



Dear Prospective Parents,

My name is Michelle van der Berg and teaching is not just my profession; it's my lifelong passion. From the moment I was a little girl, I knew that education was where my heart belonged. I officially began my teaching career in 1992, specialising in Remedial Teaching and working with Grade 1 students for five fulfilling years.

In 1998, I realised my dream of nurturing young minds by starting my own Nursery School, and later purchasing a bigger established school, Kidz Inc Nursery School. Kidz Inc. offers a nurturing environment for children of various age groups, from the baby room up to our Grade R Class.

I am committed to providing a safe, stimulating, and supportive learning environment where your child can flourish. I look forward to getting to know each of you and partnering with you in your child's educational journey.

Our school offers the following:

Staff:

Owner:

Qualifications:

Michelle van der Berg

N7 HDE JP & PP Specialising in Remedial Teaching (NKP)

Grade R Teacher (Lion Class):

Qualifications:

Assistant Teacher:

Clair Carter

N5 Educare (Technisa), Qualified Grade R Educator

Francina Teffo

Principal and

Grade RR teacher (Fish Class 4-5 years):

Qualifications:

Class Assistant:

Janet Maduray

N4 SA Childcare

Lenah Mfulwane

Middle group teacher (Duck Class 3-4 years):

Qualifications:

Class Assistant:

Lee Shippon

BA Postgraduate in Foundation Phase

Lizzy Jele - N4 SA Childcare

Toddler group (Bear Class 2-3 years):

Qualifications:

Class Assistant:

Betty Malematja

N4 Professional Child Care College

Sally Selolo

Pre-Toddler group (Butterfly Class 18 mnth-2 years):

Qualifications:

Assistants:

Dineo Mosia

N4 SA Childcare Class

Shiilah Nkala

Baby Section:

Qualifications:

Babra Mncube and Fridah Masemola

Baby and Toddler development, stimulation and care giving,
CPR and First aid training, Ransa Workshops

Cook and general assistant:

Jerminah Somolekae, Lucy Sibanda

Security guard:

Lucas Muyawa



Every teacher has a dedicated full-time class assistant, actively involved in every aspect of your child's school day. All our teachers, support staff, and our cook are certified in CPR and First Aid, ensuring a safe environment for your child. We are dedicated to the best care, attention, and love to every child. Children are treated with respect, and we give them clear and consistent boundaries. A child who is respected and taught self-discipline is more likely to respect and care for others and practice self-discipline. Assertive discipline methods are followed in each group. This will be explained to you in detail when you enroll your child. Everyone is treated according to his/her personality and individual attention is given throughout.

Our School:

Our school is divided in the Junior Section (babies to 2years) Middle section (2 – 4 years) and Senior Section (Grade RR & R 5-6 years). Each section has its own entrance, classrooms and playgrounds.

Times:

We offer half day as well as full day care and we are open daily between 06h30 and 17h45.

The school gates open at 06h30 sharp. No earlier arrangements can be made as the staff have to first open the school and make sure it's ready for the little ones.

Half day ends at 14h00 and half day children must be picked up no later than this.

We request that you have your child at school by 08h00 so we can start our program without interruptions. All children should be fetched by 17h45.

The Grade R class starts at 07h30 every morning. Parents are requested to make sure that their children are on time.

Holidays:

We are open during all school holidays but close the week before the 16th of December. We re-open on the second Wednesday in January each year. Holiday care at the end of the year may be offered by some of the staff members. This will be advertised in newsletters during the school year. Payment for December holiday care is separate from school fees and is paid to the teachers directly.

We do not offer holiday care for older siblings and no arrangements in this regard will be made.

Themes:

We follow a different theme every week. The relevant theme is on the Year Planner for your information. Let your child tell you about the theme and encourage your child to bring items for the theme table in his/her classroom. The teacher will look after it and hand it back to you by the end of the theme. Artwork is done every day and filed in their artwork files. Art files are sent home at the end of each term. Baking is done every second week. Please remember to take the baking on these days!

Reports:

We hand out written reports at the end of each term. This process is aimed at providing you with insight into your child's development during the 3 months of assessments. Assessments are done continuously every week. You will have ample opportunities to discuss your child's progress with his/her teacher. We have a speech as well as an occupational therapist for any concerns raised during your child's enrolment in Kidz Inc.

Meals and Snacks:

The school provides a cooked breakfast, cooked lunch and one snack per day. Parents supply a small snack for mid-morning (toddlers to Grade R) or mid-afternoon (babies and pre-toddlers). Kindly refer to the list of requirements with regards to do's and don'ts. A weekly menu is on the Information board for your information.

