



ST FRANCIS COLLEGE
— LEARN TO LIVE —

Nursery School Campus Information Booklet 2020



Settling into Nursery School

The nursery school environment will be a new experience for each child. It may be your child's first time attending or your child may have attended a nursery school previously. Whatever the circumstances, each child will adjust and settle at a different pace.

As wonderful as this new experience may be, it can also be quite unsettling for the child and especially stressful for the parents. Please ensure that you convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun and exciting place.

Starting nursery school is a child's first steps towards independence and there are important lessons to be learned:

- That it is possible to feel safe and happy while parents are not present for a while.
- That other adults can be a source of authority, help and friendship.
- That new play and learning experiences can be enjoyed in the school and shared with parents afterwards.

Give your child a chance to learn these positive lessons by working with the school staff to make the settling-in period as easy as possible.

Please keep the following in mind:

*Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.

*Maintain a clear good-bye routine. This may include warning the child you are leaving in three minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "Okay, just one more kiss, and then I really have to go" tends to heighten anxiety rather than relieve it.

*Do not be tempted to creep away while your child is occupied. This might seem easier at the time but it can leave a child to feel let down and mistrustful.

Although some children can find the moment of parting difficult, it is extremely rare for a child to be distressed for longer than a few minutes. They soon understand that although parents leave the school, they do return later. In the unlikely case of continuing distress, a parent would be informed and asked to return. You are welcome to telephone during the session to establish how your child has settled.

Don't worry, children develop very quickly at this age. A child who seems unable to manage alone for even a second can have a very different attitude in a week or two. Just be calm and practical about it, reassuring the child that they will be able to manage soon.

Also, please make sure you arrive on time to collect your child. This will give them confidence and reassurance that you will be back to collect them. If your child is the last one to be collected, they can feel very vulnerable.

Talk to them about what they did at school and show interest and enthusiasm. It is a very exciting time for them but can also be quite scary so lots of positive encouragement goes a long way to boost their confidence.

Remember, the nursery school staff has been working in childcare for a few years and we are here to provide support, assistance and unconditional love to help make the first day of school a happy transition!

Welcome

The staff and I would like to extend a warm welcome to you and your child. We hope that the rest of the year with us will be a happy experience for the whole family.

For your information I have put together the following points and reminders.

Class	Teacher	Assistants
Butterfly Class & Bumble Bee Class	Catherine Falconer 076 777 2241	Oscarina Maqungu
Ladybirds	Jane Lonsdale Head of Department) 076 678 9411	Monica Matomela
School Office	042 294 1395 Cell: 084 552 9653	info@stfranciscollege.co.za

School Communication

1. Emails and sms from office. Please ensure that your contact details are correct and inform the office if you become aware that you are not getting emails and sms's.
2. Communication flow. If you would like to query something or get more information it is best to work through the communication chain.
 1. Class teacher (or teacher involved)
 2. Head of Department
 3. Headmaster
3. WhatsApp groups. There is a class WhatsApp group for each grade. This is a great opportunity for reminders and quick questions you may have. The class teacher is often part of the group too so that information is quick and accurate.
4. Class mom's role. The role of the class mom is to welcome and help any new moms integrate into the school. They also arrange sporting lifts and assist the teacher rounding up helpers when needed.
5. The D6 App Communicator is an innovative and exciting new way of communicating with members. The d6 School Communicator keeps you up-to-date with what's happening. It updates automatically and brings you all the latest news and calendar events.

Visit <https://d6.co.za/education/downloads/> to download the installer from the d6 School Communicator website. While downloading click "**save**" and thereafter "**run**".

School Hours

Butterflies & Bumble Bees	8:30 – 12:30/13:00
Ladybirds	8:30 – 13:00

We ask you to please respect our starting and finishing times. Please don't be late fetching your child as it is distressing for him/her. If you are unavoidably delayed please phone us to let us know. For security reasons the gate will be locked between 9am and home time.

