



Jou Kleuter - Ons Passie | Your Toddler - Our Passion

Nonprofit Company 2008/015574/08

BANA DEVELOPMENT CENTRE

27/29 Soetdoring Street

P.O.Box 1705

KATHU

8446

Tel. no. 068 249 3946

hoof@banaecd.co.za

admin@banaecd.co.za

www.banakleuterskool.co.za

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INFORMATION GUIDE

"Play is the work of the child!"

Maria Montessori



Welcome and Introduction

Welcome to the Bana School Parent Information Guide! This guide is designed to help you support your child's well-being, understand our school policies, and actively participate in our vibrant school community. Promoting healthy habits and positive experiences at school is a team effort, and we value your partnership. Please read on for important guidelines, event details, and helpful tips to make this school year enjoyable and successful.



Please ring bell & report to Reception →

☎ 068 249 3946 • 🌐 www.banakleuterskool.co.za
✉ hoof@banaecd.co.za • ✉ admin@banaecd.co.za
📘 **Follow us on Facebook - Bana Development centre**

27 Soetdoringstraat - School Hours: 07:00 - 12:30

About Bana Development Centre

Nurturing Early Childhood Development for a Great Start in Life

Our Mission and Approach

Bana Development Centre is dedicated to supporting and educating toddlers between the ages of 3 to 5 years, as well as Grade R students. Our primary mission is to provide a safe, nurturing environment where every child can grow and reach their full potential. We guide children on a journey of self-development within a warm and understanding atmosphere tailored specifically for young learners. The centre addresses the social, physical, emotional, and psychological needs of each toddler, ensuring holistic development.

As a registered Non-Profit Company (NPC) with the registration number 2008/015574/08, Bana is governed by a group of dedicated Directors and members who assist the principal in making decisions for the school. The day-to-day management is handled by the principal, with active involvement from all staff members, fostering a collaborative community for decision-making and continuous improvement.

Excitement for the Future

Bana is enthusiastic about the future and is committed to making a lasting impact on the lives of its learners. We closely follow the progress of our alumni as they advance to Grades 6 and 7 and, eventually, become matriculates. Observing their achievements helps us assess the effectiveness of our programs and reinforces our commitment to early childhood development.

Our History

The inception of Bana Development Centre was inspired by a former General Manager of Kumba Iron Ore, who questioned the limited number of engineering bursaries awarded to matriculates from the Northern-Cape. Kumba Iron Ore sought to increase its financial support for secondary education in the region and tasked a team to investigate the issue. The investigation revealed that the solution lay in early childhood

development. This insight led to the establishment of Bana as a large-scale community project, sponsored by Kumba Iron Ore, which opened its doors to around 120 learners on 4 February 2008.

Growth and Expansion

Bana began in 2008 with six classes and 120 toddlers. Recognizing the need for English-language instruction, two additional classes were created, increasing the total to eight and accommodating English-speaking children. Over the years, the number of toddlers has grown to 280, now distributed across 13 classes, including five English-medium classes. The staff has expanded from 10 to 30 members, reflecting our commitment to quality and capacity.

Training Centre and Community Involvement

Beyond its core educational mission, Bana also serves as a training centre. We regularly welcome Teaching students who assist in classrooms and host those preparing to become qualified teachers, supporting them as they complete their studies. Many Teaching students also undertake their practical training at our centre, gaining hands-on experience in early childhood education.

Financial Stability and Accessibility

One of Bana's proud achievements is maintaining affordable education for all enrolled toddlers. From 2008 until 2015, the centre received funding from various companies. By 2015, Bana achieved self-sufficiency and continues to provide accessible early childhood education without financial barriers.

Educational Philosophy and Continuous Improvement

Bana strive to keep abreast of the latest research and classroom practices. Staff members continually participate in courses to deepen their understanding of brain development and effective pedagogical strategies. The centre's philosophy emphasizes preparing toddlers for lifelong learning by implementing a comprehensive developmental program that features movement and active engagement.

We approach each child's development with a forensic mindset, seeking to identify and address the root causes of behavioural or developmental challenges. Responsibility is a key value; children are taught to understand and accept the consequences of their actions, both positive and negative. This approach fosters independence and emotional intelligence from an early age.

Looking Ahead

Bana Development Centre remains committed to guiding hundreds of toddlers through their formative years, imparting essential values, education, and support to help them thrive. Our ongoing dedication ensures that each child receives the individualized attention and resources necessary to succeed in school and beyond.

In summary, Bana ECD stands as a beacon of innovative early childhood education, blending movement-based learning, discovery, and responsibility to prepare children for lifelong success. Through its dedicated staff, community involvement, and forward-thinking philosophy, Bana ECD continues to make a meaningful difference in the lives of young learners and their families.

