



# KALEIDOSCOPE SCHOOL

*Pre-Primary and GDE-Registered Primary School*

IMPAQ REGISTRATION  
S2148

## SCHOOL CONSTITUTION

*Educating every facet of the child*

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## **MISSION STATEMENT**

Kaleidoscope School aims at developing the whole child, physically, emotionally, mentally and spiritually. We empower the child to develop awareness and understanding of the scheme of things and instill a passion for life long learning. A natural outcome of this process is the development of a foundation based upon love, compassion, tolerance, respect for free will and social intelligence. The child learns to focus on their uniqueness and develop creativity, innovation and natural strengths, while overcoming their weaknesses. This results in an individual who is empowered by the possibilities of life and will play a constructive, mature and responsible role in adulthood.

## **VALUES**

1. Fostering awareness of Man's inner or spiritual nature is a central pillar of the process that transforms a child into a successful adult.
2. To instill and develop the desire for life long learning.
3. To help the pupil become a responsible and empowered individual.
4. To guide the pupil in their natural development and focus this development on all that is unique about the individual.
5. To guide and develop the pupil's creativity and their natural strengths, whilst overcoming their weaknesses.
6. To develop a foundation based upon love, compassion, tolerance, respect for free will and social intelligence within all pupils.
7. To provide an environment where the pupil can develop themselves without judgment or prejudices from their teacher and peers.
8. To provide a safe, environment that nurtures the needs of the individual.
9. To provide the correct developmental tools that ensure the pupil is a mature and self-reliant individual at the appropriate age.
10. To provide an educational environment that is fun and exciting.
11. To support the parents in the education of their children.

## **ADMISSIONS POLICY**

At Kaleidoscope School, no person is refused admission owing to:

- Gender
- Language proficiency
- Ethnic/cultural group
- Religion

However, as a private School, the integrity (balance and harmony) of the existing group of pupils is always considered when admitting new pupils.

Registration documents must be completed in full and remitted together with the signed School Constitution, medical information and indemnity forms, in order to complete the admission process.

## **AGE GROUP**

Children who are fully toilet trained, and have reached the age of three (3) may apply for admission to the Pre-Primary of Kaleidoscope School. Children having successfully attained Grade 9 at the end of the fourth term, will no longer have admission to the School.

## **SCHOOL HOURS**

School opening hours are 07h45, Monday to Friday. School closes on public holidays. School closes promptly at 13h00, or 14h00 for higher grades.

## **TERMS**

The Kaleidoscope School operates on a four-term basis. Dates of the terms are available at the beginning of each year. Please diarise these dates.

## **HOLIDAY CARE**

Holiday care may be arranged with a private After-Care facility, unrelated to Kaleidoscope School.

## **HOMEWORK CENTRE**

Supervised homework may be arranged at a private After-care facility for an additional charge. Transport to the After-care facility may be arranged from school, but is not the responsibility of the School.

Additional charges will be applied for pupils not collected within 15 (fifteen) minutes or part thereof, of late collection.

## **SCHOOL OUTINGS**

School outings to places of interest will be arranged from time to time. Payment for outings will be ascertained when arrangements are made for the outings.

## **SCHOOL FEES**

School fees are due monthly for the period January to December. Fees are revisited in September of each year for the following year. Fees are due in advance by the 1<sup>st</sup> (first) of the month for which they are due. Fees paid by direct transfer via EFT into the Kaleidoscope School FNB bank account. The book deposit is payable annually and is payable before the end of November the year previous to ordering books for the following year.

Full School fees are due, irrespective of the reason for a period of absence from the School, i.e. illness, holidays, etc, fees will be payable in full and no exception will be made.

Late payment penalties will be applied to payments after the 7<sup>th</sup> of the month. Non-payment or late payment of school fees may result in legal action, and legal fees will be borne by the parents.

## **APPLICATION FEE**

There is a one-off non-refundable application fee of R1800 payable on first application to the school. This payment must be remitted via EFT into the Kaleidoscope School FNB bank account using the child's name as a reference.

In addition to the Application Fee, there is a "Starter Pack" requirement.

## **WITHDRAWAL POLICY**

The Kaleidoscope School reserves the right to ask a parent to withdraw a child from the School. This step will only be taken after consultation with the parents and attempts have been made to resolve any problems.

The notice period for both parties, is one (1) calendar month in advance. However should notice be given during the last term then three (3) calendar months notice is necessary. Should three (3) months notice not be given, then three (3) month's fees will be payable.

The required notice of withdrawal must be received by the School, in writing, before the end of the month.

A pupil, completing Grade 00 in the Pre-Primary School will automatically be accepted into Grade R in the Primary School the following year. The three (3) month notice period must be given if the child is not continuing in the Primary School.

Parents will be held liable for the full one (1) months' fees or three (3) months fees, in terms of the above ruling, whichever the case may be, if written notice is not given.

## **DISCIPLINE / SELF-DISCIPLINE**

As a child requires structure in their life, so too they need to know what their boundaries are, they therefore require discipline. The intention of administering discipline is to teach the child self-discipline, a positive attribute, which will serve the child for the rest of his/her life. At Kaleidoscope School discipline is a positive factor aimed to assist the developing child to reach the goal of self-discipline.

Kaleidoscope School does not believe in corporal punishment. We administer discipline in a fair, loving and kind way, distracting or separating the child temporarily from the group should this be needed. If there is a discipline problem of any kind, the issue will be addressed in conjunction with the parents of the child.

## **CURRICULUM**

The Montessori education system is provided for the pre-School up to and including Grade 00.

