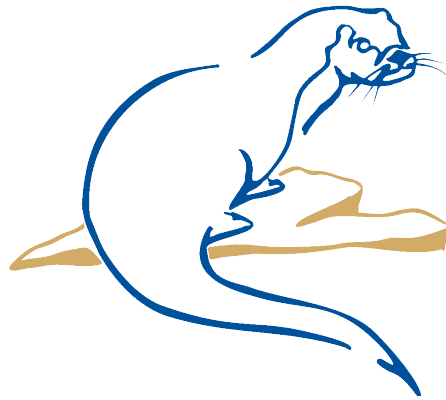




ST FRANCIS COLLEGE
— LEARN TO LIVE —

Early Childhood Development (ECD)

Bumble Bee Class

Ladybird Class

Grade 00

Grade 0

Information Booklet 2026



Settling into School

The 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 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 morning 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 school staff have 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

We 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 we have put together the following points and reminders.

Class	Teacher	Assistants
Butterfly Class	Mrs. Karen Parker	Connie Makwayiba
Bumble Bee Class	Mrs. Bianca Riley	Oscarina Maqungu
Ladybird Class	Mrs. Jayd van Toner	Monica Matomela
Grade 00	Mrs. Dominique Garlington	Thobeka Mbovona
Grade 0	Mrs. Liezel Marias	Ashley Patu
Head	Mrs. Caroline Anderson	head@stfranciscollege.co.za
Head of ECD	Mrs. Dominique Garlington	dompixi@gmail.com
Phys Ed	Miss. Kelly Kingwill	
Music Teacher	Mrs. Natasha Brown	
Xhosa Teacher	Ms. Alice Kaunda	
Secretary	Mrs. Lucy Kotzé	info@stfranciscollege.co.za
Bursar	Mrs. Jane Fitchet	bursar@stfranciscollege.co.za
Office Details	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. Head
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. Communication with the teachers are from 7:30am to 3pm.
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** 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

Monday to Thursday

Butterfly Class	8:30 – 12:30
Bumble Bees	8:30 – 13:00
Ladybirds	8:30 – 13:00
Grade 00	8:30 – 13:00
Grade 0	8:30 – 13:00

Extra Murals (part of school programme)

Grade 0 Wednesdays 13:30 – 14:00

Friday

All classes in the ECD phase finish at 12:30. Bumble Bee and Butterfly parents to please fetch children at the bottom gate by The Parker Farmhouse. Ladybirds to Grade 0 to be fetched by the pathway gate.

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.

Road Safety and School Parking

In order to maximise safety we have added some new arrangements and reinforced previously introduced rules.

When you arrive at the school you will notice signs along the driveway. Our priority is the safety of the children at drop off and collection times. We ask that all of you take note of the signs and adhere to them.

To summarize in point form:

1. When entering at both the main gate on the corner, cars entering have right of way.
2. When parking please reverse into the designated area. This is to ensure that when leaving, you have a clear view in front of you of children being fetched.
3. Please drive slowly at all times.

We have separated the nursery school parking area, the staff parking area and the main parking area. We ask that you please adhere to these areas. Please be aware that the fencing towards the dam has electrified wiring and may be switched on so please be cautious at all times.

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. Sunscreen to please be put on your child in the morning before school.

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 our fundraising activities. Any parent is welcome to be involved in the PTA and attend meetings. If you are unable to commit to a year's service on the PTA, parents may sign up to help with a single event/ fundraiser.

Sick Children

In order to keep both pupils and teachers healthy please note the following:

Should a student be sick at school their parents will be contacted to fetch the child.

If a child has a fever or has suffered from a stomach bug, they are requested to stay at home for 24 hours after symptoms subside. This 24-hour period should be un-medicated to ensure the student is well enough to return to school.

If your child has a chesty cough or producing an excess of phlegm, please consult a medical professional before returning to school.

