

# ENROLMENT PACK

7 Hardekool Street, Sundowner, Randburg



## Learn

Building curiosity, confidence, and skills for lifelong learning.



## Play

Play that sparks imagination, curiosity, and confidence



## Grow

Safe spaces where children can grow and flourish.

## Welcome to Candi's Playschool

A nurturing and vibrant preschool based in Sundowner, Randburg. We provide a stimulating and safe learning environment where children can learn, play and grow. From 3 Months to Grade R, Come and discover why Candi's Playschool is the perfect fit for you and your child!

### FAITH BASED

A Christian ethos based school.

### SMALL CLASSES

Individual and exceptional attention for your little one.

### SAFE ENVIRONMENT

A secure and safe environment with trusted care.

## Our Dedicated Team

At Candi's we are a Playschool and also a preschool, we provide more than just a nurturing start to your child's learning journey—we prepare them thoroughly for Grade 1. All of our teachers are qualified, experienced, and passionate about early childhood education.

Our school is proudly led by Principal Fay, whose excellence, dedication, and open-door approach ensure that parents always feel supported and heard.

## Our Classrooms

Our classrooms provide a safe and stimulating environment where children can explore, learn, and grow. They are the foundation for developing social, cognitive, and creative skills that shape lifelong learning.

At Candi's Playschool, we keep our class sizes small to ensure each child receives individual attention and exceptional care. Our younger classes have a dedicated teacher and teacher's assistant, while our older classes are supported by a teacher and a shared assistant.

The youngest and oldest classes each have their own attached bathrooms, while the two middle classes share a spacious, inviting, child-friendly bathroom.

Each classroom is thoughtfully designed to provide age-appropriate activities that promote learning and development. We believe that little minds flourish through stimulation and exploration, so each week introduces a new educational theme accompanied by creative arts and crafts that bring the topic to life.

Children are encouraged to engage with their environment through a variety of activities, including creative arts, music and movement,

## Behind the scenes,

Our much-loved caretaker and gardener, Uncle T, keeps the school grounds neat and welcoming while also assisting with safe and smooth drop-off and collection times.

Our dedicated teaching assistants have all completed a creche assistant course, and every staff member is CPR and first-aid trained. We also have a qualified fire marshal on staff, ensuring the highest level of safety for your child.

Each week, our team holds planning and preparation meetings, where we carefully design age-appropriate activities, review curriculum requirements, and share ideas. This ensures that every child receives a high-quality, well-rounded education in a caring and stimulating environment.

## Activities

- Clamber Club** on Tuesdays, led by a specialist coach working with the entire school.
- Library Day** on Wednesdays, where children choose a book to take home for the week.
- Baking Day** on Thursdays, giving children the chance to create and enjoy their own treats.
- Friday Assembly**, the school comes together to learn a Bible story and participate in praise and worship.
- Messy play** is an essential part of our weekly program and is featured as a dedicated activity every Friday.

We offer exciting on-site interactive learning experiences, including reptile shows, farm animal visits, chicken incubators, career days, and so much more!

## OUR CLASS GROUPS

LITTLE LAMBS: 3-12 MONTHS

PLAYTIME PALS: 1-2 YEARS

SEA BUDDIES: 2-3 YEARS

WISE OWLS: 3-4 YEARS

FURRY FRIENDS: 4-5 YEARS

CLEVER BUGS: 5-6 YEARS

# Extra Notes

## 3 OR 5 DAY WEEK

The 3 day option will only be offered to children in the 1 - 2 year old, as well as the 2 - 3 year old class. When your child reaches the 3 - 4 year old age group (000), they will be expected to attend school on a 5 day week basis. At the Grade 000 level we are already starting to work towards school readiness and therefore perceptual activities and assessments play a larger role in the classroom. Being at school for only 3 days a week does not allow teachers to do enough activities and assessments. A 5 day week also assists in preparing your child for Grade 1.

Should your child be attending school for 3 days, these would need to be 3 consecutive days, for example Tues, Weds, Thurs.

When starting school for the first time your child will need to attend school for a full 5 days for the first two weeks. This is to help encourage them to settle quicker into the school routine.

Please feel free to chat to your child's class teacher regarding settling your child in at school for the first time.

## Parent Involvement

We have an open-door policy where you as the parent are welcome to discuss any concerns or ideas with us, all the while ensuring a happy and productive environment for your little one. General communication between the class teacher and parents is encouraged during drop off and collection time. Should you need to discuss something in depth you are asked to set up a meeting with the relevant staff member.