Registration requirements

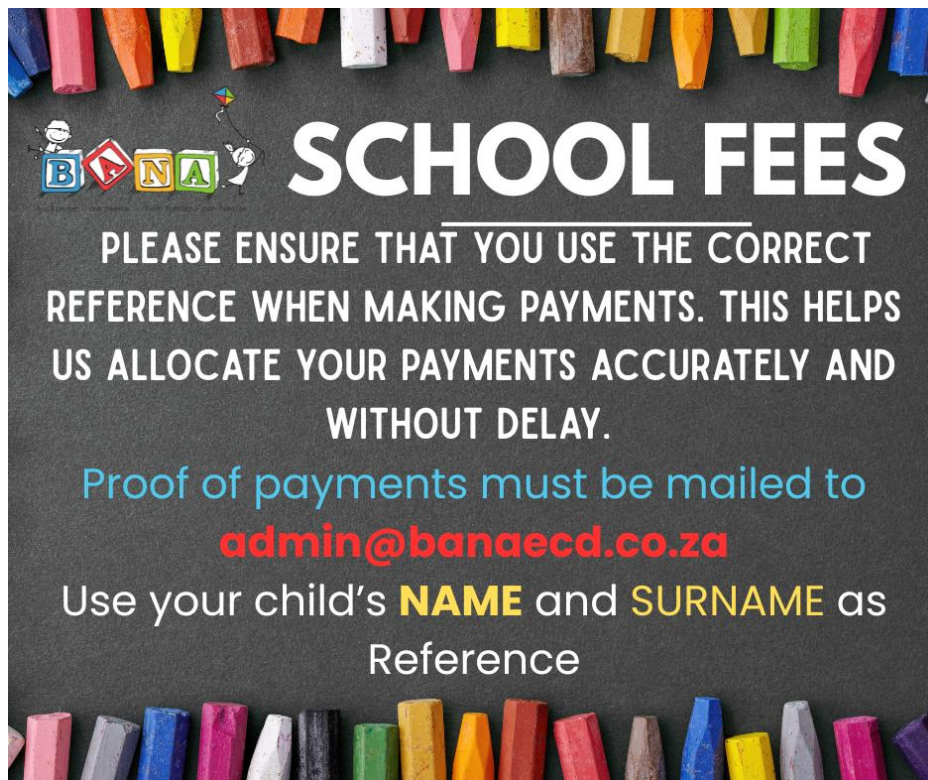
1. Email application to hoof@banaecd.co.za
2. Submitting the information on the link provided.
2. Submitting (a) the child's birth certificate, (b) both biological parents ID documents - Please add ID documents of the Guardians also if applicable. (c) the Clinic card with all the pages that is completed.
4. Paying a Reservation fee.
5. Signing the School Accounts form.

More About Bana ECD

- **Learning Through Discovery:** Toddlers learn in a relaxed atmosphere that encourages exploration and discovery.
- **Outdoor Play:** Ample time is dedicated to supervised outdoor play, supporting physical and social development.
- **Theme Discussions:** Thematic discussions help children understand routines and their environment, fostering a sense of structure and belonging.
- **Language Development:** Language skills are nurtured throughout the day via conversations, songs, stories, poems, and social interactions.
- **Creative and Sensory Activities:** Activities include music and movement sessions, free play, painting, working with clay, water play, fantasy and role-play corners, baking, gardening, mud play, sandpit activities, and more, encouraging creativity and self-expression.

Bana ECD's Educational Philosophy

1. **Fostering Independent Thinking:** Every child is encouraged to think for themselves and is given the freedom to do so.
2. **Responsibility and Consequences:** Children can and must take responsibility for themselves and their actions. Understanding cause and effect is integral to their learning process.
3. **Promoting Self-Sufficiency:** Staff avoid doing for a child what the child can do independently, nurturing confidence and self-reliance.
4. **Active Learning:** Children are encouraged to be busy and active, as movement is essential for learning.
5. **Understanding the World:** Children are guided to explore and comprehend how the world around them works.
6. **Integrating Science and Math:** Science and mathematics are incorporated throughout the day, making these subjects accessible and enjoyable for young learners.



SCHOOL ACCOUNTS 2026

School Fee and Enrolment Policy Guidelines

School Hours

The school operates from 7:00 AM to 12:00/12:15 PM.

Office Hours

The office operates from Monday to Thursday from 7:00 AM to 13:20 PM, and on Friday until 13:00.

Holidays and Closures

The school will be closed during public and school holidays. We adhere to the Public-School calendar for all holiday schedules.

Reservation Fee

- A non-refundable reservation fee is payable each year, no later than 1 November, to confirm your child's place for the following year.
- The reservation fee for 2026 is R1750 and is payable in 2025 for confirmation.
- Failure to pay the reservation fee on time will lead to the termination of your child's place at the school.

Annual Registration

Each year, you must register your child on the date communicated by the school to ensure their place for the upcoming year.

Payment Policy for School Fees

- School fees must be paid strictly in advance, on the 1st day of each month. (Jan – Nov)
- If your school fee account is in arrears, your child cannot attend school until the account is paid up to date.
- School fees are due for 10 months (January to October 2026 at R1900 per month), plus the reservation fee (R1900) payable on 1 November 2026.
- Payments must be made promptly and can be reviewed by management at any time.
- One calendar month's written notice via email is required if your child is leaving the school. If not provided, you are responsible for the next month's fees.

Discount for Full-Year Payment of School Fees

- If you pay the entire year's school fees in advance, you qualify for a 7% discount.
- This once-off payment (R1900 x 10 months = R19,000 – 7% = **R17,670**) is payable on or before 28 February. Please make sure the date on the proof of payment is no later than 28 February to qualify for this discount. E-mail the proof of payment to admin@banaecd.co.za.
- All prior school fees must be up to date to qualify for the discount; no arrears are permitted.



Fee Adjustments

Annual school fee adjustments, if necessary, will be made in January following the budget meeting.

Withholding of School Materials

If your school fees are not paid up to date, report cards, school readiness reports, photos, or any other school materials will be withheld.

Fees During Absence or Holidays

School fees remain payable even if your child is absent due to illness or during school holidays.

Monthly Statements and Contact Details

- Monthly statements will be sent to the email address you provided during enrolment.
- It is your responsibility to ensure the school has the correct email address and that you receive your monthly statement.

Legal Action for Outstanding Fees

Outstanding school fees will be handed over to lawyers or debt collectors. You will be responsible for any associated collection fees.

Additional Compulsory Ad Hoc Costs (2026)

Item	Term	Amount (R)
Bana Sublimated Class T-shirt t wear on Fridays and special occasions	Term 1	220
Grade R Graduation	Term 4	390
Concert Outfit Fee	Term 3	400
School Readiness Grade R	Term 3	200
Class Cake Sale (if you do not bake)	As scheduled	600

Cake sale dates will be communicated early in the year.

Please download the Karri App for all Ad Hoc payments!

Find more information on the last page of this document.



