



## The ABC of the DSD Kindergarten

Thank you for choosing the Deutsche Schule Durban as part of your educational journey with your child. We realise what an important responsibility we have and endeavour to provide your child with an excellent education that will prepare them well for high school and beyond. Please read through this document carefully as it contains important information about the DSD Kindergarten.

As of January 2018, our Kindergarten will consist of 4 different classes:

- |                                 |  |
|---------------------------------|--|
| 1. Schmetterlinge (butterflies) | 18 – 36 month toddler group.                         |
| 2. Delfine }                    |  |
| 3. Zebras }                     | Grade 000 and Grade 00, combined in these 2 classes. |
| 4. Leoparden                    | Grade R, preparing for Grade 1.                      |

### A

#### Absenteeism

Although this is not formal schooling, it is not advisable for children to miss days unnecessarily. Our older children are at a disadvantage when they miss lessons and our younger children can feel unsettled. If your child is away, please contact the office – 031 267 1307 as soon as possible, preferably by 08h00.

#### After Care

Our aftercare facility, run by Ms Sandy Ambross, is based at school in the ECD classrooms. We have a supervisor and an assistant on duty. Please contact Sandy directly for more information: 082 406 5603 or via Email: [ambross4@gmail.com](mailto:ambross4@gmail.com) Aftercare is available for the Schmetterlinge (toddlers), but is charged at a higher rate as the level of care required is more demanding. This is available until 14h30 daily. Anything later than that is subject to demand and cannot be guaranteed.

### B

#### Bags

Each class is equipped with lockers in which the children can leave their bags – a particular slot is allocated to each individual child. Please encourage your child to carry his/her own bag and to put it

In partnership with



into the correct pigeon hole in the classroom. The bags should contain at least one change of clothing, a lunch box and juice bottle that the child can easily use independently.

### **Birthday Rings**

On or near your child's special day, you are invited to share a birthday ring with his/her class (at 12h00). We recommend that you send small cupcakes or ice cream to share on this special day. Your child's teacher will notify you of the details.

Schmetterlinge: Birthday rings are held without parents present as these usually lead to clingy children and tears. Sorry!

### **Bottles: Schmetterling Group**

Please note that we are carefully monitored by the Health Department and they will only allow powdered milk, and this is to be kept in dispensers. You will thus need to measure the amount of powder and place it in the dispenser and make sure the correct amount of boiled water is in the bottle, before your little ones come to school. *Bottles with teats for children who are in Schmetterling group will be allowed.* Juice or water must to be brought in non-spill cups or in bottles.

### **Bus**

The DSD school buses are used to transport children to and from school. There is a bus that services Umhlanga, Durban North and the Berea, and another that collects and drops off children around Westville. A smaller vehicle, the Toyota Avanza, provides limited transport between the school and Waterfall/ Hillcrest. We generally do not encourage Kindergarten children to make use of the bus service as the children are still very young. If parents choose the bus option though, a booster seat must be provided and this stays in the bus. More details (fees, routes, times) are available at the office.

Schmetterling children are NOT accommodated on the bus.

## **C**

### **Class representatives ("EB Reps")**

Each class has two group representatives that represent that class on the school's Elternbeirat (EB) or parent support committee. They will liaise with the other parents (usually mothers) in their group and with the Principal at times. They fulfil an important role at school as they function as a communication channel between the school and the parent body. Any interested parents are urged to volunteer for this committee at the class meeting held at the beginning of the year.

The EB meets once a term and assists the school in various ways.

### **Clearance Certificate**

A clearance certificate must be produced when a child returns to school after having been absent with an infectious disease or head lice. Please see the separate document regarding the school's Illness and Childhood Disease Policy.

### **Clothing**

Please ensure that all children have a spare set of clothing in their bag – particularly underwear. It is suggested that a few spare sets be sent with the Schmetterlinge. We encourage self-help clothing

which fastens easily. The minimum amount of clothing is required in hot weather although it is a good idea to keep a jersey in their bags as the weather is sometimes unpredictable. It is essential that all clothing be clearly marked with the child's name.

### **Collecting Children**

For security reasons it is essential that the DSD knows exactly who is fetching your child, so parents are requested to inform the secretary or write a note in their child's notebook if there is any change to their daily arrangements.

### **Communication**

The school's main method of communication is via the D6 communicator. This can be downloaded onto cell phones, tablets and i-pads, laptops and desktops and is an app via which important details and news are shared. In some cases the school also send out SMS or Email messages. This is supplemented by two general newsletters a term that are emailed to the parent body, and the parent committee sets up class WhatsApp groups to disseminate information regarding a particular class group. Attached to this document is a detailed guide about downloading the D6 communicator onto one of your devices.