Impaq, part of the FutureLearn Group, is the chosen educational system based on the CAPS+ educational requirements, used by the Kaleidoscope School for Grades R to 9.

Educational material including learning aids, study books, prescribed books, CD's and DVD's, are supplied by Impaq, in a choice of English or Afrikaans.

## **ASSESSMENTS/EVALUATIONS**

In learner-centred education such as that applied at Kaleidoscope School, assessments are made in several ways:

- On a continual basis to identify progress and level of competency of an individual by means of informal observations by the teacher.
- Daily one-on-one discussion between the teacher and the child occurs.
- All formal assessment results will be captured on my-Impak. Parents have access to the my-Impak system and may at any time find out what their child is currently working with, and where they can assist.
- Formal assessments will be written in June and November each year.
- Year-end reports for each child will be issued in December.
- Bi-annual reports will be issued for children in Grade R and younger.
- The curriculum prepares the child for Grades 10 to 12 NCS exams.

Assessments or reports will be withheld if school fees are not paid up to date, and access to my-Impak will be removed.

## **HOMEWORK POLICY**

At Kaleidoscope School, homework is used for reinforcement or completion of work learned, for communication and research. Homework is rarely given to a child before Grade R, unless it is for theme discussion in class. (New work will rarely be given for homework). Your child is personally responsible for completing any homework assignment that he or she may have.

The most appropriate "homework" a child could have is to enjoy family time, have a story read to them out loud each evening, and play fun games together. Also appropriate is allowing the child to take responsibility to tidy their bedrooms, pick up their clothes after themselves, help the parents attend to household chores. This is where their learning is reinforced. Watching television is not encouraged.

## **UNIFORM**

The school uniform consists of a teal golf shirt with the school logo and navy blue shorts or trousers. A fleece with the school logo may be worn on cooler days. The child must bring a hat to stay at school. Children do not need to wear shoes in summer as this hampers their sensory development. Warm foot attire in winter is however essential. Shoes must be worn on school outings. Formal evening shoes or platforms are not allowed.

Personal belongings should be clearly marked, as the school does not take responsibility for unmarked clothes left at school.

Hair must be neat, clean and out of the child's face.

No jewelry, nail polish or make-up may be worn. Plain ear studs or small hoops may be worn in pierced ears.

## **ABSENCE / ILLNESS**

It is important that your child attends school on a regular basis. The child will be considered absent if not at school before 09h00 on the day in question.

Please schedule appointments with doctors and dentists or specialists after school hours if possible. If your child is ill, please let the School know not later than 09h00, particularly if it is an infectious illness.

It is expected that children with severe coughs or infectious illnesses remain at home until well enough to return to school. A medical checklist of illnesses prior to application must be completed and handed in on application to the School.

If your child becomes ill at school you will be contacted to take your child home.

## **MEDICATION**

If your child is on any medication that needs to be taken at school, please send the medicine, plus instructions as to how and when it is to be taken.

No child may self-medicate on school property.

## **SAFETY AND SECURITY OF THE PROPERTY**

The Kaleidoscope School is entirely enclosed by security fencing. The gate is operated by remote or key-pad in the classroom by the teacher alone. Parents drive at appropriate speed, onto the property to deliver and collect children. The playgrounds are always monitored. A remote panic button, as well as two panic buttons in the School, are linked to the local security company in the event of an emergency.

The staff at the School have been employed since 1996, and are totally responsible.

## **MORNING SNACKS**

A lunch box containing a healthy snack is to be provided by the parents for morning snack. Please do not send juices, sweets or anything with sugar in it, as this will be taken away from your child.

Children are encouraged to drink water during the day to assist their concentration and development.

## **BIRTHDAY POLICY**

Birthdays remain a highlight of a child's year at school. We will always celebrate a birthday as a community event, with the "birthday child" being made to feel special. Please liaise with the teacher to make the necessary arrangements.

## **PARENTAL INVOLVEMENT**

We are a community with parents, children and teachers working together for the good of the pupils.

We encourage parental involvement and observations in the school. This is an opportunity to discover how the child learns. An appointment must be made, to ensure there are not too many "new" adults in the classroom at the same time, causing a distraction.

Parent and Grandparent mornings will be arranged from time to time to observe your children at work.

Parents are encouraged to get involved with Fund Raising, repair of equipment or books, parent educational talks, and exchanging of ideas for the benefit of the children. A



closed Facebook page for sharing ideas is available. A WhatsApp group, administered by the School is used for daily communication.

Parent / teacher communication lines must be open at all times. We share many common values and interests for the overall benefit of the child.

## **OWNERSHIP, GOVERNANCE AND FUNDING**

Kaleidoscope School is owned by the managing member; Carol Gardner.

The School was established by funding made available by the managing member. Ongoing funding is provided by school fees, as detailed in this School Constitution, revised annually.

Impaq, part of the FutureLearn Group, is the educational system used by the school to provide the pupil's education.

A Parent/Teachers' Association will be established to govern the School under the leadership and guidance of the managing member.

## **ACKNOWLEDGMENT**

We \_\_\_\_\_, parents  
of \_\_\_\_\_ (child's full name), acknowledge receipt of the Kaleidoscope School Constitution. We have read the contents thereof and we understand that the rules are there for the benefit of the child. Both parties undertake to hold themselves legally bound by this agreement.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
SIGNED: FATHER

\_\_\_\_\_  
MOTHER

\_\_\_\_\_  
GUARDIAN/S

## **ACCEPTANCE**

ACCEPTED ON BEHALF OF THE KALEIDOSCOPE SCHOOL:

\_\_\_\_\_  
SIGNED: PRINCIPAL

\_\_\_\_\_  
DATE