## Food

The children are welcome to bring along their own lunch box or if you have opted for the hot lunch which is offered by the school at an additional cost (unless they are enrolled in aftercare where the hot lunch is included) Lunch will be offered at around 12h00 before they are collected.

Please ensure no sweets, fizzy drinks or junk food are sent along for lunch. A suitable lunch would be a healthy sandwich, fruit and a yogurt (kindly do not send a lunch that needs to be heated and please ensure your child has all they require for their lunch, example a spoon for their yogurt).

The children are offered a mid-morning snack of a healthy sandwich and fruit or vegetable at 10h00. This is supplied by the school.

## What To Pack:

Please send a clearly marked school bag for your child to school, containing the following:

- A non-spill drinking bottle with water in it; please no fizzy drinks!
- A change of clothing and underwear (season appropriate);
- A warm jacket / jersey;
- A sun hat for summer and a beanie for winter (to be left at school);
- A material type Pick n Pay bag to be used as an art bag;
- Nappies, wet wipes, bum cream etc (if necessary);
- When potty training you are asked to send at least 3 / 4 changes of clothing and underwear as well as a bag of nappy sacks;
- A copy of your child's medical aid card;
- Bedding if your child will have a nap time during aftercare. Little beds are provided

## REPORTS AND ASSESSMENTS

During the first and third term of the year, we have Parent Interviews where your little ones progress is discussed, and any concerns raised. Formal progress reports are distributed in the 2nd and 4th term. The children are continually assessed by the teacher and written observations are kept.

NOTES





## IMMUNISATIONS

There are many ways to protect your child against childhood diseases as they grow up, we strongly recommend vaccinations. It is important that children are vaccinated against these dangerous and preventable diseases. Various vaccines are provided free of charge by the South African Government at government and municipal clinics as well as private clinics which will require a consultation fee and will monitor among other things, the growth and development of your child. Vaccinations are NOT compulsory, and the school cannot enforce this.



## SICKNESS AT SCHOOL

If a child complains of illness at school or a staff member notice sign of illness, the parents will be contacted and if necessary, required to collect their child from the school.

A child should not be sent to school under the following circumstances:

- If a child is running a temperature during the night before.
- If a child has been vomiting or had diarrhea during the night before.
- If the child's nose is thick with mucous and/or has a cough with phlegm.
- If the child has nits or lice.
- For the first 24 hours that a child is on antibiotics.

If your child shows any signs of illness but your doctor has indicated it is merely allergies and not contagious, a Medical Certificate needs to please be given to the class teacher indicating that your child is fit for school and not contagious. It is in the interest of all other children and staff that no sick child is permitted at school.

## DISCIPLINE PROCEDURE

At Candis Playschool we believe in using positive reinforcement to encourage acceptable behaviour. Children will be encouraged through various forms of positive reinforcement e.g. verbal praise, stickers etc to adhere to and respect the rules of the classroom.

Should a child constantly disobey, misbehave, or should the teacher feel that a situation is potentially unsafe or harmful, then the child will be placed in time out, within sight of the teacher, where they will remain for a few minutes, that is 1 minute for each year of the child's age. After their time out, the teacher will discuss acceptable behaviour. Alternatively, a child could miss out on a fun activity.

We understand that children will use every opportunity to push and test boundaries and therefore through patience, perseverance and love we will attempt to guide the children towards acceptable behaviour.

## SAFETY AND SECURITY

Safety is of utmost importance to us. The school has an electric fence surrounding our premises and is in the boomed area of Sundowner. We have a secure gate which is locked at all times and only opened upon drop off and collection. The pedestrian gate is manually locked during the school morning so that no one can access the school unless this gate is manually opened for them by a staff member. During collection time one of our staff members stands at the exit gate and should the need arise has a panic button on hand. We are linked to the neighbourhood merged security companies- TRSS, ADT, SB Security and Fidelity Guards and each staff member also has a panic button.

Each classroom as well as our playgrounds and parking area have CCTV cameras for the safety of your child as well as our staff. These are not accessible to anyone other than the management of Candis Playschool.



## Social media

Candis Playschool has a public Facebook, Instagram and TikTok page, so be sure to have a look at our pages to get an idea of some of the activities your children will be participating in.

Your child will not be posted on any social media without your consent first.



## Drop off time:

07h00 and 08h00 for Clever Bugs.

07h00 to 08h15 for Furry Friends and Wise Owls.

07h00 to 08h45 for Playtime Pals and Sea Buddies

## Collection time:

12h00 to 12h45 for Playtime Pals and Sea Buddies

12h15 to 12h45 for Furry Friends and Wise Owls.

