



e-mail: [info@kabouterland.co.za](mailto:info@kabouterland.co.za) / [admin@kabouterland.co.za](mailto:admin@kabouterland.co.za)

Blaauwklippen Road, Paradyskloof, Stellenbosch, 7600

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

Our vision and mission are to provide a safe and loving environment for our kabouters so they can develop at their own pace and reach their full potential.

Security is essential for a child's emotional development, and we strive to provide the necessary structure, routine, and love for them to thrive. When children are happy, they grow emotionally and cognitively.

Every kabouter is unique and special, and we want them to experience this environment, learning through play and exploration.

We pray to our Lord for the safety and well-being of our children and the parents who empower us to do this important work with love, care, passion, and commitment.

### General Information and School Rules

- **Opening Hours:** Our doors open at 07:00. We offer a waiting class option starting at 06:40 for an additional fee of R250 p/m. Parents must hand over their children to a caretaker rather than merely dropping them off.
- **Closing Hours:** The school closes at 17:30. It is the parent's responsibility to inform the office and/or class teacher if someone else will be picking up their child.
- **Security:** We use a fingerprint system at the gate for access. Please ensure the gate is firmly closed when entering or leaving.
- **Late Pick-Up:** Please contact us well in advance if a late pick-up is needed.
- **Meals:** Meals and refreshments are provided for the children during the day.
- **Operating Days:** Kabouterland is open daily, including during school holidays. However, we are closed on public holidays and for two and a half weeks during the festive season.
- **Social Media:** We have an open "Kabouterland" Facebook page where general information is shared. In addition, there is a closed "Kabouterland" Facebook group exclusively for current parents. To join this group, a friend request must be sent for acceptance. This group features photos of children, class activities, and additional information.
- **Communication:** A WhatsApp group is used for urgent announcements, and for all other parent communications, we use the Child Cloud app.

## Daily Routine

- **Babies:** The daily routine includes a variety of free play activities, with each stage of development in mind. Rest time is provided when a child is tired or needs quiet time—tailored to their individual needs.
- **Toddlers:** The daily program consists of diversified free play (both indoors and outdoors) along with organized group activities such as painting, drawing, cutting and sticking, singing, musical activities, physical exercise, and supervised games with educational toys. Specific themes are followed, and parents are encouraged to discuss them with their children. A weekly theme is also incorporated into religious tutoring. Every class has its own routine, available for view in the classroom.
- **Lesson Plans:** Lesson plans are posted outside the classroom door and are also accessible on the Child Cloud app under Documents.
- **Rest Time:** Rest time is from 12:30 to 14:15, during which children can sleep or simply relax. The older the child is, the later their rest time begins. All classes are settled and peaceful by 13:00.

## Refreshments and Meals

- **Breakfast:** Served between 08:00 and 08:30. If you will not be in time for breakfast or if your child does not eat what is served from the weekly menu, please ensure they have breakfast at home. No exceptions will be made for children who bring their own cereal.
- **Morning Snack:** Children are provided with tea (or a cool drink) and sandwiches during the morning.
- **Lunch Box Policy:** Some classes have a “lunch box” policy. Please confirm with your child’s class teacher, and note that no carbonated drinks, sweets, or bubblegum are allowed at school.
- **Smaakboks:** At Kabouterland, we offer the “Smaakboks” lunch boxes, which parents can pre-order if they do not have time to pack one—for example, when away on business. The lunch boxes are R40 each, or R850 for a month if ordered in advance. Orders can be placed via our online shop at [www.kabouterland.co.za](http://www.kabouterland.co.za).
- **Lunch:** Prepared according to the prescriptions of the Department of Health and Welfare. The bi-weekly menu is displayed in every class and available at the office. Dessert and sandwiches are served again in the afternoon after nap time.
- **Evening Meal:** Although we cater to a major part of your child’s daily nourishment needs, a healthy evening meal remains important.
- **Allergies & Special Requirements:** We are sensitive to children with allergies and will do our best to accommodate special cases. However, children with special meal requirements must provide their own food.
- **Tuck Shop:** For an extra treat, the older classes have a “Tuck Shop” on Fridays where children can buy a small sweet-treat provided by parents at the start of the year.