Lice

Head lice are tiny insects the size of a sesame seed. They move from one person to another by head-to-head (hair-to-hair) contact. They cannot jump to another person's head. Head lice lay eggs which hatch after 7- 10 days. It takes about 10 days for a recently hatched louse to grow into an adult and start laying eggs.

Nits are the white egg shells and stick strongly to hair strands. You cannot brush them out easily.

Parents and guardians are responsible for:

- Knowing head lice signs and symptoms
- Routinely checking their child's head for head lice
- Telling the school (via class teacher) and close friends that their child has head lice
- Ensuring that full, proper treatment has been initiated before the pupil returns to school
- Continue to check your child's head every day for 2 weeks
- Do a second treatment 7 to 10 days after the first successful treatment (chemical treatments to do not successfully kill eggs therefore it is imperative to do a second treatment)
- Information about specialist medicated treatments is available from the pharmacist or the doctor

Children that are found with nits will be given the option to be sent home and parents will be requested to treat accordingly to prevent the spread of lice. Once under preventative treatment, students may return to school if the infestation is under control. Sharing of hats and head gear are not permitted at school to prevent the spreading of lice. If the infestation continues for more than 3 weeks, the Head will call the parents to discuss the situation.

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 parents are to wait in front of the office to collect the children designated to them. There is a 'One Child, One Seatbelt' policy. The Butterflies up to Grade 00 must have the correct car seat as well as seat belt. 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. If toys are repeatedly brought to school, they will be kept with the class teacher and only given back to the parent at the end of the school day.

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

When you have arranged your lifts, please let the teachers know who your child will be going home with. Please inform your teacher should family member or friend not known by the teacher be collecting your child. Ideally the teacher would like a photograph of the person lifting to ensure the child goes with the correct person.

Bakers' Day

Once a term, each grade is assigned a 'bakers' day' which takes place on a Friday. Parents are asked to bake (or buy) something suitable as a treat that could be sold for R10,00 per item. Goods can be sent to the office at the start of the day. Class moms will organise some helpers for the sale which takes place at break-time on a Friday at 10am. Please assist us by not sending in sweetie packs for Bakers sale. Monies raised by the class will go towards class equipment.

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.

Notices

We feel that it is important to maintain a good system of communication between home and school. Letters will occasionally be put in your child's bag and sent home but as an eco school we try to email whenever possible. A class WhatsApp group is also 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. Children in the Butterfly Class, Bumble Bee Class and Ladybird Class are to be accompanied by an adult to all outings.

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 contact the office should you wish to enter. (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, each term a charity will be selected for us to support. This ranges from animal welfare, soup kitchens and other charities and organisations in the area. Each term the school will communicate new information to parents and children. We thank the parents for their support, as we feel this is an important lesson for children to learn from an early age.

Term Dates 2026

Term 1

Wednesday 14 January	School commences
Thursday 15 January	PTA Annual General Meeting
Thursday 19 February	Start of half term <i>after</i> water fun day
Tuesday 24 February	Return to school from half term
Thursday 2 April	End of term

Term 2

Tuesday 5 May	School commences
Tuesday 16 June	Public Holiday – school closed
Friday 26 June	Start of half term <i>after</i> school day
Monday 6 July	Return from half term
Friday 7 August	End of term <i>after</i> school day

Term 3

Tuesday 1 September	School commences
Thursday 24 September	School closed – Public Holiday
Thursday 8 October	Start of half term <i>after</i> school day
Tuesday 13 October	Return from half term
Friday 2 December	End of term

St Francis College is an independent school that is a member of ISASA (Independent Schools Association of Southern Africa) and has a religious affiliation of a Christian ethos.

MISSION STATEMENT

“To provide a happy, caring, disciplined and multi-cultural environment, committed to high educational standards, incorporating traditional values and life skills, which will:

- provide for the intellectual, emotional, cultural, physical and spiritual needs of pre-school and primary school children
- develop their full individual potential, enquiring minds and a love for learning and the environment, and
- equip them for their role as valued members of society.”