **IT WILL NOT BE PUT IN THE CHILD'S BAG.**
- Make sure that the medication you send to school has not expired.
- We are obligated to discard any medication that has expired.
- We are by law not allowed to give medicine continuously for longer than 7 days unless we have a doctor's letter instructing us to do so.



CAKE SALE - FRIDAY 1 FEBRUARY 2019

- **As it is our first cake sale, we ask all our parents to please bring eats.**
- Homemade cupcakes, brownies, biscuits etc. are always welcome.
If you are not an enthusiastic baker, do not despair! Chips, popcorn, fizzers etc. are also welcome.
- We do however try to keep the artificial flavorings and preservatives to the minimum.
- The Cake Sale is held outside the classroom on the playground.
- The Cake Sale will start at 7:30 in the morning and parents are welcome to drop off eats as they drop off the children at school.
- Parents are welcome to buy eats to take home or to take to the office.
- Parents you don't need to buy for your children they will have the opportunity to come and choose & buy eats themselves later in the morning.
- Eats don't go for more than R3 per eat, so you don't need to send more than R10 with your child to buy with at the Cake Sale.
- Send the Cake Sale money to school with your child's name on the container.
- **ON CAKE SALE DAY YOU DON'T NEED TO SEND A BIG SNACK. DURING SNACK TIME THE CHILDREN EAT WHAT THEY BOUGHT AT THE CAKE SALE.**
- The money we raise with this cake sale will go towards repairs and maintenance inside the classrooms & outside on the playground.
Please support us!

Hearing test

Ann-Marie von Bergmann, the Audiometrist will be conducting hearing tests at Bizweni Pre-Primary during the first term. If a possible hearing problem is detected when the hearing test is conducted, she will indicate if your child might benefit from being examined by an Ear, Nose and Throat specialist. All Gr RR parents are encouraged to give permission for us to do the hearing test.

BIRTHDAYS

Please note that it is not a must for you to send cake or party treats to school when it is your child's birthday.

If you wish to, you can bring eats such as popcorn, a cake for the class or cupcakes for the class. During morning snack time the teacher will hand out the eats that you supplied to the learners in your child's class.

The children do not need a lot, and most times the excess is sent home.

Invitations to private parties must be put in envelopes and given to the class teacher. Private parties taking place on school days must be organised properly by the parents. If your child will travel with other parents to a party, Bizweni will need the consent from the child's parents **IN WRITING** the day before the party.

Please note that Bizweni will not be responsible for any children attending private birthday parties during school time.

During this time your child will be the responsibility of the parent that your child is with at the time of the party.

We hope that your children will settle in well in their new classes.

Please remember that we are always willing to discuss any issue with you.

We appreciate suggestions and comments. Together we can all build the school into an environment of healthy learning and growing!

DATES TO DIARISE:

21 Jan	Parent meeting 19:00 in the hall
1 Feb	Cake Sale
14 Feb	Tea set and tool set party:
Learners Wear Red – tea and tool party	
1 Mar	Cake Sale
15 Mar	End of Term 1
16 Mar – 1 Apr	Holiday Program – Bizweni is OPEN
21 Mar	Human Rights Day – Bizweni CLOSED
2 Apr	Term 2 Starts
19 April	Easter – Bizweni CLOSED
22 April	Easter – Bizweni CLOSED

MAY YOU HAVE A BLESSED YEAR!

In God's strength.

Lizette and the Bizweni Staff