



SAGEWOOD SCHOOL

Educating the Whole Child

21 January 2012

Dear Parents / Guardians

Sagewood Pre-Primary School Newsletter ***First Term - 2012***

A very warm welcome to all our existing and new parents may 2012 be a very enriching and rewarding year for all. We look forward to working and growing together so as to provide our children with a solid foundation for their growth, development and learning.

Our goal is to provide a service of excellence based on sound early childhood development principles which develop our children socially, emotionally, physically, spiritually, morally and intellectually, to equip them to cope in a fast changing world and with their formal education.

We extend a special welcome to Saskia Breedt our new grade 000 teacher and to Shannon Usher our new grade 00 teacher and to all our new children and parents. We trust your association with Sagewood will be a happy, rewarding and mutually beneficial one.

The communication and relationships that teachers and parents establish with one another is crucial for our children's well being, therefore we appeal to parents to please feel free to approach the teachers with any concerns or suggestions you may have regarding your child. Children flourish and thrive when parents and teachers share information readily and cooperate in their children's learning and development. Teachers observe children in a school environment and parents see children in a home environment and sometimes children respond very differently in both these contexts, therefore sharing of information helps to understand our children and their behaviour and needs.

Congratulations to both Bahle and Chantal for doing well in all subjects with their UNISA examinations at the end of 2011. Well done. They will be continuing with their B Prim degree through UNISA. We wish them every success with their studies in 2012.

Our staff and the groups they teach in the Preprimary school are as follows:

Jeanette Richardson	-	Principal
Saskia Breedt	-	Blue Group Teacher (3-4 year olds)
Constance Masipa	-	Purple Group Teacher (4-5 year olds)
Shannon Usher	-	Pink Group Teacher (4-5 year olds)
Khethiwe Mnisi	-	Green Group Teacher (5-6 year olds – Grade O)
Lauren Alexander	-	Yellow Group Teacher (5-6 year olds – Grade O)
Susan van Pletzen	-	Red Group Teacher (5-6 year olds – Grade O)
Tiny Govinder	-	Orange Group Teacher (5-6 year olds – Grade O)

The Sagewood Foundation t/a Sagewood School, Registration Number: 1991/003134/08

P.O. Box 3613 • Halfway House • 1685
Tel: 082 325 9195 • Fax: (011) 219 7102

Sagewood Avenue • off Liebenberg Road • Noordwyk • Midrand
E-mail: info@sagewoodschool.co.za • Website: www.sagewoodfoundation.co.za

Directors: N. Baboolal, A. Kale, R. Maharaj, J.J. Patel*, M. Sewramulu, N. Bailey,

* Executive



Registered with the Independent Schools
Association of Southern Africa

Bahle Mpofu	-	Afternoon Care Teacher
Monica Tembe	-	Afternoon Care Teacher
Trust Ndlovu	-	Domestic Helper
Chantal Smith	-	Preprimary Secretary

ACCIDENT PRECAUTIONS

In the event of your child being seriously injured and we are unable to locate you we have an arrangement with the Carstenhof clinic to administer emergency treatment in order to stabilize your child. But in order for this to happen we require you to complete the permission slip and a Carstenhof administration form. We also require a copy of the main member of the medical aid's ID and medical card. Please could we have these returned by the Monday 23 January 2012.

TERM DATES

First Term	-	Wed, 11 Jan – Tues, 20 Mar
Second Term	-	Wed, 11 Apr – Fri, 22 Jun
Third Term	-	Tues, 17 Jul – Fri, 28 Sep
Fourth Term	-	Tues, 09 Oct – Wed, 05 Dec

Additional school and public holidays are as follows:

Wed, 21 March	-	Human rights day
Fri, 06 April	-	Public Holiday (Good Friday)
Mon, 09 April	-	Public Holiday (Family Day)
Fri, 27 April	-	Public Holiday (Freedom Day)
Mon, 30 April	-	School Holiday
Tues, 01 May	-	Public Holiday (Workers Day)
Thurs, 17 May	-	School Holiday - Ascension Thursday
Sat, 16 June	-	Public Holiday (Youth Day)
Thurs, 9 Aug	-	Public Holiday (National Woman's day)
Fri, 10 Aug	-	School Holiday
Mon, 24 Sep	-	Public Holiday (Heritage day)
Tues, 13 Nov	-	School Holiday – Diwali

As a token of respect for all traditions, we take a day off school for Ascension Day, Eid and Diwali when it falls on a school day.

BAKING

Weekly baking which forms part of science and technology; takes place on a Thursday.

MUSIC

To enrich our children's music experiences the schools qualified music teacher Talita Graham takes our children from the 3 year olds to the grade 0's for music on Mondays from 8:05. Please ensure our children are at school by the latest 7:55 on a Monday so that they do not miss out on their music lesson.



COMPUTERS

Our grade 0's only attend weekly 20 minute computer lessons on Wednesday mornings. These classes will be carried out by a qualified computer teacher Cindy Hammond.

