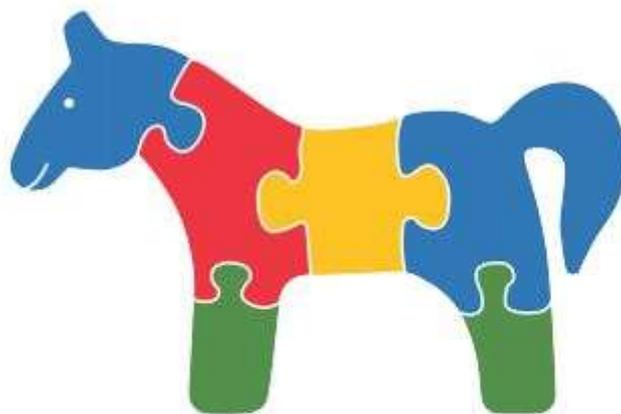


Welcome to the  
**ST. MARTINI**  
**KINDERGARTEN**  
Parent Info



**ST. MARTINI**  
Kindergarten + Vorschule

**St. Martini Pre-Primary School (RF) NPC**

Company Reg. No.: 1999/003225/08

Non-Profit Org. No.: 035-328-NPO

Public Benefit Org. No.: 930014551

**Head Office**

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**CITYBOWL**

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**WYNBERG**

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**DIRECTORS**

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O Gerntholtz

Cape Town, in February 2018

**Dear parents,**

Soon your child will be joining our Kindergarten and embark on a new life experience. For some, this will be the first time away from home for a longer period of time. The children will establish a relationship with their Kindergarten teacher and make friends with other peers in their group.

This informational welcome pack will provide you with practical information about the Kindergarten, our daily routine and goals. Furthermore, it will help you support and encourage your child so that he feels happy and secure in his new environment.

The St. Martini Kindergarten was established by the St. Martini congregation over 55 years ago. It is our aim to offer a wholesome and balanced learning environment to the children in our care. Besides instilling the German culture, language and traditions, we emphasise our Christian values.

The education and developmental milestone practices and methods of the Kindergarten are suited to each child's abilities, interests and needs. Every child is encouraged to develop and excel in each of these areas according to their individual personalities.

You as parents will also be supported and guided through this initial stage of your child's education. It is important that parents and teachers work together.

We welcome you and your child into the St. Martini family and look forward to a warm and open relationship.

**Corinna Lengner**  
Principal

## **Introduction of Kindergarten and staff:**

Our Kindergarten in the Central Business District (CBD) is made up of 3 main age groups:

3 - 4 years:	Hasengruppe
4 - 5 years:	Eisbärengruppe und Bärengruppe
5 - 6 years:	Löwen- and Leopardengruppe

In our Wynberg branch we have 3 groups:

3 - 4 years:	Sternengruppe
4 - 5 years:	Mondgruppe
5 - 6 years:	Sonnengruppe

Each class is attended by between 18 to 24 children. Every group is headed by a qualified Kindergarten teacher and supported by an assistant. In addition, the groups are regularly visited by German-speaking interns.

## **Our opening times**

During the school term, we are open daily from 8:00 to 17:00.

7:30 - 8:00	arrival time
12:30 - 13:00	collection time
13:00 – 17:00	aftercare

## **Start of lessons: 8:00 in the CBD and in Wynberg**

The Grade R classes in both the CBD and Wynberg start promptly at 8:00. The other classes start slightly later (by latest 8.30), it is however important that all children are at the Kindergarten by 8:00.

## **A typical day at the Kindergarten may look like this:**

The following activities form part of a typical day at the Kindergarten. A detailed plan is available in each class.

## **Arrival and greeting time**

We look forward to welcoming your child to our Kindergarten and will ensure that time is taken to greet each child personally. This first contact of the day is an important one, as the child will feel warmly welcomed and noticed. Please feel free to have short discussions with the teacher regarding your child during arrival or pick up time. Should you need to discuss something at length, we can certainly arrange a meeting.

## **Morning ring**

After arriving at the Kindergarten, each group will start the day with a morning ring. The children will experience coming together as a group and will be informed of the day's plans and activities.

When the children gather around for ring time, we also use the opportunity to play games, listen to stories, sing songs or celebrate birthdays. We share news, learn about the environment by means of active theme discussions and encourage the children to "show and tell". Most importantly, they learn to listen, not only to the teacher, but also to their peers.