## Fees and Tariffs

1. **Full Day Care for Toddlers and Babies** (includes breakfast, morning snack, lunch, naptime, and afternoon snack)
  - R2500 once-off non-refundable enrolment fee
  - R5200 per month (first child)
  - R4800 per month (for the second child and beyond)
2. **Morning Care until 12:00 for Toddlers and Babies** (includes breakfast and morning snack)
  - R2500 once-off non-refundable enrolment fee
  - R3400 per month per child
3. **Half Day Until 14:15** (includes breakfast, morning snack, lunch, and naptime)
  - R2500 once-off non-refundable enrolment fee
  - R4450 per month per child *Please note: Children staying after 14:15 will automatically be placed under the full day option and billed accordingly.*
4. **Aftercare** (available for school-going children in Grades R to 3)
  - R2500 once-off non-refundable enrolment fee
  - R2100 per month - includes pick-up from school and lunch. Please notify us via Child Cloud if your child is not at school on any given day to avoid confusion.
  - **Morning Care during School Holidays:** R80 per morning. We will keep a register of full-day attendance during school holidays, and the total will be added to your next invoice. Breakfast and a morning snack are included. (Holiday outing fees are not included.)
5. **Waiting Class**
  - R250 per month (regardless of use). The waiting class is open from 06:40 to 07:00, and any child dropped off before 07:00 will be placed in the waiting class and charged accordingly.

## **6. Terms and Conditions Regarding Fees**

- Fees are payable for 12 calendar months, including periods when you may be on leave and the two weeks the school is closed in December.
- You must provide one calendar month's notice if your child will leave the centre; otherwise, you will be liable for the full fee. Even if your child attends for only 9 months, fees for 12 months will be charged. Notice given on the 1st of October or 1st of November does not exempt you from fees.
- A penalty fee applies for pick-up after 17:30. R50.00 is levied for every 15 minutes (or part thereof) past 17:30. After 18:00, an additional R30.00 per 15 minutes (or part thereof) is charged (e.g., R50.00 + R30.00 for pick-up at 18:01).
- Fees must be paid in advance by the 7th day of each month and are due regardless of the number of days attended.
- Payments can be made in cash or via electronic transfer.
- Interest at the prime rate will be charged on accounts outstanding after the 10th of each month.

- If an account is outstanding for more than 60 days, the child will not be allowed to attend for the following calendar month until the full amount is settled.
- Fees will increase on the 1st of January each year.
- School accounts are sent via email by our bookkeeper, Jacolien Rabie. For any queries, please contact her at [accounts@kabouterland.co.za](mailto:accounts@kabouterland.co.za).

## Rules Concerning Health Care

- **Medication Administration:** Parents of children on medication must complete the dosage particulars and sign next to it in the class medicine book. No medication may be administered unless it is recorded in the medicine book.
- **Permission to Administer Medicine:** Should we need to administer any medicine; parents will first be contacted by phone for permission. This action will also be noted on Child Cloud (the app we use).
- **Medicine Handling:** All medications should be clearly labelled and handed to a staff member. Please do not leave any medicine in your child's school bag.
- **Caring for Sick Children:** We are prepared to accommodate sick children at school provided there is no threat or inconvenience to staff or other children.
- **Contagious Illnesses:** Children with contagious diseases or illnesses may not attend school. Parents must make alternative arrangements and inform the school if their child is ill.
- **Doctor Calls:** If it becomes necessary to call a doctor, parents will be responsible for the cost.
- **Emotional Well-Being:** It is important that you discuss any emotional traumas your child may be experiencing or has experienced with us. This will enable us to accommodate their special needs.

## Extra-Curricular Activities

These activities are additional to what we offer at Kabouterland and form part of each class's daily routine. The number of activities provided is determined by the age of the children. As all children participate, we have an agreement with the coaches to charge a reduced fee. All payments are made directly to the coaches, preferably via bank transfer.