EXTRA-MURAL ACTIVITIES

The extra-mural activities which are currently available at the Preprimary school are:

Monkeynastix	-	Monday	Lyn	072 463 9606
Golf	-	Monday	Gerdus	082 336 5535
Computers	-	Tuesday	Lizanne	083 469 4300
Cricket	-	Tuesday	Jaime	082 076 2444
Ballet	-	Wed & Fri	Marie Louise	082 568 2278
Soccer	-	Wednesday	Sean	083 234 5890
Kidi-Sportz	-	Thursday	Vivian	082 886 3229
Action ball	-	Thursday	Louisa	082 853 6842
Drama	-	Friday	Juliet	082 909 1630
UCMAS	-	Friday	Sumaya	083 284 4917

These activities will take place outside of normal Preprimary school hours and a separate fee will be charged. Parents are requested to pay the contact person providing the lesson directly. Fees are payable in advance at the beginning of each term. The extra-mural teacher will collect children at 13.00 from their classrooms. Parents are requested to collect children immediately after the extra-mural activities, unless children are in aftercare in which case the teachers will take responsibility for them. Extra-mural activities will start as from Monday 23 January 2012.

Some of the extra mural coaches presented a free demonstration lesson for all our children during this week to familiarise our children with the extra mural activities on offer.

SWIMMING LESSONS

Swimming lessons will be offered as part of the school curriculum on a weekly basis commencing from Tuesday 24 January. Each group will be taken to the swimming pool by their teachers; 4 qualified swimming teachers will be conducting the lesson. The group teacher will remain in the swimming enclosure for the duration of the lesson and will bring the group back to the preprimary school after the lesson. We require all parents to fill in the Sagewood indemnity form and an enrolment form from the swimming school Centurion Swimming School, no child will be permitted to attend swimming lessons unless these forms are completed. Swimming will only be offered in the first and fourth terms. Grade 0's will attend swimming on a Thursday and the grade 000 and 00's on a Tuesday. Please ensure that you send your child to school with a swimming costume, swimming cap and towel on their allocated day and that you put sunblock on them in the morning before coming to school.

EYE AND HEARING ASSESSMENTS

Notification regarding eye and hearing screenings and the necessary consent forms will be sent home prior to the assessments.



ACTIVE EDUCATION

We are introducing a gross motor development programme from our grade 000 to our grade 0's. This programme will run for 30minutes for each group on Tuesday's for our grade 0's and Thursday's for our grade 00 and 000's.

PARENTS POLICY AND PROCEDURE BOOKLET

Kindly read through the Parents' policy and procedure booklet issued to each parent, on important practicalities, with regard to the smooth and efficient running of our school. We would really appreciate your cooperation in this regard and require you to return the reply slip indicating that you have seen and are in possession of the booklet.

PTA

Sagewood school has an active PTA and all parents are invited to engage and are encouraged to attend PTA meetings. You will be informed when the first meeting and election of the PTA chairman will take place.

Themes

Please find attached the yearly themes, as well as the termly events.


Communication is the essence of good relations between parents and school. Please feel free to approach me with any ideas/concerns/suggestions you may have. Our learners' well-being with regards to their holistic development is our primary concern.

Please note that as this is the first newsletter of the year it is going out as a hardcopy; all future newsletters and notices will go out via email. Please ensure that we have your correct email address. If you do not have an email address please notify your child's teacher.

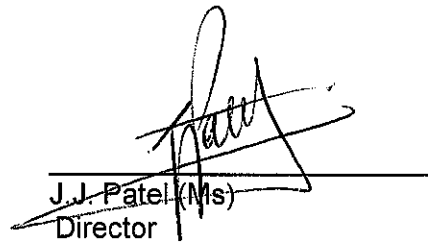
A suggestion box is also available in the staffroom for use.

We look forward to a happy and rewarding year ahead.

Yours sincerely



J. Richardson (Mrs)
Principal – Preprimary School



J.J. Patel (Ms)
Director



FIRST TERM EVENTS - 2012

DATE	EVENT
Wed, 11 Jan	School year begins
Sat, 21 Jan	1 st Parent Meeting
Mon, 6 Feb	Puppets and More – The 5 senses – All Groups
Wed, 29 Feb	Hearing Tests
Mon, 5 Mar	Drumming workshop – All Groups
Mon, 5 Mar	Parent-Teacher Interviews 1:15 – 5 Notification will be sent out prior to this
Tues, 6 Mar	Parent-Teacher Interviews 1:15 – 5pm
Wed, 7 Mar	Eye Tests – Grade 0's
Fri, 9 Mar	Eye Tests – Grade 000 and 00's
Tues, 20 Mar	Last day of School – Term 1 ends at 12.00, Afternoon Care as usual
Wed, 11 Apr	School re-opens for Term 2

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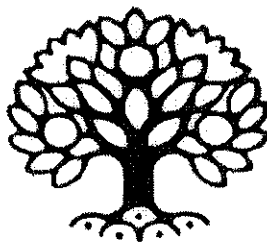
REPLY SLIP

I, _____ parent / guardian of _____ in the
 _____ group have received the 1st Term Newsletter.