## **Small group activities**

Learning is more effective when done individually or in small groups. The small group activity session will involve six to seven children at a time and will last between 10 to 15 minutes. The material for the small group sessions is well prepared and of interest to the children.

In this way, it doesn't feel like learning to them, but rather like having fun. The Kindergarten teacher prepares a wide range of materials to enrich language and numeracy skills and to stimulate fine as well as gross motor development.

## **Language Education**

**KIKUS – DEUTSCH** is a language education program which is offered at the Kindergarten for the 3-6 year old children. It has been specifically developed for children who are non-German speaking on a mother tongue level.

The aim is to advance those children playfully, systematically and practically in the German language.

At the same time the development of the first language will be supported by means of guided parent-child cooperation. So far our work has shown that cooperation between the school and the parents can achieve a lot for the individual child.

**HÖREN, LAUSCHEN, LERNEN** is a training program from Germany to introduce pre-school children to basic reading and writing skills before the beginning of formal school. By means of a daily training program, the auditory and phonological skills are developed in a playful manner.

## **Gymnastics**

Once a week the children go to gymnastics. We offer an hour of structured physical activities which help children to further develop their gross-motor skills.

## **Weekly church service**

Given its Christian foundation and heritage it has been a tradition from the very beginning of the Kindergarten's existence for the children to assemble for a weekly devotion - usually in our beautiful church, sometimes in the classrooms.

For more information on the form and content of these church services, see the letter by the Pastor posted on the website, or ask the pastor or principal.

## **Breakfast**

Before free play time, the children have the opportunity to enjoy a communal breakfast within their group.

Please ensure that you provide your child with a healthy, filling snack daily. It is important to us that every child recognizes and appreciates healthy eating and nutritional habits.

All parents are requested to consider the following for their child's snack:

- A healthy breakfast consisting of fruit, wholegrain bread, yoghurt, carrot sticks, biltong, baby tomatoes, etc.
- We encourage the drinking of water and allow only sugar- and caffeine free drinks (e.g. no coca cola or other fizzy drinks or sweetened juices).
- Please do not pack sweets, biscuits, cereal bars, muffins, white bread, chocolate or chips etc.

## **Freeplay**

During free play, your child gathers important information and experiences about life. He learns to make choices: who to play with, where to play and what to play. Important social interaction takes place enhancing his social and emotional development.

The variety of play opportunities, areas and materials will appeal to the child's skills and strengths and thereby encourage active participation. Children often deal with and work through experiences through fantasy-filled role play. They will tend to 'slip' into various different roles and through this, widen their social handling abilities.

The Kindergarten teacher will participate during free play, as and when it is required by the children, and will take her cue from the children.

Free play is a good time for observing the children. In order to further each child's developmental needs, they are observed on an ongoing basis.

## **Creative activities**

We encourage creativity and provide a variety of creative activities in- and outdoors. The children make use of different materials e.g. paint, cardboard boxes, wood, clay, beads etc. All these will intrigue the child and offer opportunities to explore and discover different media.

Creative development also encompasses music, movement, arts and craft, speech and play. The aim of the child's creative activity does not necessarily lie in the end product, but in the process of creating it.

## **Story time**

We end the morning with reading a story which is essential in fostering language skills. It also helps cultivate active listening and concentration. To develop a love for reading we encourage kids to take books home and share them with their parents and siblings.

## **Lunch**

Lunch will be served at 12h30 and can be booked termly in advance. Relevant application forms & menus are included in this information pack.

## **Aftercare**

Aftercare starts at 13:00 and ends at 17:00. Collection time from aftercare is flexible and all parents have to sign their children out on the collection list provided. Invoices will be calculated according to the details on these lists. Should you forget to sign your child out, the 17:00 fee will apply automatically.

If a child is collected late, after 17:00, a late collection fee will be levied. If this occurs regularly, the child may be excluded from aftercare.

## **Extramural activities**

An extensive program is offered both in the city bowl and in Wynberg. Extramurals have to be booked directly with the provider. The list of extramural activities, with lesson times and fees, is available upon request.

## **How you can have your say:**

### **Governing bodies of the Kindergarten**

The St. Martini Kindergarten, established 1961 by the St. Martini Lutheran Church of Cape Town, is registered as an “NPO” (Non-profit organisation) and has its own constitution.