Entrance Gate

Please note that the main entrance to the nursery school is through the gate next to the Ladybird Class. This will be open at 8h00 and will close promptly at 9h00. Children are to please be dropped at the gate where a teacher will meet them. They will then be taken to their classroom by a staff member. On collection the gate will be open at 12h30 to collect your children from school. If you need to fetch your child earlier than 13h00 please inform the teacher when you drop your child off in the morning. Thank you for your co-operation.

Clothing

Please dress your child suitably for school so that they can climb on the jungle gyms and paint and enjoy themselves without worrying about spoiling their clothes. Shoes that are worn should be 'sensible' and comfortable. Each child needs to keep a spare set of clothing in his or her bag to change into should it be necessary.

Hats / Sunscreen

Please ensure that your child is adequately protected against the sun. Please also ensure that their hat is marked with their name.

Phone Numbers

Please ensure that we have all your current telephone numbers. We would also like the number of a friend or relative to contact in case of emergency. If any number should change, please let us know immediately.

Parent Body

All parents at the school are encouraged to participate in one of our fundraising activities. Any parent is welcome to be involved in the PA and attend meetings.

Sick Children

Please do not send your child to school if he or she is ill as it is not fair on anyone! Should a child be sick at school we will phone the parent to fetch them. If your child has yellow/green (in other words discoloured) nasal or eye discharge this indicates an infection which would be contagious for the other children, so please do not bring your child to school if this is the case. Please inform your teacher if your child will not be attending school for any reason.

Problems

Please keep us informed of any changes in the family such as separation, bereavement or health problems. This information helps us support your child (and you) and is always handled in the strictest confidence. Please feel free to discuss any concerns you may have with either me or the relevant teacher as we have your child's best interest at heart at all times.

Lifting Policy

Class moms and class teachers liaise lifting for outings and sporting sessions. Lifting moms are to wait in front of the office to collect the children designated to them. There is a 'One Child, One Seatbelt' policy and no children are permitted to sit on the back of 'bakkies' or in car boots. Teachers are not permitted to lift pupils.

Valuables and Toys

Please leave toys at home – in special cases where your child is going through a wobbly patch and needs a favourite toy for comfort please discuss this with your class teacher. We cannot be responsible for toys that get lost or broken. When clearing out your cupboards we are always very grateful for any donations of good condition toys or books which your child has outgrown, those we cannot use we will pass on to charity.

Lunchbox Policy

In order to have the best learning environment for our pupils, it is beneficial to have consistent blood sugar levels. This aids in consistent focus in the classroom. We are asking for your assistance in this regard by refraining from sending the following to school: sweets, chocolates, crisps, biscuits with high sugar content, fizzy cool drinks and energy drinks. We suggest bottles of water, fruit, a simple sandwich, cucumber, baby tomatoes, carrots or plain crackers.

Lift clubs and Play Dates

We will give you a class list with addresses and telephone numbers to facilitate arranging lift clubs and play dates. When you have arranged your lifts, please let the teachers know who your child will be going home with.

Birthdays

We like to make an occasion of each child's birthday, so will you please bring along a cake/cup cakes for your child's group. Family members are most welcome to attend the 'birthday ring'. Please make prior arrangements with your child's teacher.

Notices

We feel that it is important to maintain a good system of communication between home and school. Letters will be put in your child's bag and sent home. A class whatsapp group will also be formed by your class teacher for notices and reminders.

Please remember that we all have one common interest – the happiness and well being of your child. Should you have any questions or concerns, please do not hesitate to speak either to your class teacher, me or your class mom.

Class Outings

Class outings are arranged by the class teacher and will require parents to assist with lifting. Information will be sent out closer to the time.

Monthly Draw

Every month our school offers a monthly draw when you could win R1 000.00 in Village SuperSpar vouchers. The cost of the ticket is R50.00 per month. Please complete the attached form and return to the office. (Non school parents may also participate in this).

My School Cards

By choosing St Francis College as the beneficiary on your My School Card, the school is allocated money every time you shop. Forms may be obtained from the office or apply online at www.myschool.co.za

Thoughtful Thursdays

As part of our community drive, termly projects are organised where each grade will be given the chance to help the less fortunate. Look out for details of charities in our newsletters.

Outstanding Fees

Reports will not be sent home if there are outstanding fees.