 SIGNATURE OF PARENT/GUARDIAN

 DATE





SAGEWOOD SCHOOL

Educating the Whole Child

Parents Policy and Procedure Booklet

To ensure the smooth and efficient running of our school, your co-operation with regard to the following matters would be greatly appreciated.

OUR FOCUS

Our focus is on affordable quality education which caters for the holistic development of the 3-6 year old child in a stimulating child-centred harmonious environment.

Children learn through play. We provide many challenging experiences where children can explore, make discoveries, formulate concepts and develop creativity, independent thinking and problem solving skills, as well as learn to socialize with one another.

Each child is able to develop at his/her own pace and in so doing acquire a positive self-image.

Pre-Primary school is an extension of the home and not a substitute for it. Therefore parental involvement in all school activities and at functions is vital so as to enable your child to reach his/her full potential.

TIMES

The Pre-Primary School commences from 7:30 where children are engaged in supervised outdoor play until 8:20am. It is important that children are at school by 8:20am the latest. For parents needing to drop children off earlier, Trust is available from 7am. For parents using this service we request that you please sign your child in. Parents are requested to hand their children over to an authorized adult, and not to drop children off in the car park, and allow them to wander into the school on their own. **Your child's safety is our concern.** Also please inform staff members when you fetch your child from school and ensure that he/she says goodbye to his/her teacher. Please also inform the class teacher in writing if there is any change in lift scheme arrangements. Pre-Primary school ends at 13h00. It is important that parents fill in an aftercare application form for all children who use the aftercare on a permanent basis. Should you require the aftercare service it is important to notify the school or your child's teacher. Parents are to please sign their children out of aftercare. The signing out lists are on the table outside the principal's office.

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* Executive



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Please note:

The admin office closes at 15h30. The school telephone numbers are as follows

Preprimary secretary	-	Chantal	082 325 6845
Preprimary Principal	-	Jeanette	082 325 6845
Accounts	-	Sandi	082 324 6963 / 082 326 2504
Preprimary aftercare (till 5:15pm)	-	Bahle / Monica	082 325 6845
School email address	-	preprimary@sagewood.co.za	

CHANGES

Please keep your child's teacher informed of any changes or happenings, which have taken place at home. E.g. the arrival of a new sibling, Dad or Mom away from home due to a business trip, or any other family trauma, as any of these changes may affect your child's behaviour at school and he/she will be handled more sensitively. The teachers or myself are always available should you have a concern, so please do not hesitate to speak to us. We will also inform you if we feel some aspect of your child's development needs attention. Please phone in or email to inform the school should your child be absent from school.

COMMUNICATION

Each child is issued with a message book to be used as a form of communication between home and school. Each child is also given a plastic folder in which message books are to be kept and for notices sent home. Please ensure that the plastic folder and message book is returned to school every day and that it is referred to on a daily basis. Should these be mislaid then the onus is on the parent to replace them.

Each teacher will have a computer in their classrooms for parent teacher contact but the computer access will only be available between 1 and 2pm for teachers to respond to your emails. For **important** lift scheme notification please contact Chantal, the school secretary.

NEWSLETTERS & REPLY SLIPS

One Main newsletter informing you of all the events / activities taking place for the term is sent out at the beginning of each term. Please read all notices emailed or sent home via your child and return the reply slips timeously. The cost for outings and shows is included in the fees. However, the permission slip allowing your child to attend all outings and shows must be signed and returned to school. Learners will not be allowed to attend an outing unless the consent form has been signed and returned to school. Apart from the first terms newsletter all termly newsletters will be emailed to parents, so it is important that you keep the school informed of your email address.



MEDICATION & SICK CHILDREN

Children who are sick should stay at home – no medication will be administered at school. Children with infectious diseases (e.g. Ring worm, impetigo, lice etc) will only be allowed back to school, once they have a clearance certificate from the family doctor or clinic.

HEARING AND VISION SCREENING

All children will have hearing and vision tests conducted by qualified professionals during the year. The hearing tests will be on Tuesday, 28 February and the eye tests will be on Wednesday 7th and Friday 9th March. The Grade O's only will also have a school readiness screening – to take place in the 2nd term. Parents will be advised of all results.

PROGRESS REPORTS

Written progress reports will be given to you in June and December. If, after reading your child's report, you require more clarity feel free to make an appointment with your child's teacher to discuss the report further. You can book a time with the secretary.

INTERVIEWS

Parent teacher interviews are held in March and September. A fifteen-minute interview will be held with each parent on either Monday, 5 March or Tuesday, 6 March in the first term and either Monday, 10 or Tuesday, 11 September, between 13h15 and 17h15 for you to speak to the teacher about how your child has settled in at school and to discuss his/her progress. It is crucial that parents attend both these progress interviews.