### **The following people and organisations support the Kindergarten:**

- **The parents of the Kindergarten children**
- **The Deutsche Internationale Schule Kapstadt (DSK)**
- **The Western Cape Education Department**
- **The German Lutheran St. Martini Church of Cape Town**

### **Board of Directors**

The Pastor and two representatives of the St. Martini Church, one representative of the Deutsche Internationale Schule Kapstadt, two parent representatives and the Kindergarten principal in an advisory capacity.

### **Management Committee**

Two directors, where possible two parent representatives per group, the principal and all the teachers of the Kindergarten in an advisory capacity.

### **Committees**

Personnel-, Finance-, Public Relations/Marketing and IT, Holiday/Aftercare, Garden and building-, Events- and Fundraising committee.

At the start of the school year, during the first parent evening, parents will be asked to make themselves available for these committees. Members get confirmed at the AGM in March / April.

The Management Committee has the important task of being the communication channel between the Board of Directors and the parents. Meetings are held once a term and the different committees report back on their projects.

## **How to stay well informed:**

Communication is important and we will keep you informed on a regular basis about important kindergarten news and activities.

### **Newsletter for parents**

Via your e-mail address, you will be informed weekly about important events at the Kindergarten. Please ensure that you regularly look at the notice boards and collect "mail" from your child's pocket, both of which are outside the class.

All information concerning the Kindergarten will be displayed on the notice board outside the office.

### **Discussion about the child's progress**

At least once a year, (May/June) we'll ask you to attend a meeting regarding your child's development. The Kindergarten teacher will put up an appointment roster on the notice board, into which you can enter your preferred appointment dates. Should there be no suitable appointment time for you, please approach us directly and arrange a suitable time.

This parent-teacher talk usually takes about 30 to 45 minutes. Should you have questions or problems regarding your child or the Kindergarten at any other time, please feel free to speak to us. At the end of the school year, parents will receive a written report regarding the development and achievements of their child.

### **Parent evening**

We warmly welcome and invite you to join our planned parent evening at the beginning of the year. The same applies to our "Hand in Hand" series of talks during the course of the year. The "Hand in Hand" talks are on a Saturday morning and child care is provided.

### **Festivals and celebrations**

Highlights of the school year are our Kindergarten Festivals and other traditional celebrations. Our family church services, movie afternoons and flea markets, spring concert, lantern festival, birthdays, school outings, visit by the Nikolaus, Grade R farewell and many more are all part of it.

## **Photos and recordings of the children**

During the school year we photograph and film the children at various celebrations and outings. The recorded material may be used for:

- internal documentation of the daily program
- the observation of a child's development

Together with the Kindergarten contract and other formal documentation you will receive a consent form for your signature, allowing the Kindergarten to use recorded material for internal purposes. Should we ever wish to use it externally, i.e. for marketing purposes, we will separately and personally ask for your permission.

## **Telephone and address lists**

Every family will receive a telephone and address list of their child's group. These lists will be updated regularly. Please obtain the latest list from the office to keep you up to date with changes.

Please sign the consent form, together with all the other documents, to allow the Kindergarten to add your particulars to the group list.

## **Regarding your child:**

### **Toys**

As a rule, your child may not bring toys to the Kindergarten. This applies unless we are having a pre-planned 'toy-day', of which you will be notified. In this case, the child may bring one toy from home. Please note that any toys of a 'violent' nature are not permitted e.g. toy guns, swords etc. Neither are electronic devices and "gadgets". We accept no liability for the toys brought to the Kindergarten.

### **Birthday celebrations**

Every child's birthday is a very important occasion at the Kindergarten. We celebrate with candles, a small present and sharing some special treats that the birthday child has brought from home. These may be special sandwiches, pretzels, cake, cupcakes, ice cream, hotdogs, etc. In order to make the preparation of this special day easier for us, please inform us of your plans a few days in advance.

## **Appropriate seasonal clothing**

When your child starts at our Kindergarten, we will supply him with a t-shirt. Your child will be requested to wear this Kindergarten shirt when going on outings or excursions.

During the hot summer months (term 1 & 4), it is compulsory for the children to wear a hat during outside play. We further request that you please send your child to school with applied sun block and a sunhat in summer. Kindergarten sun hats are for sale at the office.

