



GENERAL INFORMATION

Purpose:

Happy Days Nursery School was established in 1963. It is a Christian school based on the biblical principle of Proverbs 22.6 "train up a child in the way he should go and when he is old he will not depart from it".

We view each child as a gift from God with special abilities and talents and we strive to provide the environment in which each child can develop to his or her fullest potential. Upon enrollment at Happy Days Nursery we acknowledge, parents as the primary caregiver and we join partnership with you in providing the best of care for your child through God's love for him or her as revealed in Jesus Christ through the Bible.

There is agreement among child care experts that early childhood education is extremely beneficial. From the earliest years, a child should be exposed to varied experiences, social contacts and professional guidance. These opportunities will ensure desirable growth in the child.

We view care as guiding each child's development through a loving way for your child's social, emotional, physical, intellectual and spiritual needs.

Program:

The school follows the Growth and Developmental Educational program covering mathematics, language, gross and fine motors skills. Classes are grouped according to age and the children are helped individually towards independence and self-reliance.

We provide the child with a stimulating indoor and outdoor environment. Each age group has their own designated play areas.

Our program for the year is as follows:

January month : School holidays and class orientation
February month: 1-15th Teacher orientation - 15th formal teaching program.



The formal teaching consists of:

Developmental skills - mathematics, colors, shapes, literacy, auditory & visual skills
 Workbooks - appropriate for each age group
 Weekly themes
 Rhymes and music ring

Each age group follow a balanced daily program with activity time, play time, free play, story time, meals and toilet routines. This will be given to you on enrollment. We fall under the Department of Education, Health and Social Services.

School hours:

Our school hours are from 0730 - 530 however we accept early morning arrivals from 0700 and late departures to 600 of which these two periods will be supervised by early morning and late domestic staff.

We offer the following educare facilities:

Babies (0-24mnths)	0700 - 18h00 we do not offer a half day facility for this age group
Full day attendance	0700 - 18h00
Half day attendance	0700 - 1230
Two o clock attendance	0700 - 14h00
After school care	- 600 we will collect your child from school and they attend full day during holidays.

Class structures:

Baby Section:

Our baby section can take up to 25 children from 3mnths - 19 months. We have a baby class, a crawler class and a toddler class. The staff ratio is 1 Teacher to 6 children.

Nursery school Section:

Our nursery school section can take up to 30 children from 19mnths - 3 years. The staff ratio is 1 teacher per 15 children with an assistant teacher.

Preschool Section:

We have 6 classes; ages 3 years to 6 years. The staff ratio is 1 teacher per 25 children with 3 teacher assistants.



After school care:

We have an aftercare facility that can take up to 40 children. The staff ration is 1 teacher per 25 children.

Fees:

Fees are payable in advance with an additional non refundable Enrollment and mattress fee. A separate form is enclosed with the fee structures. All fees are calculated as an annual fee but you pay this with monthly installments

Assessments and evaluations:

These are done on a weekly basis and should there be any concerns we will arrange a personal interview with you and discuss any concerns directly with you

Communication:

You can either phone the office that will put you in touch with the right person to attend your particular need or you can use your child's message book. Each child is given a message book when you start at Happy Days for daily communication.

Discipline:

Discipline is necessary and allows our children to know their limit. All schools stress that it is the DEED and not the DOER which is unacceptable. We use the time out method and discuss their behavior on a one to one basis. Should you wish to discuss any matter regarding your child please feel free to phone the school and make an appointment with the secretary to see the teacher.

Extra Murals:

These are given by private professionals at an extra fee paid directly to the person concerned: Karate, monkeynastics, pottery, computers and action ball. Please enquire at the office should a child wish to attend

Meals:

We serve two cooked meals, namely breakfast and lunch. We also serve two light refreshments of juice and a sandwich mid morning and mid afternoon. Parents are required to send 1 fruit to school each day. Most parents send a snack for their children, which consist of special goodies (except sweets) which the children can eat after sleep time. However this is not compulsory, it is entirely up to you.



Babies' section children who are still on bottles are required to send their feeds for the day prepared in their bottles. We will warm this up when needed. This way the formula that mom mixes doesn't change during the week.

Menu:

This is displayed on the notice board in the main entrance of the school. We serve daily balanced cooked meals

Outings:

These are arranged 3 times a year for the children older than 3 years. You will be advised of these by way of a note 2 weeks before the outing takes place.

Oral medication:

If a child is being treated for something please administer morning medication at home and advise the teacher by way of written notice in message book should we need to give medication at lunch time? All medication is placed in the baskets just outside the office door.

Personal requirements:

All children will need personal requirement for example tissues, face cloth etc., and personal stationery i.e. crayons, etc. This will always remain the property of your child and at the end of each year will be sent home. On enrollment at Happy Days a letter with requirements needed will be sent to you.

Photographs of your child:

A professional photographer comes to the school to take individual portraits at a reasonable cost. A teachers note is sent out closer to the time.

Prayer meeting:

We meet once a week on a Monday for 30 minutes. Please feel free to join us.



Progress reports:

We do progress reports in June/July of each year.

P.T.A's

During the first term of school we have a meeting. This usually lasts between 1-2 hours with a video shown pertaining to your child's age.

Quarterly fundraiser:

Instead of numerous appeals to bake cakes, cookies etc., for fundraisers we have a once off annual donation of R55.00 payable in March of each year.

School closure:

We are open all year round except between Christmas and New Year.

Security:

We are connected to the Combat Force Security Company. This encompasses a full burglar alarm system backed-up by panic buttons carried by our security team of 5 ladies in their pockets. This is a silent alarm system should the need ever arise.

Trainee caregivers:

During every year the Cape College send trainee educators to Happy Days to undergo their practical training. These pupils are not counted as members of our staff. They only assist qualified teachers and are under our supervision.

At Happy Days we have an "Open Door" policy and I wish to encourage all parents to make appointments with your teacher or myself if you have any concerns.