CLOTHING

Please send a clearly marked bag or suitcase to school with your child every day. It is also necessary to have a change of clothing inside your child's suitcase in case of a mishap.

All clothing must be clearly marked with your child's name. The school cannot take responsibility for clothing which is not marked. Children should wear washable play clothes, and comfortable clothing which will enable them to use the large outdoor apparatus unrestricted. Children are learning independence and are eager to dress and undress themselves; therefore we request that you dress children in self help clothing which they can manage themselves or with little adult assistance. As the seasons change (spring/autumn etc) children must please be dressed in layers so as to ensure their comfort and well being throughout the day.

Please don't send your child to school in clothing with pictures of superhero's, WWE wrestlers or Ben 10 as this leads to dangerous play.



SUN HATS

It is school policy that children wear a hat when they play outdoors. **No hat no outdoor play.** Please send a sun hat with your child's name on it and apply sun protection lotion or cream to the sensitive areas of your child's skin before he/she comes to school in the mornings. Children are to wear shoes to school every day as they require them when they go for walks.

SCHOOL T-SHIRT / OUTINGS

A Sagewood t-shirt needs to be bought from the uniform shop on Sagewood premises; this is to be worn on school outings. This aids in the easy identification of learners and will help to ensure their safety. Please ensure the t-shirt is labelled. The uniform shop is open Monday's to Friday's from 7am to 9am and the first Saturday of each month from 11am to 12pm. You can contact Junior Mushonga at the uniform shop on 073 662 6046

MORNING SNACK

The school provides a mid-morning snack at approximately 10h15. **Lunch is not provided by the school** so parents are requested to please send a pre-packed lunch to school every day which will be eaten at 12h10. Please send only healthy items in your child's lunch box incorporating a balanced diet e.g. a protein (yogurt, meat, cheese, eggs, chicken), a carbohydrate (bread, potato, pasta) and fruit, vegetables or salads etc. Children who stay for aftercare are asked to bring a fruit juice and a sandwich which is eaten during the afternoon at approximately 15h00. Please would you send a plastic bottle containing water with your child every day. It is very hot and we encourage children to drink water during the course of the day. Water helps to aid in children's concentration and general health.

THEMES

A thematic approach to learning is implemented in the pre-school. A different theme will be covered on a weekly basis.

It would be most appreciated if you would talk to your child about the weekly theme and also encourage him/her to bring an item from home relating to the weekly theme. This helps children to take responsibility for their learning and prepares them for homework when they enter formal schooling. These items will be given to the group teacher for safe-keeping on the classroom theme table and returned home on a Friday.



ITEMS TO BE SENT TO SCHOOL

Parents are requested to please send the following items to school with their child:

Mondays	Anti-waste, flowers and items for theme tables
Wednesdays	Charity money

Please note that no toys are to be brought to school, except when sent for the theme table.

ANTI-WASTE

Anti-waste materials form the basis of our creative activities, so they are always most welcome e.g. egg boxes, the inside of toilet rolls, paper and card off cuts, gift wrap, computer paper, wool, material, small boxes e.g. toothpaste or cheese boxes, milk bottle tops, corks, sawdust, newspapers, magazines etc.

LIBRARY VISITS

Children will visit the school library on a weekly basis. It is important that the book taken home is taken care of, and returned each week on the day that your child has library. A fine of the replacement value will be charged for a lost or damaged book. Children are also not allowed to take out a new book if the previous one is not returned. The library days are as follows:

Day	Time	Group
Monday	10:45am	Yellow Group
Monday	11:25am	Red Group
Wednesday	10:30am	Blue Group
Wednesday	11:00am	Purple Group
Wednesday	11:30am	Pink Group
Friday	10:45am	Orange Group
Friday	11:25am	Green Group



EXTRA-MURAL ACTIVITIES

Extra-mural activities will take place outside of normal Pre-Primary School hours and a separate fee will be charged. Parents are to pay the persons providing these lessons directly. These fees are payable in advance at the beginning of each term. The Extra-mural teachers will collect children at 13h00 from their classrooms. Parents are requested to collect children immediately after the Extra-mural Activity unless children are in aftercare, in which case, the aftercare teacher will take responsibility for them. The following activities are offered:

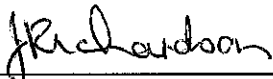
Drama has been incorporated as of 2012

Monday	Monkeynastix (1:00 and 1:30), Golf (1:00)
Tuesday	Computers (1:00 and 1:30), Cricket (1:00)
Wednesday	Ballet for grade 000 and 00 (1:00), Soccer (1:00 and 1:30)
Thursday	Kidi-Sportz (1:00), Action Ball (1:00)
Friday	UCMAS (1:00), Ballet for grade 0 (1:00), Drama (1:00)

BIRTHDAYS

When it is your child's birthday, please arrange with the teacher a few days in advance so that she can make the arrangements for the "Birthday Ring". Parents are encouraged to attend their child's birthday ring, as this is a very important occasion for a child and it also gives the parent an opportunity to observe their child in the group situation. We ask parents to provide a birthday cake or cup cakes and candles for the occasion. **No sweets or extras please.**

We thank you in anticipation for your co-operation and support.