Support for Fundraising

BANA is a Non-Profit Company and relies on your support for all fundraising events and projects during the year. Your participation ensures the wellness and growth of our school and its ability to serve the community.

Important Notes

- All policies are subject to review and adjustment by school management as needed.
- Your signature is required on relevant documentation to confirm understanding and agreement with these terms.

BANA Development Centre Banking Details

Instructions for Electronic Fund Transfers (EFT)

Banking Information

Account Name	BANA Development Centre
Bank	Standard Bank
Account Type	Cheque Account
Account Number	040 594 165
Branch Code	051001



Important Payment Instructions

- **Please make EFT payments as far as possible.**
- **NO cash deposits!** If you make a cash deposit, you will be billed an additional bank deposit fee of R60.

Proof of Payment

Proof of payment can be emailed to admin@banaecd.co.za

Important Notice: Accounts in Arrears

School Fee Policy and Parental Responsibilities

Accounts in Arrears Policy

We kindly remind all parents and guardians that school fees are due on the 1st of each month. (1 January – 1 November). If your account is still in arrears after the 1st, you will be contacted by the school administration regarding the outstanding payment. Unfortunately, if payment is not made, you will be required to keep your child at home until the account is settled.

Consequences of Extended Absence

Please note that if your child remains at home for more than two weeks with outstanding school fees, his or her place at the school will be forfeited and may be reserved for another student. Despite the absence, you will still be held responsible for all outstanding payments.

Access to School Reports and Materials

No child will be able to receive any report card, school readiness report, or school photographs if school fees are not paid in full and up to date. Timely payment ensures your child's access to important school materials and documentation.

Our Commitment and Need for Support

We sincerely appreciate your cooperation and understanding. Bana does not receive any financial support from external sources and is therefore 100% dependent on school fee revenue. As a non-profit company, our school fees remain low compared to other schools in our town and country. To make further improvements to our school facilities and programs, we rely on additional fundraising efforts.

Thank You for Supporting Bana

Your timely payments and ongoing support enable us to continue providing quality education to your children. We trust that you understand the importance of these policies and will continue to assist us in maintaining a strong, vibrant school community.

Stationery and Supplies Information for Grade R

Essential Items Provided by the School and Required from Learners

Stationery and Art Supplies Provided by the School

The school is committed to supporting creative learning by providing a wide range of stationery and art materials for students. The following items are supplied by the school to ensure that learners have access to necessary tools for their daily activities:

- Powder paint
- Paintbrushes
- Coloured paper/cardboard
- Ponal wood glue
- Pastels
- Chalk
- Charcoal
- Pencils
- Pens
- Crayons
- Arts and crafts supplies (feathers, pom poms, coloured sticks, glue paper, glitter)
- Laminating pouches
- File fasteners
- Prestik
- Stickers
- Scissors
- Other general arts and crafts materials

Items All Learners Must Bring to School

In addition to the supplies provided by the school, every learner is required to kindly bring the following personal hygiene and health items at the beginning of the school year:

- 2x packs of wet wipes
- 1x pack of plasters

- 1x hand soap
- 1x box of tissues

These items contribute to a clean and healthy classroom environment and help ensure the well-being of all students.

What to Bring to School

Daily Essentials

- **School Bag:** Bring a school bag of your choice to carry your belongings.
- **Extra Pair of Clothing:** Pack an extra set of clothes in your bag every day, just in case you need them. Keep your extra clothing in a reusable bag inside your school bag for easy access.
- **Lunchbox:** Fill your lunchbox with healthy food to keep you energized throughout the school day.
- **Water Bottle:** Bring a bottle filled with drinking water to stay hydrated.
- **Label Everything:** Make sure all your items are clearly marked with your name.

Friday Special

- **Ice Cream Bucket:** On Fridays, bring an ice cream bucket. You'll use it to buy sweets at the sweets house or to put your cake in on Cake Sale days (Tuck Shop).
- **Payments:** Parents must pay weekly on the Karri App for tuck shop purchases.

Clothing and Personal Items Guidelines

Important Information for Parents and Guardians

Clothing Requirements

Please ensure your child is dressed comfortably for school each day. For girls, it is mandatory to wear shorts underneath dresses to maintain modesty and allow for free movement during various activities.

Labelling Clothing and Shoes

All clothing and shoes must be clearly marked with your child's name. This helps us quickly identify and return lost items to their owners and minimizes confusion.

Lost and Found Procedures

Lost clothing will be kept in the foyer. If your child's clothing is not marked, we will send photos of the lost items to the class WhatsApp group for identification. Any clothing that remains unidentified at the end of each term will be donated to those in need.

Extra Clothing

Each child must always have an extra set of clothes in their bag. This is essential in case of spills, accidents, or any situation that requires a change of clothing during the school day.

Toys and Personal Belongings

Children should not bring toys from home to school. Exceptions can be made only if discussed with the teacher, such as helping a child who has difficulty coming to school or for other special reasons. Bringing toys often causes conflicts between children and increases the chance of belongings getting lost.

Thank you for your cooperation in ensuring a smooth and comfortable experience for all children at school.

Bana Shirt

Important Update on Athletics and other Events Attire

Sublimated Bana Shirts for 2026

Every child will receive a sublimated Bana shirt. These shirts are specially designed to enhance comfort, durability, and team spirit during school events.

Cost Details

The cost of the Bana shirt is an additional R220 per child. Please ensure this fee is paid by the end of February.

First Official Wear: Athletics Event

Children will wear their new Bana shirts for the first time at our Athletics event scheduled for March. This will be a great opportunity for everyone to showcase their school pride and unity.

Important Reminders

- Be sure to complete payment for the shirt by the last day of February. (Billed on school accounts)
- Shirts will be distributed prior to the event—further details on collection dates will follow.

We look forward to seeing all our students proudly wearing their Bana shirts and making the BANA events memorable!

