



Joanna vd Westhuizen

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[www.theoaktreplayschool.co.za](http://www.theoaktreplayschool.co.za)

### General Information:

The Oak Tree play school is a small, registered and bilingual play school. It is the ideal play school for all little ones from 2½ years up to 5 years old.

### Our mission is to provide the following to each learner:

- Establish a Christian foundation and values;
- Quality education in a relaxed 'play-learn' atmosphere;
- A child-friendly and safe school environment where learners can grow their self-confidence and independence;
- Developing skills for school readiness so that learners can reach their full potential and feel confident in all learning areas;
- A place where children can gracefully play and build cherished memories.... a home away from home ...

### School times:

The Oak Tree Play School follows the Departmental School Calendar and will be closed on public and school holidays.

- School hours: 7:45 – 12:30 Mondays to Fridays;
- We offer 2, 3, 4 and 5 days per week options, parents can select beforehand the days their child will attend school;
- If your child is ill on his/her chosen school day, it may not be exchanged for another day.

### Parking:

We kindly ask that you only park in front of our home and not on any of our neighbours' properties. Your child's safety is our top priority and all children must always be supervised in the parking area.

### School fees:

- Fees are payable monthly on or before the 1st day of a new month;
- Fees are paid in advance electronically into the following account:

**J van der Westhuizen**  
**FNB Cheque Account**  
**Account number: 62075346801**  
**Branch code: 20-14-10**  
**Reference: Child's name and surname**

<b>Number of days per week</b>	<b>Amount payable</b>
5 days a week	R2 280-00 a month
4 days a week	R1 985-00 a month
3 days a week	R1 690-00 a month
2 days a week	R1 320-00 a month

- A non-refundable deposit/package fee is payable annually to ensure your child's registration and enrollment. This includes all stationery and art material, tissues, toilet paper, baking fees, a message book and birthday badge. **No extra fees are charged throughout the year.**

<b>Number of days per week</b>	<b>Deposit / Package fee payable per year</b>
5 days a week	R880-00
4 days a week	R770-00
3 days a week	R660-00
2 days a week	R550-00

- Please note that all entries must be submitted with a copy of your child's birth certificate and vaccination card.
- A month's notice is required if your child is leaving the school during the year.

### Daily necessities:

- Marked school bag
- Lunchbox and bottle (marked) – Please keep the lunchbox healthy
- An extra set of clothes in a plastic bag
- Message book (provided by the school)
- Sun hat and sunscreen during summer

### Message book and Communication:

- The message book serves as a source of daily communication between the school and the parents.
- We also make use of a Broadcast group for a more hands-on and 'faster' way of communication between the school and parents.
- Please notify us if your cell number has been changed.

### Sickness:

- Children who have a fever and/or who are on antibiotics must stay at home until they are well.
- No medicine may be sent to school.
- According to legislation we may not give any medication to children.

### Baking:

'Baking' is a theme-related activity. Parents will be informed, in advance, when we will do 'Baking'. During 'Baking' our children get the opportunity to make delicious things to eat, as well as teaching them various skills such as tasting, mixing, measuring, pouring, spreading, cutting, sharing and how to follow simple recipes and instructions.

### Parties:

Birthdays are very special and lots of fun! At The Oak Tree Play school we want to make every birthday friend's special day a memorable day. We sing for him/her and the birthday friend gets balloons and a 'birthday badge'.

You, as parents, are welcome to send treats to school, but nothing is compulsory.

### Daily program:

07:45 – 08:50 = Arrival time and free play inside

08:50 – 09:00 = Cleanup time and bathroom routine

09:00 – 09:35 = Morning circle (Weather, Bible, Gross Motor, Theme discussion)

09:35 – 09:50 = Snack time

09:50 – 10:15 = Creative activities, Fine Motor, Educational and Sensory play

10:15 – 11:10 = Bathroom routine and outside play

11:10 – 11:40 = Fantasy and free play inside

11:40 - 11:50 = Cleanup time

11:50 – 12:00 = Story time and Rhymes

12:00 – 12:30 = Pickup time

### Reports:

Reports are issued at the end of the 2nd and 4th term to give parents feedback on their child's progress and development. If child need extra assistance, such as speech or occupational therapy, it will be personally discussed with you as a parent.

Our oldest friends (4-5 years) get extra exposure to school readiness, in preparation for Grade R. Everyone gets a 'brag book' that is sent home on a regular basis to show Mom and Dad.

At **The Oak Tree** Play school, we believe in the uniqueness and value of every child. We undertake to educate with love, passion, and sustained motivation to guide and help each child 'grow'.

You are welcome to 'Like' and 'Share' our Facebook page '**The Oak Tree**'.

Thank you for your trust in us!

Joanna vd Westhuizen

' From little seeds grow big trees '

## Great lunchbox ideas:

Dear Parents,

I would like to give some suggestions for 'snacks' which can be packed for school. You are welcome to pack treats in the lunchbox every Friday!

### 9:35 – 09:50 Snack time:

- Snacks: Any fruit / vegetable / dried fruit / popcorn / rice cakes / pretzels/ healthy sandwich / biltong / little yogurts, etc.
- Please note: No chips, chocolates or sweets. No soda drinks, sparkling water or milkshakes to drink.
- Beverages: Large bottle of water / diluted juice.

Thank you so much for your understanding and cooperation!