J. Richardson (Mrs)
Principal – Preprimary School



J.J. Patel (Ms)
Director

REPLY SLIP

I, _____ parent / guardian of _____ in the _____ group have received and read the Parents Policy and Procedure Booklet for 2012, and agree to comply with everything within to ensure the efficient and effective operations of the preprimary school.

SIGNATURE OF PARENT/GUARDIAN

DATE





Sagewood School

SAGEWOOD PRE-PRIMARY SCHOOL

RULES

- ❖ Talk about what we don't like.
- ❖ Please and thank you, encourage.
- ❖ Soft voices inside.
- ❖ Taking good care of books. Wash and dry hands before we look at books.
- ❖ Toys must not be taken out of classroom and into the garden. Toys stay in their place, e.g. construction to be used on the mat.
- ❖ Tidy up toys after playing with them.
- ❖ Dressing up toys to be brought back to dressing up area and hung up.
- ❖ All children to wear aprons when painting or engaging in water play.
- ❖ All "Prestik" taken off art work before it goes home.
- ❖ Names on artwork to be written on left hand side of paper in lower case.
- ❖ Anti-waste materials to be used at anti-waste area only.
- ❖ Anti-waste trolley to be kept tidy each day and brushes cleaned and put away. Lids need to be put onto glue.
- ❖ No hitting, pushing, shoving, grabbing and kicking others.
- ❖ Respect for each others' belongings; don't remove anybody's things from their locker.
- ❖ No littering.
- ❖ No throwing toys or stones.
- ❖ Walking on verandah, no running.
- ❖ Sand stays in sand pit.
- ❖ No throwing of sand.

- ❖ Sand tray toys to be used only in the sand tray.
- ❖ No taking water from water trough.
- ❖ No taking objects from interest table.
- ❖ No running up the slide.
- ❖ One person on a swing at a time.
- ❖ No standing on swings.
- ❖ Wheeled toys to be used on cycle track only.
- ❖ No climbing on flower boxes.
- ❖ Children not to run in or play in flowerbeds.
- ❖ Vegetable garden, no picking fruit without adult supervision.
- ❖ No breaking of branches on trees.
- ❖ No children allowed in the store without adult supervision.
- ❖ No children to go out of the gate unaccompanied by an adult.
- ❖ Pleasant weather, remove shoes and socks at first ring. All shoes, socks and jerseys to be put into lockers.
- ❖ One child to use the toilet at a time.
- ❖ Boys to lift seats.
- ❖ Correct procedure for washing hands.
- ❖ Not to dismantle obstacle course.
- ❖ Children who are not at school need to be reported to the supervisor and the parents phoned if they have not already notified us.
- ❖ Security entrance gate to be locked at all times.

SAGEWOOD PRE-PRIMARY SCHOOL

DAILY PROGRAMME

07:30	Teacher's welcome and receive children.
07:30 - 08:20	Outdoor play for children, supervised by teachers.
08:20	Children go to classrooms for 1 st ring & indoor activities
08:25 - 08:40	1 st Ring discussion, perception, news, weather chart, science
08:45	Creative activities and free selection of indoor activities School readiness activities for Red, Yellow, Orange & Green Groups
09:55 - 10:05	Toilet Routine
10:05 - 10:20	2 nd Ring, music, drama, percussion, song, developmental play, games
10:20 - 10:30	Snack Routine
10:35 - 10:50	Teacher's tea for 3 teachers while other 4 supervise children
10:50 - 11:05	Teacher's tea for 2 teachers while other 5 supervise children
11:05 - 11:20	Teacher's tea for 2 teachers while other 5 supervise children
10:30 - 11:30	Outdoor free play and verandah activities. Dressing up, box construction and anti-waste activities
11:30 - 11:40	Tidy-up outdoors
11:40 - 11:50	Toilet
11:50 - 12:10	Story
12:10 - 12:30	Lunch
12:30 - 13:00	Sleep / Rest
13:00	Home time
13:00 - 14:00	Teacher's preparation time

SAGEWOOD PREPRIMARY SCHOOL

THINGS TO REMEMBER

MONDAY

Items for classroom theme table

Flowers to brighten up the school

Interesting things we have found over the weekend

Anti-waste

Toothpaste boxes

Material / Wood

Smarties, rascals boxes

Boxes - all shapes and sizes

Feathers

Marge tubs/Yoghurt cups

Buttons

Newspapers/magazines

Beads

Polystyrene trays/chips

Round cheese boxes

Toilet rolls

Ribbons

Computer paper

Sequins

Milk bottle tops

Confetti

Corks

Gift wrap etc

Any other anti waste material is most welcome

WEDNESDAY

Charity money

THURSDAY

Sunshine and happy faces

FRIDAY

Take home items brought for the week's theme

VISION

The school of choice, providing quality education, in collaboration with parents in nurturing children to realise their full potential and dreams/aspirations within a well resourced, caring and secure environment, thereby enabling a positive sense of self.