2h30 to 12:45 for Clever Bugs.

Aftercare starts at 1 and ends at 5



## Aftercare Programme

Our aftercare program runs from 1pm - 5pm daily. The children will be supervised and kept busy by our aftercare teacher as well as one of our assistant teachers.

The children will be offered a mid-afternoon snack at 3pm.

For the younger children who need to have an afternoon nap, there will be a sleep time straight after school each day. For sleep time you are asked to send along a blanket and their sleep comfort.

## Holiday Care Programme

The school only runs holiday club for one week during each set of school holidays at an additional fee. Holiday Club is open to all children at Candis and their siblings. The balance of the school holiday, we will offer Holiday Care, run by our locum teacher and assistants, for all children enrolled in full day, this will be at no extra charge, all other children that would like to come will be at an additional fee.

Bookings for both are essential.

## INTRA-MURALS

Clamber Club is included in our school curriculum and every child will take part in Clamber Club once a week. There will be a once off registration fee of R220 in the beginning of the year



## CHRISTIAN VALUES

Candis Playschool is a Christian School, and all our teachers are Christians themselves. We incorporate Bible stories, appropriate memory verses and songs during our weekly lessons and teach Christian values and principles, however we do accept children of all denominations and religions. We teach the children to respect and accept people of all cultural and religious groups.



## 2026 School Fees

Half Days:

R4500 pm

Includes;

-Snack

-Extra mural

Full Days:

R5450pm

Includes;

-2 Snacks

- Hot lunch

-Extra murals

-Holiday Care

3 Days:

R3400pm

Includes;

-Snack

-Extra mural

Hot Lunch

R480 per month

Aftercare:

3 days until 17h00-R720

3 days until 15h00-R500

5 days until 15h00- R670

Daily Adhoc fee- R70

Holidays:

Holiday club offered for 1 week every term-R800

For children enrolled in full day- R500

Holiday care- R150 per day

### BANKING DETAILS

Candis Playschool

First National Bank

Account Number: 62869451957

Branch Code: 250655

Current Account

Please use your child's name and surname as a reference

There is a R1500 registration / admin fee which is required to secure your child's space at Candi's Playschool and is non-refundable. Should you pay the R1500 admin fee and your child does NOT join Candi's Playschool, the full amount of R1500 becomes non-refundable in lieu of a notice period.

Please note that there is an additional Annual Fee of R1700.00 which is used towards sun cream, toiletries as well as school shows for the year. This fee is payable in full regardless of the number of shows your child attends and needs to be paid with January's school fees each year.

School fees are payable over a 12-month period and are due on or before the 3rd. day of every month in advance. Fees are due every month regardless of the number of days the child attends the school and regardless of school holidays. A 5% penalty will be levied on accounts not paid by the 15th of the month. There is no reduction in fees for days absent for any reason whatsoever.

For safety reasons, kindly do not send cash to school for school fees.





# 2026

## TERM 1

14 JAN-27 MAR

### PUBLIC HOLIDAYS

01/01- NEW YEARS DAY  
21/03 HUMAN RIGHTS DAY

## TERM 2

14 APR-26 JUN

### PUBLIC HOLIDAYS

03/04 GOOD FRIDAY  
06/04 FAMILY DAY  
27/04 FREEDOM DAY  
01/05 WORKERS DAY  
15/06 SPECIAL SCHOOL HOLIDAY  
16/06 YOUTH DAY

## TERM 3

21 JUL-23 SEP

### PUBLIC HOLIDAYS

09/08 NATIONAL WOMANS DAY  
10/08 PUBLIC HOLIDAY  
24/09 HERITAGE DAY  
25/09 SPECIAL SCHOOL HOLIDAY

## TERM 4

13 OCT-2 DEC

### PUBLIC HOLIDAYS

16/12 DAY OF RECONCILIATION  
25/12 CHRISTMAS DAY  
26/12 DAY OF GOODWILL

### JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY

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1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

### MARCH

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22	23	24	25	26	27	28
29	30	31				

### APRIL

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### MAY

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31						

### JUNE

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21	22	23	24	25	26	27
28	29	30				

### JULY

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26	27	28	29	30	31	

### AUGUST

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### SEPTEMBER

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20	21	22	23	24	25	26
27	28	29	30			

### OCTOBER

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### NOVEMBER

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### DECEMBER

S	M	T	W	T	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PUBLIC HOLIDAYS ●  
SCHOOL HOLIDAYS ●  
HOLIDAY CLUB ●  
HOLIDAY CARE ●

CONTACT US AT :

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