### *Compulsory Activities*

- **Playball:** R335 per term, per child (available for Eendjies, Pikkewyne, Hasies, Bytjies, Muise, and Ladybirds). This program focuses on ball skills and sports-related games. *Contact:* Careen du Toit (082 825 9779)
- **Monkeynastix:** R335 per term, per child plus a small registration fee at the beginning of the year (available for Eendjies, Pikkewyne, Hasies, Bytjies, Muise, and Ladybirds). This program focuses on body awareness, balance, and core muscles. *Contact:* Anke Uys (079 937 9534)

### *Optional Activities (Full fee determined by each individual activity)*

- **Ruggeroots:** [info@ruggaroots.co.za](mailto:info@ruggaroots.co.za), Raymond: 079 947 1028
- **Dance Mouse & Ballet:** [www.dmdanceco.com](http://www.dmdanceco.com) - Liezl 071 4808 132
- **Wicket Cricket:** [helderberg@wicketcricket.co.za](mailto:helderberg@wicketcricket.co.za) - Dylan Lucas 064 995 9417
- **Speech Therapy:** [www.slabbertspeechtherapy.co.za](http://www.slabbertspeechtherapy.co.za) - Ronelle 073 172 3180
- **Occupational Therapy:** Contact: [anjod@absamail.co.za](mailto:anjod@absamail.co.za) - Anjo du Preez 083 309 5474
- **Karate:** Francois du Plessis - [admin@fdupkarate.co.za](mailto:admin@fdupkarate.co.za) / 021-976 3914
- **Physiotherapy:** Liesel Els - [www.physioforkids.co.za](http://www.physioforkids.co.za) / [liesel.els@gmail.com](mailto:liesel.els@gmail.com) / 083 381 4907

### *Extra-Mural (Free-of-Charge) Activities*

- **Music and Movement:** A program presented once a week with a specific theme.
- **Xhosa:** One Xhosa lesson per week that teaches basic communication skills through fun activities and songs.
- **Clever Kabouter:** A science and mathematical skills program developed by our teacher, Vasthi Hoon, and presented by each class teacher.

### General

- **Personal Items:** All personal items must be clearly labelled. School property must not be taken home, and children should refrain from bringing personal items from home, as we cannot replace any broken or lost items—especially toys and tablets.
- **Birthdays:** Birthdays are very important to children, and we love celebrating with them. Parents are welcome to host parties and be present, but please arrange with the class teacher beforehand. You may visit our website at [www.kabouterland.co.za](http://www.kabouterland.co.za) to review our variety of party packages suited to every taste and budget. For inquiries, contact Raylene at [admin@kabouterland.co.za](mailto:admin@kabouterland.co.za) or 079 574 8350
- **Feedback on Child Development:** At the end of each term, you will receive feedback on your child's development and the activities covered in class. In the 1st term, you will receive a letter with observations; in the 2nd term, a full evaluation report; in the 3rd term, an appointment with the class teacher; and in the 4th term, another full evaluation report.
- **Parental Meetings:** We hold a meeting with parents at the beginning of the year to discuss important matters, and our office door is always open for further conversations.
- **Annual Events:**
  - **Bazaar:** An annual fund-raising event where each class is responsible for a table displaying and selling items. This fun family event is typically held early in the year.
  - **Art Exhibition:** An annual event showcasing the creative work of our children.
  - **School Concert:** A relaxed concert held at the end of the year for all family members.
  - **Visit from Father Christmas:** We conclude the year with a visit from Father Christmas, who also distributes a small gift to each child.

- **School Holidays:** Our daily routine continues during school holidays, although it is less structured to allow for special outings and events. Kabouterland closes for about two and a half weeks over Christmas and New Year.
- **Donations:** We appreciate any donations of scrap materials such as paper, wrapping paper, ribbon, egg boxes, cereal boxes, or empty toilet rolls, which are used for creative projects.

Please note that I will not always be available. You are welcome to schedule an appointment with Kim Wiese (principal), Kyla De Swardt (head of Toddlers) or Katrina Krause (head of Babies) during the week. If you wish to speak with me directly, please make an appointment. Our staff is fully qualified to care for your children, and Kim is in charge in my absence. Parents are always welcome to discuss any concerns with us.

**Our Commitment:** We are committed to providing all the love and stimulation your child needs. We serve our community by delivering excellent service in an exclusive environment. Your constructive feedback or discussion of any concerns helps support our vision.

Contact us:

Kim Wiese: 074 179 5010

Kyla de Swardt: 076 152 0867

Katrina Krause: 076 815 4932

*"Then he took the children in his arms and placed his hands on their heads and blessed them." – Mark 10:16*