MISSION STATEMENT

To revolutionise the educational process through:

- Implementing progressive and creative teaching methods with teachers that are at the cutting edge of their profession complimented by innovative and competent support staff
- Adopting a 21st Century approach and providing a stimulating learning environment with technological orientation to optimise teaching and learning.
- To equip our children to confidently meet the challenges of education, work and life
- Providing emotional intelligence and enrichment programmes
- Making independent education an affordable choice for the broader community

VALUES

Embracing Diversity

Building Partnerships

Acquiring Learning and Innovative Skills

Instilling Respect, Responsibility and Accountability

Serving the Community

TRADITIONS

Sagewood School welcomes people of all backgrounds and traditions and promotes knowledge of and respect for all religions and cultures

SAGEWOOD PRE-PRIMARY SCHOOL

AFTERCARE DAILY PROGRAMME

01:00	Children come into aftercare class and choose a locker and register is marked
01:00 - 02:30	Free choice of verandah and Outdoor activities
02:30 - 02:40	Tidy up
02:40 - 02:55	Story / movements / musical games
02:55 - 03:00	Grace & toilet routine
03:10 - 03:30	Snack
03:30 - 05:15	Outdoor play till parents come

SAGEWOOD SCHOOL OVERVIEW FOR 2012

Themes

TERM 1	TERM 2	TERM 3	TERM 4
<p>Wed 11 - Fri 13 January My School</p> <p>Mon 16 - Fri 20 January Me and My body</p> <p>Mon 23 - Fri 27 January My Family</p> <p>Mon 30 Jan - Fri 03 February My Home</p> <p>Mon 06 - Fri 10 February My Five senses: Touch</p> <p>Mon 13 - Fri 17 February My Five senses: Sight & Hearing</p> <p>Mon 20 - Fri 24 February My Five senses: Taste & Smell</p> <p>Mon 27 Feb - Fri 02 March Books and Nursery Rhymes</p> <p>Mon 05 - Fri 09 March Music and musical instruments</p> <p>Mon 12 - Fri 16 March Hobbies</p> <p>Mon 19 - Tues 20 March Easter</p>	<p>Wed 11 - Fri 13 April Autumn</p> <p>Mon 16 - Fri 20 April Farm animals</p> <p>Mon 23 - Thurs 26 April Products of wheat</p> <p>Wed 02 - Fri 04 May Arts and crafts</p> <p>Mon 07 - Fri 11 May Day and night</p> <p>Mon 14 - Fri 18 May Hats and Shoes</p> <p>Mon 21 - Fri 25 May The policeman and the firefighter</p> <p>Mon 28 May - Fri 01 June The hospital</p> <p>Mon 04 - Fri 08 June Conserving our environment</p> <p>Mon 11 - Fri 15 June Pets</p> <p>Mon 18 - Fri 22 June Birds</p>	<p>Tues 17 - Fri 20 July Winter</p> <p>Mon 23 - Fri 27 July The Olympic Games</p> <p>Mon 30 July - Fri 03 August Shapes</p> <p>Mon 06 - Wed 08 August Dinosaurs</p> <p>Mon 13 - Fri 17 August Out of Space</p> <p>Mon 20 - Fri 24 August Colours in nature</p> <p>Mon 27 - Fri 31 August Spring</p> <p>Mon 03 - Fri 07 September Trees / wood</p> <p>Mon 10 - Fri 14 September Fruit / vegetables</p> <p>Mon 17 - Fri 21 September Creepy crawlies</p> <p>Tues 25 - Fri 28 September Our rainbow nation</p>	<p>Tues 09 - Fri 12 October Summer</p> <p>Mon 15 - Fri 19 October Shopping</p> <p>Mon 22 - Fri 26 October Transport</p> <p>Mon 29 Oct - Fri 02 November Water</p> <p>Mon 05 - Fri 09 November The sea and its creatures</p> <p>Mon 12 - Fri 16 November Wild animals</p> <p>Mon 19 - Fri 23 November Holidays</p> <p>Mon 26 - Fri 30 November Celebrations and festivals</p> <p>Mon 03 - Wed 05 December Christmas</p>



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Educating the Whole Child

21 January 2012

Dear Parents / Guardians

Our school library will be open for the Pre-primary School children to use as from February. The groups will visit the library once a week. The groups will visit the library on the following day's.

Blue Group	–	Wednesday's at 10:30am
Purple Group	–	Wednesday's at 11:00am
Pink Group	–	Wednesday's at 11:30am
Green Group	–	Friday's at 11:25am
Orange Group	–	Friday's at 10:45am
Yellow Group	–	Monday's at 10:45am
Red Group	–	Monday's at 11:25am

Please ensure that your child's book is kept in a clean, safe place and returned to school on the morning before they go to the library.