**Hygiene:**

We wash and sterilise hands on a continuous basis. Toys and equipment are washed weekly with anti-bacterial soap and mattresses monthly. Every afternoon the children's hands and faces are washed before they go home. We use a clean facecloth for every child. Face cloths and hats stay at school and are washed daily (face cloths) and weekly (hats).

Medicine:

We follow a strict medicine policy. Kindly refer to the medicine form for more info. As much as it is an inconvenience for you if your child is sick, we also suffer the consequences. Although common colds and flu are important for a child's development as it builds the immune system, we try and contain it as well as we can. Kindly do not send your child to school with any of the following: diarrhea, high temperature, infected eyes, lice or nits, any infectious disease, rashes, ringworm.

Baby Section:

We have dedicated caregivers in the Baby section where we keep to a ratio of 1 adult to 4 babies. Parents supply bottles, formula, wipes and an afternoon snack. The school provides the rest. Babies are monitored continuously and their daily routine recorded. Formal and informal activities keep the babies occupied during the day. We expose our babies to different perceptual, art, gross motor and fine motor activities. In between, we also read stories, listen to music, dance and cuddle. Our babies have their own special, secluded playground. Constant supervision is always provided.

Birthdays:

Birthdays are special and we make a big fuss of them. You will receive guidelines prior to your child's birthday. Any uncertainties may be discussed with your child's teacher.

Tuck Shop:

We have a small tuck shop for the Senior section (3 – 6 years) on Friday afternoons. You are welcome to send money with your child so he/she can buy something from the tuck shop. Tuck shop is not compulsory. Please see to it that the money is given to his/her class teacher who will look after it. (**NOT** for the Baby and Toddler Section). Money may only be sent on Fridays.

Other services:

Kidz Inc collaborates with external facilitators who provide activities such as Stimuzone Computers, Soccer Stars, Playball, Pottery and Ballet on our school premises. During the warmer months, Gill's Swim School offers swimming lessons for the children off-site. You can find additional information at the school office, and payments for these extracurricular activities are made directly to the respective contractors.

Included in our school fees:

Fish and Lion Class (4 - 6 year olds): Computer lessons

Please note that the school covers the monthly fee, but you are responsible for the annual registration fees.

Events:

We host a variety of events (educational shows, sports day, concert, graduation, Christmas party etc.) through the year. Complete info will be given to you prior to these events. These activities are for the whole family and you are encouraged to attend these functions.

Newsletters:

Newsletters are sent monthly on the class WhatsApp groups. We use these groups as our MAIN form of communication with parents. Please make sure that you identify yourself with important notices and dates.



Account payments:

School fees are payable in advance. Account payments can be made via cash, credit card or direct deposits. Receipts will be given for all cash payments. Accounts can be paid until the 7th of each month. Kidz Inc. reserves the right to suspend services with immediate effect should payments not be made on time.

Security:

The safety and security of your child is as much your responsibility as it is ours. We have employed a full-time guard and all our gates are controlled by an automatic lock system.

With enrolment, you will receive the access code to gain access through the gates. It is your responsibility to memorise the code. The code will be changed periodically and you will be informed accordingly. Please help us by always making sure the gates close properly behind you. If it does not, please bring it to our attention. Parents are furthermore requested to sign their children in and out daily for control purposes. We do not allow children to go home with friends or any other person if specific arrangements have not been made with the school. Should you need to make arrangements, kindly contact the school on 011 793 2120 or email us on office@kidzinc.co.za.

Our premises are monitored by CCTV cameras.

Problems and concerns:

To raise children successfully we need the active participation of parents. You are invited to discuss any problems that you may have. For a personal appointment, please contact us beforehand to ensure that we can discuss your concern or query without interruptions. Suggestion boxes in the two sections provide opportunity for parents to make suggestions in order for us to provide the best service.

List of requirements:

Kindly refer to the attached list of required items on a daily basis. Please do not deviate from this list. If you are unsure, you are welcome to discuss it with either myself or your child's teacher.

School rules:

You will receive a set of school rules when registering your child. Please make sure that you know and understand the rules as they are there to ensure the smooth running of the daily activities.

Enrolment procedure:

Once you have visited the school we will take down your details for future communication. Should we have immediate space, enrolment forms will be emailed or handed to you. If on the waiting list, we will contact you when a place becomes available.

Thank you. If you need any more information, please do not hesitate to contact me.

Michelle van der Berg

Owner



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kidzinc.co.za

Banking details:

Account Holder:	Kidz Inc
Bank:	First National Bank
Account number:	6300 228 5517