Arrival and Departure Guidelines for Learners

Procedures for Drop-off, Pick-up, and Early Collection

Early Morning Drop-off (“Early Bird” Program 6:50 AM)

If you need to drop off your child before 7:00 AM, there will be two teachers on duty from 6:50 AM to supervise children until the rest of the teaching staff arrives from 7:00 AM. Please ensure your child is safely handed over to the staff on duty if you arrive during this early time window.

Standard Arrival Procedures

- **Teachers Arrive:** Teachers are at school from 7:00 AM.
- **Accompaniment:** Learners must be accompanied to their classrooms by a parent or taxi driver.
- **Drop-off Window:** Children can be dropped off between 7:00 AM and 8:00 AM. Please be punctual, as the gate will be locked after 8:00 AM.

- **No Late Drop-offs:** No learners may be dropped off after 8:00 AM. Arriving late is disruptive to teachers, classmates, and the learner.
- **Grade R Learners:** Grade R students must already be in their classes by 7:45 AM.

Early Collection Procedures

Reporting: If you need to collect your child before the regular dismissal time, please report to the reception and inform the class teacher in advance. This must be done before 11:30.

Sign Out: Ensure you complete the attendance/sign-out register in the office before taking your child.

Afternoon Pick-up & Transport

Additional Transport: Children using additional transport will move to the side gate by 12:00 PM, where they will wait under supervision for their transportation to arrive.

Changes to Transport Routine: If your child is not using their usual taxi or transport on a specific day, it is essential that the parent informs both the class teacher and the taxi driver in advance.

Important Reminders

- Always be on time for drop-off and pick-up to avoid disruptions.
- Clear communication with teachers and transport providers is crucial for your child's safety.
- Following these procedures helps ensure a smooth and secure school environment for all learners.

Important Notice: Shuttle Safety and Punctuality Requirements



Guidelines for Parents of Children Using School Shuttle Services

Introduction

We are committed to ensuring the safety and well-being of every child attending BANA. As many children rely on shuttle transportation to and from school, it is essential that all parents and guardians follow the guidelines below. Your cooperation helps us create a secure and punctual environment for all children.

Bag Identification Requirements

To enhance safety and facilitate prompt communication, every child's school bag must include a clearly visible name tag or written information with the following details:

- Child's full name and surname
- Current school: BANA
- Class name (e.g., Kudu class)
- Parent contact number
- Transport driver's name and contact number



Please check your child's bag daily to ensure that this information is up to date and legible.

Safety Rationale

There have been incidents where children were dropped off at the wrong school or location without any contact details available. This created unnecessary distress and delays in reuniting children with their families. Providing accurate identification and contact information is critical in emergency situations and helps us always safeguard your child.

Punctuality Expectations

Our day program begins promptly at 8:00 AM. Late arrivals disrupt classroom routines and your child's learning experience. Please use reliable and timely transport providers to ensure your child arrives before the start time. If your child is late, teachers will notify you. It is your responsibility to address any transport issues directly with your provider.

Communication Responsibilities

If your child will be absent or not using the shuttle service on any given day, you must notify both the teacher and the transport driver as soon as possible. This helps us account for all children and maintain a safe environment.

Driver Requirements

Drivers must be familiar with each child's name, surname, age, and class name. Only drivers with legal permission and the necessary credentials may pick up children from school. Please confirm your driver's details and ensure compliance with all legal requirements.

Legal Transport Compliance

For your child's safety, only legally permitted transport may pick up students from school. Please verify that your chosen provider meets all regulatory standards.

Conclusion

Thank you for your cooperation in keeping our children safe and ensuring a smooth start to each school day. By following these procedures, you help us protect every student and create a caring school community. If you have any questions or concerns, please contact the school office.

Parking, Drop off, and Pick Up Guidelines

Important Safety and Courtesy Instructions for Parents



Parking Rules

- **Do not park in front of our gates!** Keeping the entrance clear is essential for safety and access.
- **Do not park inside the school.** Please use designated parking areas outside the school grounds.

Drop Off and Pick Up Procedures

- As a parent or guardian, you are responsible for ensuring that your child does not leave the school premises without adult supervision during drop off and pick up times.

- Always accompany your child to the entrance and wait until a teacher or assistant receives them.
- When saying goodbye to your child, keep it brief. Prolonged goodbyes can cause distress for your child.

Vehicle and Personal Safety

- Do not leave wallets, cell phones, handbags, or other valuable belongings visible in your car.
- Ensure your vehicle is locked before leaving it unattended.
- Be vigilant and watch for other people and children around your vehicle before driving away.

Your cooperation with these guidelines helps keep all children safe and ensures a smooth drop off and pick up experience for everyone. Thank you for your attention and care!

Extra Mural Activities at BANA

Available During School Hours (Additional Fees Apply)

BANA offers a variety of extra mural activities during school time for students who are interested or may benefit from them. These activities are provided at an additional cost and are facilitated by experienced professionals. For more information or to enrol your child, please contact the relevant provider directly using the contact details provided below.

Available Activities

Activity	Contact Person	Contact Details
Kinder kinetics	Ewald Hattingh	084 373 0398
Monkeynastix	Gerlize van den Berg	076 506 7756
Kalahari Bulletjies Rugby	Micha Haasbroek	078 052 9195
Rugga Roots	Heinrich Hough	072 474 2933
Moov to Move	Wendy Bolhman	076 711 3910
Niki Notes	Nicolé Venter	079 652 3569
Kalahari Splash - Water Safety Program	Leandri Burger	083 271 7818
Netball	Teacher Heleen Aucamp	073 201 2914
Pom Poms	Teacher Nola le Roux	076 686 8199
Speech Therapy	Lizél Saaiman	063 863 5523
Occupational Therapy	Anelda Kruger	071 612 0644
Occupational Therapy	Riandi Meyer	082 387 8347
Play Therapist/Psychologist	Antoinette van Wyk	082 382 3782
Play Therapy/Social Worker	Ninette Coetzee	073 235 0808
Play Therapist	Ria Egelhoff	082 783 0812

Participation in these activities is optional and subject to availability. If you have any questions, please reach out to the respective providers for further details.