A fine amounting to the replacement cost of the book will be imposed for lost or damaged books. Unfortunately children will not be able to take out a new book if the previous one is not returned. If a book is returned after your child has visited the library it will be kept until the day on which your child officially has library.

It is important to make time each day for reading to your child and also to provide time to discuss the story and pictures with your child. Encourage your child to re-tell the story to you in his/her own words if he/she so desires.

Please encourage your child in the proper care and handling of books. An insert will be sent home with your child's first library book on how to care for and handle their books.

Yours sincerely

J. Richardson (Mrs)
Principal - Preprimary School

J.J. Patel (Ms)
Director

The Sagewood Foundation t/a Sagewood School, Registration Number: 1991/003134/08

P.O. Box 3613 • Halfway House • 1685
Tel: 082 325 9195 • Fax: (011) 219 7102

Sagewood Avenue • off Liebenberg Road • Noordwyk • Midrand
E-mail: info@sagewoodschool.co.za • Website: www.sagewoodfoundation.co.za

Directors: N. Baboolal, A. Kale, R. Maharaj, J.J. Patel*, M. Sewramulu, N. Bailey,

* Executive



Registered with the Independent Schools
Association of Southern Africa



SAGEWOOD SCHOOL

Educating the Whole Child

21 January 2012

Dear Parents / Guardians

As you are aware, the **well-being of your child is our most important concern**. Therefore we ask you to give the Principal / Director the right to take your child to the Carstenhof Clinic in Midrand, and to be able to sign on your behalf in an instance where we are unable to reach you and your child requires urgent medical attention.

In the event of a child becoming ill or being injured at school our first priority is to notify you, the parent or guardian. The above procedure would be used, **only in an emergency, when we are unable to locate you**. Please keep the school informed of your current cell, work and home telephone numbers.

Please fill in and sign both copies of this letter and return one to the school. Please supply us with a copy of the ID of the main member of the medical aid and a copy of the medical aid card.

Yours sincerely

J. Richardson (Mrs)
Principal - Preprimary School

J.J. Patel (Ms)
Director

I, _____, parent / guardian of _____ in the _____ group,

hereby give permission for the school's management to take my child to the Carstenhof Clinic Casualty Department in the case of an emergency, should I not be able to be contacted.

I will be responsible for the costs thereof.

My medical aid details are as follows:-

Members Surname: _____

Members First Name/s: _____

Medical Aid Scheme Name: _____

Member's Medical Aid No.: _____

Medical Aid Scheme Tel. No.: _____

Dependant's Name: _____

Member's Telephone Numbers: (H) _____ (W) _____

(Cell) _____

SIGNED AT _____ ON THE _____ DAY OF _____ 20____.

SIGNATURE OF PARENT OR GUARDIAN

WITNESSES

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Carstenhof Clinic

ADMISSION FORM

21 Dane Road
Glen Austin
Midrand
Tel: (011) 655-5500
Fax: (011) 310-2318

Patient ID:.....

Date:.....

Pre-admission Guidelines

Remember to contact your medical aid to obtain authorisation as soon as possible.

Admission without appropriate authorisation can have serious financial repercussions.

If you are **not** on a medical aid an advance payment equalling the estimate cost of your visit will be required.

Should you have any queries, contact Reception Supervisor, for assistance on:

011 655-5500 (or Fax number 011 310-2318)

ID BOOK: _____ MEDICAL AID: _____ COID/EMPLOYERS REPORT: _____

Please go through the following details. Amend any incorrect information or complete missing information and initial any changes that are made:

Date of admission:..... Admitting Doctor:.....

Time of admission:..... Ward:..... ICD /CPT codes:.....

Diagnosis description:.....

MEDICAL AID DETAILS

Medical Aid name:..... Medical Aid plan:.....

Medical Aid No.:..... Medical Aid authorisation:.....

Dependant code:..... Join date:.....

PATIENT INFORMATION

Surname:..... Full names:.....

Title:..... I.D. No.:..... Date of Birth:..... Sex: Male Female

Marital status:..... Religion:..... Family Doctor:.....

Home address:..... Postal code:.....

Suburb:..... City:.....

Postal address:..... Postal code:.....

Suburb:..... City:.....

Tel: (Home):..... (Work):..... Cell:.....

Email address:.....

Employer:..... Employment status: Full Time Not applicable

Work address:..... Postal code:.....

Suburb:..... City:.....

PRINCIPLE MEMBER OF MEDICAL AID

Surname:..... Full names:.....
Title:..... I.D. No:..... Date of Birth:..... Sex: Male Female
Marital status:..... Religion:..... Family Doctor:.....
Home address:..... Postal code:.....
Suburb:..... City:.....
Postal address:..... Postal code:.....
Suburb:..... City:.....
Tel: (Home):..... (Work):..... Cell:.....
Email address:.....
Employer:..... Employment status: Full Time Not applicable
Work address:..... Postal code:.....
Suburb:..... City:.....