## **D**

### **Dress code**

Children should wear comfortable, (old) clothes. Please send a change of clothing in a plastic bag and please make sure all clothing is **clearly marked**. There is a Kindergarten lost property section in the foyer leading to the Delfine and Zebra classes.

### **Drop off and pick up**

Doors open at 07h15 and school closes at 12h45. Please accompany your child to his/her class, and let them carry (and unpack) their own bag. **No child may be left unsupervised at school.**

Schmetterling children must be collected from their classroom at 12h45, and all the other children from the hall at 12h45. Those attending aftercare will be met by Sandy in the hall and taken to aftercare. Children not collected within 10 minutes will be sent to aftercare, where the normal aftercare fee structure will apply. Please contact the office if you are running late as it is very unsettling for the little ones when their parent(s) are not there to collect them on time.

For security purposes, the entrance gate remains closed throughout the day. It can be opened via a code at the gooseneck near the entrance during the following peak hours:

07h00 - 08h00	use the code (or intercom after 07h30)
08h00 – 12h15	use the intercom
12h15 – 19h30	use the code (or intercom)
19h30 – 07h00	code not activated, intercom unmanned until 07h30.

The code is changed from time to time and is only shared with DSD families and afternoon extra-curricular providers. Please contact the school office for the code. When driving children to and from school, as per the law, children have to be restrained in a car seat in the back!

## **E**

### **Extra Murals**

At the end of the school day, there are a number of extra mural activities offered by well-qualified staff. You will receive further information about these each year. These are mainly aimed at children 3 years and older.

## **F**

### **Food – Lunch & Snacks**

Please send only healthy food and snacks in a clearly marked lunch box. No sweets, chips, fizzy drinks, cakes, sweet biscuits and similar foodstuffs.

Schmetterlinge: if still on milk/ formula, please measure out the correct amounts of water and powder in advance.

## **G**

### **German**

As we are the Deutsche Schule Durban (German School), the Kindergarten staff will speak only German to your child (unless there is a serious problem). The children will learn to understand them and speak German! Please assist where possible if German is not spoken at home, e.g. by arranging play dates with class mates/ German children, and by then insisting that the children speak German. Listen to German CDs and nursery rhymes (You Tube, order material through Amazon or similar) or, where possible, play DVDs using the German language option.

### **Governing body – DSD Board of Directors**

Our school has an active, supportive Board of Directors (Governing Body). The school AGM is held in May each year and Governing Body elections are held at this meeting. All parents are encouraged to attend the AGM.

## **H**

### **Holidays**

Please consult the school calendar (released in June each year for the coming year) to plan and book your private holidays to coincide with our official school holidays.

## **I**

### **Information evening for parents of children starting in January**

An information evening hosted by the class teacher will take place in the second week of the school year. Please make every effort to attend this important event as valuable information is shared.

### **Illness and Injuries**

Although we take every precaution to avoid children being hurt, unfortunately accidents do happen. There are numerous staff at school who have valid first aid training to deal with everyday bumps and bruises and concerns. In the case of a serious injury, you will be contacted immediately. It is important that the school has your current details, and that any changes in personal details (telephone numbers, Email and residential/ business addresses) are immediately communicated with the class teacher and school office.

Please do not send sick children to school. They do not have a happy day and germs are spread too easily. Please refer to the separate Illness and Childhood Disease Policy as a guideline.

### **Intervention**

Early intervention for concerns is imperative, and we have a parent, Mrs Inge Hillermann, who is a qualified Occupational Therapist (OT) who assists the teachers from time to time when there is a possible concern. Parents need to be aware that Inge may observe and interact with their children at school. Please complete the consent form enclosed, allowing Inge to occasionally interact with your child. Please work with the teacher if a concern is noted by them and/or by Inge.

## **K**

### **KiGa Sportsday**

The Kindergarten children all take part in the annual Spiel und Spaßtag (sports day) when they (and their parents!) get to take part in a number of fun, uncompetitive races. This is usually held on a Saturday morning during the first term and is a wonderful opportunity for parents to get to know one another.

## **L**

### **Learning Numbers and the Alphabet (Leoparden)**

If you are doing this at home, please teach the children the DSD/ German way of forming numbers and the letters of the alphabet. Please refer to the attached alphabet sheet as it can be very confusing to the children (and time consuming for the teacher) if they learn incorrect techniques.

## **M**

### **Medication and Allergies**

If your child is allergic, asthmatic or food intolerant, please inform the office and the teacher. Any medication has to be kept under adult supervision. Medication may be administered by the school secretary, provided that a completed and signed "Permission to Administer Medication at School" form has been received. Medication may NOT be left in the child's bag or suitcase. It should be handed over to the school secretary in the morning, or to the class teacher upon arrival at school.