Daily Programme for Early Childhood Classrooms

Structured Schedules for 3–5 Year Groups and Grade R

3–5 Year Groups Daily Schedule

Time	Activity	Description
7:00 – 8:00	Arrival and Free Play	Children arrive and engage in free play within the classroom.
8:00 – 9:00	Toilet Routine & Morning Circle	Hygiene routine followed by a group circle to greet and discuss the day.
9:00 – 9:30	Eating time	Children eat out of their lunchboxes.
9:30 – 10:30	Outside playtime	Children play outdoors, engaging in gross motor activities and social interaction.
10:30 – 11:30	Free play inside	Art, block play, sensory table, Legos, fantasy corner. Children choose where they want to play.
11:30 – 11:45	Story Time	Group story session (Puppet show on Fridays).
11:45 – 11:50	Packing Away	Children and teachers tidy up the classroom together.
11:50 – 12:00	Adjourn	Children prepare to leave for the day.

Key Notes for Teachers

- Each teacher has flexibility in organizing her day within the given timeframe.
- Art and free play are considered a unified block, supporting child-led activity choices.
- Children are encouraged to explore their interests during free play.

Grade R Daily Schedule

Time	Activity	Description
7:00 – 7:45	Arrival and Free Play	Children arrive and begin the day with unstructured play in the classroom.
8:00 – 9:00	Morning Circle, Toilet Routine, & Eating Time	A morning gathering to start the day, followed by hygiene routines and meal/snack time.
9:00 – 9:30	Learning Time	Children complete worksheets and participate in structured learning activities.
10:30 – 11:30	Outside Playtime	Engagement in outdoor activities that promote physical and social development.
11:30 – 11:50	Story Time	Gathering for a story, supporting language and listening skills.
11:50 – 12:00	Pack Away Time	Classroom clean-up and organization before dismissal.
12:10 - 12:20	Adjourn	End of the school day and dismissal.

Key Notes for Teachers

- Teachers have the autonomy to plan activities within the suggested time frames.
- Child-led choices are prioritized during art and free play sessions.
- The program supports holistic development through a mix of structured and unstructured activities.

Medicine, Health, and Religion Policy

Guidelines for Staff, Parents, and Students

Medicine and Health Policy

At our school, the health and well-being of both staff and children are of utmost importance. We believe that sick children require special attention and care, which cannot be provided in a school environment. It is unfair to expect teachers to care for ill children while continuing normal classes. Therefore, sick children must be kept at home to recover fully. We understand that parental leave is limited, so we will only contact you when we are genuinely concerned about your child's well-being and believe you need to be informed. No sick child will be allowed to attend school.

Guidelines for Not Attending School

- Diarrhoea (more than two bowel movements within two hours) and Rotavirus
- Tonsillitis
- Vomiting
- Skin rash accompanied by a fever, unless a doctor provides a letter stating the child can attend school
- Conjunctivitis ("pink eye") with a small rash, until 24 hours after starting treatment and if there is no redness or rash of the eyes
- Head lice—until treatment has started and no more nits are present in the hair
- Runny nose (yellow or green mucus) and constant cough
- Any contagious childhood illnesses such as Chickenpox, Measles, or Mumps—until a doctor approves the child's return to school
- Fever of 38°C (100.4°F) or higher, especially if accompanied by sleepiness, persistent crying, coughing, shortness of breath, or chest pain
- Hand, foot, and mouth disease (Coxsackie Virus)
- Swine flu
- COVID-19

If your child has had a contagious disease, teachers may request a doctor's note confirming that the child is fit to return to school.

- If staff suspect a contagious illness, the child will be placed in seclusion immediately, and parents will be contacted.
- If a child becomes sick at school, they will be isolated under adult supervision, and parents will be called to collect the child as soon as possible.
- In case of emergency, staff will perform first aid as needed. Parents will be informed immediately. If further medical attention is required, an ambulance will be called to stabilize and transport the child to the nearest hospital. All staff are trained in first aid, and all incidents or accidents will be recorded in the injury and accident register.

Medicine

- In emergencies, the school may administer one dose (5ml) of Panado or Calpol, but only with parental approval and confirmation.

- If your child requires antibiotics, parents must administer the medication before school. Teachers are not permitted to give antibiotics.
- If your child becomes sick at school (fever, diarrhoea, nausea), parents will be contacted immediately and asked to collect their child. If medication needs to be administered until your arrival, instructions must be communicated via WhatsApp or SMS.
- Medication will not be given to children on a regular basis, except for chronic illnesses such as asthma.
- All medication sent to school must be handed to the teacher and is not allowed in the child's bag.
- By law, children must be immunized against certain diseases. Please make sure your child's immunizations are up to date.

AIDS Policy

- Children will be taught not to touch each other's wounds or blood and to seek help from a teacher or adult staff member.
- Staff must wear gloves when assisting anyone who is injured.
- All children and staff are always entitled to humane treatment and privacy.

Headlice Policy

If your child has headlice, please keep them at home until you have begun the correct treatment to eliminate lice and nits. If a teacher notices any signs of headlice, parents will be contacted immediately and asked to collect their child. Please use the recommended lice shampoo available at pharmacies—do not color your child's hair or use mayonnaise or other unconventional remedies.

Religion Policy

Our school operates under strong Christian principles. Christian religious practices are observed in classes, and only Christian festivals are officially recognized. However, children of all religions are always welcome and respected.