Please take into consideration that the clothes your child wears to school should be comfortable and practical. Girls should not wear long dresses/skirts, as this hampers their movement, especially on the jungle gym. Please refrain from dressing your child in 'super hero' outfits, the same applies to fairy dresses and princess outfits.

Labelling your child's jackets, shoes, juice bottle etc., makes for easier identification and lessens confusion. All unclaimed/unnamed lost items will be donated to a children's charity at the end of each term.

## **Illnesses**

Should your child fall ill or be unable to attend the Kindergarten for any reason, please inform us by phoning the Kindergarten office or sending an email before 08h30.

If your child has a contagious illness e.g.: chicken-pox, or head lice, please inform us immediately. For more information, please refer to the health and safety regulations.

As a rule, please keep your child at home until none of the symptoms (e.g. fever, rash) are evident anymore and until the contagious stage has passed. In some cases, a doctor's certificate may be necessary to confirm that the child is non-contagious. **IMPORTANT:** Please inform your child's teacher about any allergies your child may have.

## **Insurance coverage/once-off annual renewal**

The security of your child is important to us. Your child is insured against injuries at the Kindergarten. This insurance applies as follows:

- On the direct route to and from the Kindergarten
- During the time your child is physically at the Kindergarten
- During all outings officially organised by the Kindergarten

A detailed information brochure is available at the Kindergarten office.

## **Supervision and responsibility**

07:30 – 17:00

During the time that your child is at the Kindergarten, you hand over the care and responsibility of the child to the Kindergarten teachers. We are responsible for the well-being and safety of your child from the time you drop him off in the morning and until you collect him from the Kindergarten.

The supervision on the way to and from the Kindergarten is solely the parents' responsibility. This rule also applies to the people who have been given permission by you to fetch your child. Please enter the name of the person, who is to take your child home, into the relevant list or send an email.

When you attend Kindergarten celebrations or functions, it is your responsibility to supervise your child.

For the safety and well-being of everybody, especially the children, we kindly ask that you respect the following rules:

- Please ensure that every inside gate is securely shut after coming in/going out
- Drive slowly and carefully on the parking grounds
- Please don't park in front of the parking gate (on the yellow markings) in Loop Street

## **Is your child ready for school?**

After the pre-school (Grade R) year, your child will be attending Grade 1 at a Primary School. While you can choose which school you deem best for your child, the DSK has listed the following requirements for school readiness:

- A good foundation of the German language in understanding and speech (the child needs to be able to converse in German, be able to answer questions and speak in full sentences. (Non-German speaking children need to attend a German Kindergarten for at least 2 years prior to entering grade 1 at the DSK).
- Confidence and an open mind in new situations. A willingness to take on tasks and complete them within an acceptable time frame. Motivation to learn and the ability to concentrate well.
- Social awareness and respect, self- confidence and the ability to speak out in larger groups.

### **Practically this means your child is able to:**

- Wash, brush teeth and dress/undress himself (for sports/at class camps)
- Go up and down stairs using alternative feet
- Use a knife, spoon, fork and scissors responsibly
- Build, draw, paint, mold, play alone and within a group
- Follow rules (e.g. class, school, talking)
- Show interest in reading, writing, numbers, letters
- Is eager to learn, shows curiosity and is inquisitive
- Is excited about starting school and is able to write own name
- Listen attentively to the teacher and peers and retell stories
- Identify and differentiate between important colours
- Count to 10 and conceptualise quantities up to 5
- Say own first- and surname, address, telephone nr., age and date of birth
- Be polite and friendly and says 'please' and 'thank you'
- Recognise and look after his labelled belongings
- Blow his nose by himself
- Independently use the toilet and know how to ask for permission
- Tidy away games and materials that he has used and handle borrowed items with care
- Understand and follow simple instructions
- Tie a bow, shoelaces
- File and organise worksheets properly
- Pack and unpack his school bag by himself

### **Closing words:**

We hope that this information gives you some insight into our work and guides you during your child's time at the Kindergarten. In order for your child to get used to his new surroundings and to settle down, it is important that he attends Kindergarten regularly.

We look forward to an open and trustworthy relationship and wish you and your child a happy and enriching time at our Kindergarten.

### **Your St. Martini Kindergarten Team**

*Diese Information ist auf Deutsch erhältlich!*