### **Music Lessons**

All classes have a weekly music lesson. The children sing, dance, clap and make their own music, and will perform at various school events such as Grandparent's Day, Muffins 4 Moms and Donuts 4 Dads, and the end of year function.

### **My School Card**

The MySchool fundraising programme is one of South Africa's biggest community programmes. It raises funds for schools, charities and environmental organisations through a card system that allows supporters to raise funds for their beneficiary (school or charity) every time they shop at one of the partner stores (most notably Woolworths). Partners make a contribution, on behalf of the supporter/ cardholder, towards the beneficiary they have selected. We hope that you will select DSD as your beneficiary, and you could make a difference to a worthy cause without it costing you a cent!

Please see the attached registration form. More details are available at the reception office.

## **N**

### **Notebooks**

The notebook system is an integral part of the parent-teacher liaison process. Parents are asked to check their children's notebooks daily for notices from the school and to use them for messages to their children's teachers. It will also contain weekly vocabulary lists that parents are asked to practice with their children at home.

## **O**

### **Open Day**

The school will have at least one Open Day a year to show visitors what we have to offer. Please help spread the word about our beautiful little school – exact details are communicated with parents closer to the time. Please also remember that positive feedback is to be shared far and wide, and that negative feedback is to be shared with us so that issues can be addressed quickly and decisively. We do of course also like to hear your positive stories!

### **Outings/Visits**

To consolidate themes, classes may go on outings, and we also have occasional visits from various people and organisations to teach the children e.g. dog shows or puppet shows. Children must wear their purple DSD KiGa T-shirt when going on an outing.

The Schmetterling group does not go on school outings.

## **P**

### **Parent Interviews/ Reports**

We have compulsory one-on-one progress discussion interviews with all parents at the end of Term 1 and 3. Written reports are given at the end of Term 2 and 4.

### **Parental Involvement**

Due to the fact that DSD is a relatively small school, parental involvement and support is vital to the smooth running of the school. The School Board meets regularly to administer the finances and oversee the maintenance of the school. Parents are elected to this committee at an AGM held in May every year. Please also support the various fund raising initiatives the school offers. These include, amongst others, the Musik und Laternenfest (June), Weihnachtsmarkt (November), wine tasting, art auction, quiz night and golf day. We are always looking for helpers and sponsors at these events – please get involved!

### **Parking**

Please be considerate of other vehicles. We encourage parents to leave timeously as space is limited. **PLEASE DRIVE SLOWLY THROUGH THE SCHOOL GROUNDS AND BE AWARE OF CHILDREN CROSSING THE ROAD.**

### **Party Invitations**

The school is prohibited from sharing personal contact details with other parents, but we are prepared to distribute party invitations to your child's peers. Invitations for birthday parties can be distributed via the children's books – please hand the invitations to the class teacher for distribution.

## **Payments**

School fees are to be paid by cheque or directly deposited into the school's bank account. Due to the impact of late payments on the school's cash flow, the DSD will be moving to a mandatory debit order system during 2018 but parents will still be able to choose annual, quarterly or monthly payments.

The school's banking details are as follows:

**ABSA BANK**

Branch Code: 331-926

Account Number: 406 199 4076

Reference: The child's full name and surname

The DSD does not accept CASH payments for school fees as this makes the front office vulnerable to robberies and undesirable persons. If, however, monies do have to be sent to the school (e.g. for school photographs), these should be enclosed in a SEALED and CLEARLY MARKED envelope and left with the school receptionist, unless otherwise requested. Parents are reminded that monies paid in this manner need to be kept to a minimum.

## **Play Areas**

During the day your child is free to explore the various play/learning areas at school with supervision from teachers – there are designated free play times when they may use the indoor and outdoor toys and apparatus. We also have two tortoises – Hänsel and Gretel – who have their own enclosure in the KiGa play area.

## **Photographs**

Please complete the separate form giving us permission to use images of your child(ren) in marketing/ promotional material. This is usually via the school website or FaceBook page, but could also be via internal newsletters and similar media. Care is taken to ensure that information is tastefully presented. Photographs are taken at all major school functions and significant events.

A school photographer visits the school during the second term to take individual and class photos, as well as sibling photos where applicable. These can be purchased from the company concerned through the school. The exact process is explained at the time.

## **Potty Training**

Please remember that children starting in the Delfine or Zebra Groups (3 years and older) have to be potty trained, although allowances will be made for the occasional accident. Schmetterling children are not required to be potty trained on entering the school, although school staff will assist in the process of becoming potty trained.

## **Q**

### **Questions?**

Speak to your child's teacher whenever you are unsure about something! The class teacher should always be the first person to contact.