Healthy Lunchbox Guidelines

Prohibited Foods

- **Sugary drinks:** Soda, juice boxes, sports drinks, flavoured milks and custard
- **Chocolates and candy:** Including chocolate bars, sweets, gummies, lollipops, sugar coated dried fruit, breakfast bars and cookies, chocolate spread.
- **Cakes and pastries:** Cupcakes, sweet muffins, doughnuts, Tienkies, white bread.
- **Chips and salty snacks:** Potato chips, corn snacks, Pop Corn
- **Nuts and nut products:** Due to allergies, please avoid peanuts, tree nuts, nut spreads

Water-Only Policy: Please pack only water for your child to drink at school. This supports hydration, concentration, and overall health.

Recommended Food Groups

We encourage balanced, nutritious lunchboxes. Please include foods from the following groups:

- **Protein:** Boiled eggs, grilled chicken, mince, biltong, tuna, cheese, yogurt, hummus, beans
- **Carbohydrates:** Whole-wheat bread, brown rice, pasta, crackers, wraps, Provitax, healthy muffins, pretzels.
- **Fruit:** Apples, bananas, grapes, berries, orange segments etc.
- **Vegetables:** Carrot sticks, cucumber slices, cherry tomatoes, snap peas, bell peppers etc.

Offering a variety from each group helps your child stay energized and focused throughout the school day.

Lunch-Packing Tips

- Cut fruit into bite-sized pieces for easy eating and less waste.
- Include a small fork or spoon if packing foods like yogurt or salad.
- Use an insulated lunch bag and ice pack to keep food fresh and safe.
- Label all containers and water bottles with your child's name.
- Let your child help pack their lunch—this encourages healthy choices and independence.

Friday Tuck Shop

Every Friday, the school runs a tuck shop featuring a small selection of sweet treats. Payment for this must be made on the Karri App. Please remind your child that the tuck shop is a once-a-week treat, and healthy lunches are still expected. All sales help fund school projects and activities.

Birthday Treats Policy

- Birthday treats are welcome, but only simple snacks such as cupcakes.
- Please notify your child's teacher at least two days in advance if you plan to send treats.
- No full parties at school (invitation & presents). Treats will be shared during snack time only.
- Consider options that are allergy-friendly and easy to distribute.

Annual Events and Fundraising Information

Opportunities for Involvement and Support at BANA

Athletic Event Fundraiser

Our annual Athletic Event is typically held in March at the SIVOS sportsgrounds and stands as one of our largest fundraising events of the year. This is a major highlight on the BANA calendar, offering not only a chance to support our school but also to enhance the educational attainment and skills of our children. Through participation, children develop leadership, self-esteem, and a sense of achievement—all of which contribute to their overall well-being and future success.

For added excitement, parents can race against each other, reliving their own athletic days and sharing laughs with the community. The event also features a variety of delicious foods—such as hamburgers, hot dogs, vetkoek, pancakes, and much more—all lovingly prepared by our parent volunteers. It's a day filled with fun, food, and community spirit!

Concert Fundraising

Each year, we host a magical "Concert Under the Stars" for your entertainment and enjoyment! This event is not only a highlight for students and families but also an important fundraiser for our school. Please note that a compulsory concert fee will be required to cover the cost of costumes and décor. If the photographer is available, a group photo of the concert will also be taken and offered for order.

Concert tickets will be on sale for this event!

Cake Sale Fundraising

Bana School holds regular cake sales to raise funds for classroom resources and special projects. Each class is assigned a turn on a rotating schedule (announced by your class teacher). Parents are invited to contribute enough baked goods or donate R600 in lieu of baking. Participation is compulsory.

Monster Tins Fundraising

Our annual Monster Tins competition encourages students to collect loose change in decorated tins. The class with the biggest amount of money in the tin wins an end of the year party with a takeaway treat! All proceeds support school improvements and new toys. Look out for the race leader each term!

Important School Events and Notices

Valentine's Day, Culture Day, Water Day, Making & Baking, Communication, Headlice Policy, and School Readiness Tests

Dressing Up on Valentine's Day!

Get ready to celebrate love! On Valentine's Day, we encourage everyone to dress up and spread the love throughout our school community. There can be an additional cost for a special item to purchase on Valentine's Day; the cost will depend on what is available at the time. More information will be provided closer to the event.

Culture Day @ BANA

Each year, around Heritage Day, we host Culture Day to celebrate the rich diversity of our community. Children are invited to dress up to represent any culture they choose. On this special day, we treat the children to a traditional dish of 'pap' and Sheba with a piece of 'braai wors'—a true taste of local flavour! For dessert, we enjoy milk tart or koeksisters. There is no cost for your child to participate in this celebration.

Water Day

Water Day is all about fun in the sun! To help everyone stay cool during the hot summer, we rent all the jumping castles and slip-and-slides in town for a memorable day of play at school. Children will also enjoy refreshing watermelon or ice cream. Please remember to send your child with appropriate swimwear and a towel.

Making & Baking

Throughout the year, children can participate in making and baking activities. These hands-on experiences allow them to use all their senses and get creative with food. Classes will make and bake various treats, which is always a highlight for our students.

- 📌 Event reminders and participation details will be communicated via the school newsletter and WhatsApp groups.

School Photography

- **Informal Photos:** Teachers may take candid photos during activities, which are shared via class communication channels with parental consent.
- **Professional Photos:** Once a year, a professional photographer visits the school for class and individual portraits. Order forms will be sent home in advance. Purchasing photos is optional.

Individual and Group Photos

Every year, we invite a professional photographer to capture special memories of your little ones. Individual photos are available for order for those who are interested. In addition to individual portraits, we also take a class group photo and a concert group photo, which can be ordered as keepsakes. This is a wonderful opportunity to preserve the precious moments from your child's school year.

Other Fundraising Opportunities

Throughout the school year, we embrace every opportunity to organize additional fun events for the kids, while also raising funds for our school. These activities provide enjoyable experiences for the children and foster a strong sense of community among our families.

Communication

To keep parents informed about important happenings at school, each teacher will use a class-specific WhatsApp group. This group is usually closed and is only used for teachers to share essential information. We kindly ask that both parents join the group to ensure everyone is up to date. Please respect the teacher and each other in all group communications.

