



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



Bryanston

Eduvate Academy
Principal: Nyasha Chinwa

Tel: 0780262346

Email: bryanston@smileykids.co.za
School website: www.smileykidsbryanston.co.za

Parent Handbook

Dear Parent,

Smiley Kids Bryanston team welcomes you to our new school. 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 Nyasha Chinwa, owner and principal of our school together with my partners Desmond Chinwa and Gundo Rakhunwana.

I will be guiding the entire school community towards educational excellence and success. I will oversee the day-to-day operations of the school, ensuring that policies and procedures are effectively implemented. As a new school I plan to know each of the learners personally and closely monitor their academic progress, emotional development, and physical growth. I will thoroughly review their assessment reports and actively engage in the academic teaching processes and will also make sure that the facilities and resources are well maintained.

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 Excellent Mkhabela and Financial Advisors Desmond Chinwa and Gundo Rakhunwana. If you have any questions or issues related to financial matters, you can reach out to us via my email address at bryanston@smileykids.co.za or through my WhatsApp number.

Please be sure to review our unenrollment policy in our Standard Terms and Conditions.

Contact details.

Nyasha Chinwa: 078 026 2346

Office / 078 026 2346

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 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 at home until fully recuperated – this will protect your own. and other children from getting infected.
- ❖ [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

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 ♥ Bottles with the correct amount of water and correct nr of scoops of milk formula measured out per feed. <p>or</p> <ul style="list-style-type: none"> ♥ 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 or a small sweet (please limit) and juice- just enough for them to finish at school. ♥ 1 box of facial tissues (1 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>

- ❖ Four 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.smileykidsbryanston.co.za.

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

Fee structure for 2024

Registration fee: R1 000 (once off non-refundable)

Service	Fee	
Full day	R	3,600
Half Day	R	3,300
Babes	R	3,800
Aftercare (primary school kids)	R	2,000
Stationery	R	1,000
Fees payable by the 3rd of every month, late payments will attract a penalty of R500		

Important to take note of the following:



Registration fee payable once off on enrolment



July and December Fees are fully payable.



Toiletries (per year)

4× boxes of tissue

4× kitchen towel rolls

4× wet wipes

4× antibacterial hand soap

Banking Details

Account Holder: Eduvate Academy

Bank: FNB

Branch and code: 253705

Account number: 63071301336

Ref: Child's name & surname

All Terms and Conditions apply.

Advance Payments 2024

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