## **R**

### **Recycling**

The DSD is part of the Ecoschools programme and encourages an early awareness of environmental issues. Orange paper recycling bins are placed in every classroom in the school, and children are taught to separate recyclable paper and cardboard from other general waste. Parents are encouraged to do the same at home and to consciously instil these values in their children. The school also has a glass recycling bank near the staff car park – please dispose of glass bottle here, to help us save the environment and raise some money for the school!

We also collect breadtags as part of the “Breadtags for Wheelchairs” charity. Please give these to your children to hand in to their teacher – it is important that the children are an active part of the process and that they feel that they are contributing.

The items that the Kindergarten teachers collect for box constructions include:

Cardboard boxes, buttons, beads, ribbons, straws, feathers, sequins, bottle tops, corks, foam rubber, eggs shells (clean!), coffee grounds (in a sealed plastic packet please!) and wood chips or wood shavings.

### **Religious Instruction**

All DSD children receive Christian religious instruction on a Wednesday morning. In the KiGa, this usually takes the form of a number of worship songs, a short bible story and a prayer.

## **S**

### **School Events/ Fundraising**

We look forward to welcoming you and your family at these events. These are lovely opportunities to meet other families. We do, however, also require the parents to assist at many of these, most notably at the Musik und Laternenfest (early June) and the Weihnachtsmarkt (early November).

### **Special Days**

During the course of the year we celebrate certain special days, most notably Fasching (carnival), Mothers’ Day (Muffins for Moms), Fathers’ Day (Donuts for Dads), and Grandparents Day. At the end of each year, we have an end of year Christmas themed concert. These dates are on the year calendar and invitations and reminders are sent out closer to the time.

### **Sport**

All classes will have a weekly sports lesson presented by Playball, laying the basic foundation of movement in order to enable the child to accomplish more challenging sport-related skills as they get older.

### **Sun Smart**

Please apply sun screen daily. As a sun smart school, we have lotion available if a “top-up” is necessary. Other than the Schmetterling toddler group, all children must have the red DSD KiGa hat which they must wear when playing outside.

## T

### Tissues

Each child is to please provide 2 tissue boxes and 1 packet of wet wipes for the year. These are used in the classroom throughout the year.

### Toiletries - Schmetterlinge

Parents need to provide the necessary creams, powders, disposable nappies and nappy bags. Each child has their own box containing these items supplied by their parents and you will be notified when these need to be replaced.

### Toys

Bringing toys to school causes a lot of tears! Therefore, no toys are allowed at school.

## W

### WeBenefit

WeBenefit, a digital procurement and fundraising platform, ([www.webenefit.co.za](http://www.webenefit.co.za)) enables the school to buy items at prices that usually only apply to the largest corporates. This way, the school can save as much as 15% of its operational budget and channel these savings into improving its educational resources.

WeBenefit also lets you, as parents, shop on the site, where you can buy anything from stationery and toys to home appliances and airtime – all at reduced prices. Simply sign up on WeBenefit (it's free) and select our school as your beneficiary. Then, part of the proceeds of every purchase you make will be donated to the school – at no extra cost to you.

You can also accumulate funds towards your school fees with every purchase you make through WeBenefit. How this works:

If you do not need to use the School Fee Benefit, 60% of the gross profit of your purchases is shared with the school. However, if you activate the School Fee Benefit, the proceeds are split: 30% is credited towards your fees, and 30% is donated to the school. Family and friends can also join WeBenefit – and help with school fees. Sign up today to start saving and supporting your school!

1. Go to [www.webenefit.co.za](http://www.webenefit.co.za) Sign up on the home page and choose our school as your beneficiary organisation.
2. After you've signed up, you'll receive an email from WeBenefit. Be sure to click the link in the email to confirm your registration.

The WeBenefit website has a list of Frequently Asked Questions and loads of information. If you can't find what you're looking for, email [info@webenefit.co.za](mailto:info@webenefit.co.za)

School fee accounts will be updated twice a year with the funds accumulated via WeBenefit.



## Procedure To Be Followed When Dealing With School Related Issues

It is sometimes evident that some parents are not clear as to how to deal with issues relating to the school. If at any time a parent has an issue regarding their child or any staff member, it would be appreciated if they would make an appointment to discuss it FIRST with the relevant staff member. This obviously assists the staff in being made aware of the issue early on so that they can respond to it in an appropriate manner. If after this matter has not been resolved, parents are encouraged to then advise the Principal in writing of the matter. Should a parent still not be satisfied as to how their concerns have been handled, parents are urged to write to the Board of Directors and inform them of their concerns.

One can certainly appreciate that it is extremely difficult to manage the school when a formal process to identify issues is not observed by parents. Although the school has no ability to control gossip, we urge parents with real issues to rather follow the above process which will prevent any inappropriate and often untrue rumouring. Parents' co-operation in this regard is imperative in order to ensure the smooth running of the school and the maintenance of its good reputation.