School Readiness Test – Grade R

School Readiness Tests for Grade R will take place early in the third term. Children will be divided into groups by their class teacher, and each child will receive a personal message indicating the date of their test. Only half of the class can be tested per day so the child will have to stay home for the day that he/she is not taking part. There is no need to prepare for this test; the goal is to identify any areas where early

intervention may be needed. Parents play a vital role in school readiness by spending time with their children, playing, reading stories, and discussing the world around them. Teachers can only build on the foundation laid by parents.

Please note that there is a fee for this test, and results will be communicated to you. Some primary schools require these results for registering in Grade 1. The school readiness test will only be available if school fees are paid up to date.

Grade R Graduation

Important Information for Learners and Parents

Grade R Graduation

The Grade R graduation held at the end of the school year is a truly special and memorable event. Extensive preparation goes into making this function unique for both learners and parents. The occasion provides an opportunity for everyone to dress up and capture professional photos that can be treasured for years to come.

As part of our tradition, we kindly request that each learner donates a special storybook to the class. Please include a heartfelt message or a photo of your child inside the book. This gesture allows us at Bana to remember each learner fondly for years to come.

During the graduation, each child will receive a special gift that they can use as they advance to “Big School.” Please note the following important guidelines for the event:

- No brothers or sisters are allowed to attend the function.
- Only two adults per child are permitted to attend.
- The communicated amount for the function must be paid in full to cover decorations and food expenses.
- **No child will be allowed to attend unless all school fees are paid up to date.** Please ensure your fees are settled to prevent any disappointment.

Discipline Policy

At Bana, discipline is essential for cultivating obedience and maintaining a positive school environment. Our approach to discipline is as positive as possible and focuses on guiding children towards responsible behaviour.

Discipline Code

- ✚ Children must not play recklessly (e.g., no throwing of stones, water, tree pods, or sand; no hitting, kicking, spitting, or biting others, including teachers).
- ✚ Climbing trees or hanging on branches is not allowed.
- ✚ Running on cement walkways in front of classrooms is prohibited for safety reasons.
- ✚ Girls and boys are not allowed together in the bathroom.

- ✚ Children must not stand on swings, swing too high, or jump out of swings while swinging.
- ✚ Climbing up walls or fences, or touching electric fencing, is strictly forbidden.
- ✚ Children must use the toilets provided and not urinate outside.
- ✚ Dirty language, swearing, and inappropriate finger signs are not allowed.
- ✚ No throwing sticks, sand, or stones in bathroom basins. Muddy hands must be washed at the outside tap.
- ✚ Negative behaviours such as talking back, hitting, biting, kicking staff, sticking out tongues, or throwing toys/food are unacceptable.
- ✚ Children may not turn ropes, scarves, or any clothing items around their necks.
- ✚ No sharing or playing with each other's clothing and shoes.
- ✚ Children must not drink from each other's water bottles.
- ✚ Water bottles must be used only in front of the child's own class and kept there, no walking around the playgrounds with bottles.
- ✚ No toys may be brought from home unless arranged with the teacher for a specific reason.

Teachers will inform parents if a child's behaviour becomes problematic. In such cases, an appointment will be scheduled with the principal to address and resolve the issue collaboratively. We trust that parents will actively work with us to support the child's growth and development.

Important: No parents are allowed to scold or reprimand any children at school. All concerns or problems should be reported to the teacher, who will handle the situation appropriately.

Why Worksheets Should Wait Until Grade R

Understanding Early Childhood Development and the Role of Physical Engagement in Learning

Introduction

The early years of a child's education are critical for laying the foundation for lifelong learning. As educators, parents, and caregivers, it is important to understand the developmental needs of young children and how best to support their growth. This document explores why worksheets, and colouring books should be minimized before Grade R (Reception Year), emphasizing the essential role of kinaesthetic learning, perceptual skill development, and the natural progression toward readiness for paperwork. Drawing on the expertise of early childhood education professionals, such as Yolandi van den Heever, we aim to provide a clear, evidence-based perspective on this important topic.

The Nature of Worksheets and Colouring Books

Convergent Materials and Their Limitations

Worksheets and colouring books are often described as "convergent" materials. This means they are designed for children to arrive at a single correct answer or outcome. While they can be useful for practicing specific skills, they typically limit opportunities for higher-order thinking, creativity, and open-ended exploration. For example, a worksheet might ask a child to trace the letter "A" or colour within the lines, but it does not encourage the child to experiment, imagine, or solve problems in diverse ways.

Such materials may inadvertently shift the focus from active learning to passive completion, reducing engagement and motivation for young learners. The overuse of worksheets can also create frustration for children who are not yet developmentally ready for such tasks, leading to negative attitudes toward learning.

Stages of Learning in Early Childhood

Kinesthetics, Concrete, and Written Proposal Stages

Children progress through distinct stages of learning as they grow. In early childhood, the kinesthetics stage—where learning happens through movement and physical interaction—is especially important. Young children learn best when they can use their bodies to explore the world, manipulate objects, and experiment with materials. This hands-on, concrete experience forms the basis for later abstract and symbolic learning, such as reading and writing.

Introducing worksheets too early can interrupt this natural progression. Rather than moving from physical engagement to symbolic representation, children may be pushed prematurely into tasks they are not ready for, hindering their overall development.

The Role of Perceptual Skills

Perceptual skills are the abilities that help children interpret and make sense of the information they receive through their senses. These include visual perception (recognizing shapes, colours, and patterns), auditory perception (distinguishing sounds), and spatial perception (understanding positions and relationships in space). Developing these skills is crucial for later academic success, as they form the foundation for reading, writing, and mathematics.

Active, play-based experiences—such as sorting objects, building with blocks, or listening to stories—are far more effective than worksheets in fostering perceptual skills during the early years.