EMERGENCY CONTACT

Relationship to Patient:.....
Surname:..... Full names:.....
Address:..... Postal code:.....
Suburb:..... City:.....
Tel: (Home):..... (Work):.....

CLOSEST RELATIVE (Not living with You)

Relationship to Patient:.....
Surname:..... Full names:.....
Address:..... Postal code:.....
Suburb:..... City:.....
Tel: (Home):..... (Work):.....

DETAILS OF ACCIDENT/INJURY (If applicable)

Date of Injury:..... Site of Injury:.....
Type of Accident / Injury: Motor Vehicle Motor Cycle Domestic Accident
Injured on duty Sports Injury Other
Details of how the injury was sustained:.....

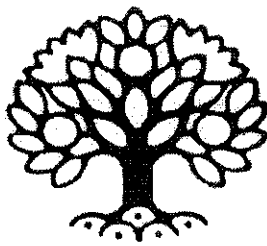
PLEASE NOTE THAT SEPARATE ACCOUNTS WILL BE ISSUED FOR THE FOLLOWING:

A) The Hospital Account B) Doctor's Account C) Radiology Account D) Pathology Account

You will be held personally responsible for this account if insufficient details are supplied or if your Medical Aid repudiates payment. Any charges not covered by your Medical Aid will have to be settled by you. All patients will be treated as Private until their Medical Aid Cards are produced.

..... HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature:..... Date:.....



SAGEWOOD SCHOOL

Educating the Whole Child

SWIMMING INDEMNITY

I, _____, parent / guardian of _____ (hereinafter referred to as the "learner") in the _____ group hereby acknowledge that the learner will be undertaking a dangerous and hazardous activity and appreciate and am fully aware of the dangers and risks that are associated with swimming.

I hereby waive all claims of whatsoever cause or nature howsoever arising against Sagewood School or its employees which might have arising out of any harm or injury, death, or loss suffered arising out of the use of Sagewood School's swimming pool and pool area and whether arising from any act of commission or omission on the party of those hereby indemnified or anyone of them.

I hereby indemnify and hold harmless and free Sagewood School and its employees from any and all claims of whatsoever cause or nature which may arise on behalf of the learner or relatives and/or persons accompanying me or the learner to Sagewood School's swimming pool whether as my invitee otherwise or at all who suffer injury or loss arising out of the use of Sagewood School's swimming pool and pool area and whether arising from an act of commission or omission on the part of those hereby indemnified or anyone of them.

In the event of injury the owners/management/servants/employee's of Sagewood School may at its discretion and without prejudice and without admission of liability arrange and pay for emergency medical treatment for and on behalf of any learner or guest.

I expressly agree that this indemnity is intended to be as broad and inclusive as permitted and that if any portion of this indemnity is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have carefully read this indemnity, I know and understand the contents of this Indemnity and I sign this indemnity as my own free act.

SIGNED BY THE APPLICANT AT _____ ON THIS _____ DAY OF _____ 20____

(PARENT/GUARDIAN)

Witnesses

1 _____

2 _____

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CENTURION SWIMMING & AQUA CENTRE

Cnr LENCHEN & MIGMATITE
ZWARTKOP x 8
CENTURION

*Centurion Swimming
& Aqua Centre*



Tel/Fax: 012 663 6035

Cell: 082 4636525

SWIMMING LESSONS

ENTRY FORM

SWIMMERS INFORMATION:

SURNAME: _____ PUPILS FIRST NAME: _____

DATE OF BIRTH: _____ AGE: _____ DATE OF ENTRY: _____

IF THE SWIMMING SCHOOL TRANSPORT YOUR CHILD, PLEASE INDICATE THE SCHOOLS NAME:

CHILD'S MEDICAL HISTORY: _____

ANY OTHER INFORMATION THE SWIMMING INSTRUCTOR/COACH MUST KNOW ABOUT?

PARENTS INFORMATION:

MOTHERS FIRST NAME: _____ FATHERS FIRST NAME: _____

I.D NUMBER: _____

I.D NUMBER: _____

TEL (H): _____

TEL (H): _____

TEL (W): _____

TEL (W): _____

CELL: _____

CELL: _____

E-MAIL: _____

E-MAIL: _____

POSTAL ADDRESS: _____

POSTAL ADDRESS: _____

ST. ADDRESS: _____

ST. ADDRESS: _____

I _____ hereby certify that I have read and understand the terms & conditions of the rules & regulations & agree to be bound thereby.

I hereby waive any claim which I may have against Centurion Swimming & Aqua Centre, Elmarie van Dyk or any of her employees for any damage, sustained by any person which may arise in connection with the tuition of swimming lessons or the Centre transporting your child to and from the Centre, whether such damages arises as a result of theft, loss of life, bodily injury or any other cause whatsoever. This waiver is unconditional and is given both by my personal capacity and in my capacity as a father/mother/or natural or legal guardian of any minor concerned.

SIGNED: _____

DATE: _____