Gross Motor Skills: Importance and Examples

Gross motor skills involve the large muscles of the body and are essential for activities like running, jumping, climbing, and balancing. These skills help children gain control over their bodies, build strength and coordination, and develop confidence. Early childhood environments should provide ample opportunities for movement, both indoors and outdoors, to promote healthy gross motor development.

Examples of activities that support gross motor skills include obstacle courses, dancing, playing with balls, and participating in games that involve chasing or jumping.

Fine Motor Skills: Importance and Examples

Fine motor skills refer to the use of small muscles in the hands and fingers. These skills are necessary for tasks like holding a pencil, cutting with scissors, buttoning clothes, and manipulating small objects. Before children are ready for the precise control required by worksheets, they need plenty of practice with hands-on activities that strengthen these muscles.

Examples of fine motor activities include playing with playdough, stringing beads, drawing with crayons, and building with small blocks. These experiences prepare children for the demands of writing and other academic tasks in Grade R and beyond.

The Natural Progression to Worksheets

The readiness for worksheets and other paperwork emerges naturally as children progress through stages of physical engagement and skill development. When children have had sufficient opportunities to build perceptual, gross motor, and fine motor skills, they approach worksheet activities with greater confidence and success. Physical engagement not only prepares the body but also supports cognitive and emotional readiness for more structured learning tasks.

Balancing Paperwork in Early Education

It is important to clarify that paperwork and worksheets are not being eliminated from early education. Instead, their use should be minimized before Grade R to ensure that children's developmental needs are met. Occasional paperwork can be appropriate, especially when it is meaningful and connected to children's interests. However, the primary focus should remain on active, play-based, and experiential learning during the early years.

Conclusion: Expert Perspective

Early childhood education experts, such as Yolandi van den Heever, emphasize that learning in the early years should be grounded in movement, exploration, and hands-on experiences. By minimizing worksheets and prioritizing kinaesthetic and concrete learning, we give children the best possible foundation for academic and personal success. As children progress naturally, they will be better prepared, both physically and mentally, for the structured tasks that await them in Grade R and beyond.

ART – Nurturing Creativity Through Mind Moves

Understanding the Role of Artistic Expression in Childhood Development

Introduction

Developing creativity in children is a fundamental aspect of their growth and learning experience. At the heart of our philosophy is the belief that true creativity stems from the interaction between the mind and the senses—a concept we embrace through MIND MOVES. Rather than simply teaching children to draw, we encourage them to use their senses and imagination to create art that reflects their inner awareness and experiences.

The Value of Artistic Expression in Childhood

Children's artwork serves as a powerful window into their developmental journey. By observing their drawings and creations, we can gain valuable insights into their cognitive, emotional, and sensory development. Each mark on paper, whether a purposeful line or an accidental smudge, is a meaningful step in the child's process of translating inner thoughts into visible form.

Early Drawings: The First Steps in Communication

According to Dr. Melodie de Jager, "Children's drawings are their earliest attempts at writing and an important phase in their overall development. It is a phase when they represent what they have experienced with their senses when drawing in dry or wet sand, with water on a dry wall, or on paper. It is

not easy to use stubby and clumsy little fingers (2-4 years) to say what they mean, and that is why a scribble can be a fire engine, a bat or scrambled eggs. Converting thoughts onto paper is a skill that takes years to develop and goes hand in hand with 'reading' their own pictures by looking at their works of art and reconstructing their own thoughts and feelings, before saying it out aloud."

The MIND MOVES Approach to Creativity

MIND MOVES emphasizes that art is not about conformity or technical skill. Instead, it is about the freedom to explore and interpret the world based on sensory experiences. When children are allowed to experiment with different materials—drawing in sand, painting with water, or using crayons on paper—they are engaging in a natural process of self-discovery and learning.

This approach respects the child's developmental stage. For young children, especially those ages two to four, fine motor skills are still developing. Their drawings may appear as mere scribbles to adults, but for the child, these marks can represent complex ideas or stories. By honoring their interpretations, we support their confidence and cognitive growth.

Learning Through Observation

Careful observation of children's artwork can reveal much about their development. The choices they make—the subjects they draw, the colours they use, the way they arrange shapes—can indicate their emotional state, their understanding of their environment, and their creative problem-solving abilities. These observations can help educators and parents provide more meaningful support and encouragement.

Encouraging Creativity at Home and School

- **Provide Diverse Materials:** Offer children a variety of drawing and painting tools, as well as opportunities to create art in unconventional ways (e.g., drawing with fingers in sand or using natural objects).
- **Value the Process:** Focus on the act of creating, not just the final product. Celebrate effort and exploration rather than perfection.
- **Ask Open-Ended Questions:** Engage children by asking them about their artwork ("Tell me about your picture") rather than making assumptions about what they've drawn.
- **Display Artwork Proudly:** Show that you value their creations by displaying them at home or in the classroom.
- **Model Creativity:** Let children see adults experimenting with art and expressing themselves creatively.

Conclusion

Fostering creativity in children is about more than teaching artistic techniques—it's about nurturing the connection between their senses, minds, and emotions. By embracing the MIND MOVES philosophy, we support children in developing not only as artists but as confident, expressive individuals. Their art becomes an ever-evolving form of communication, self-discovery, and joy.



BANA Vision and Mission Statement

Our Commitment to Quality Care and Lifelong Learning

Vision

Our vision is to provide quality care and education that support and enrich every child's growth and development, laying the foundation for lifelong learning and well-being.

Mission

- To offer a broad range of age-appropriate learning experiences for children in a nurturing, homelike environment that fosters happiness and joy.
- To help children develop a positive self-image and the skills to manage their own behaviour with confidence and empathy.
- To encourage children to think critically, solve problems creatively, and form meaningful concepts that support their intellectual growth.
- To nurture the development of social skills that prepare children for healthy, positive interactions in all aspects of their lives.
- To promote an understanding of diversity and foster respect and care for others, helping children appreciate and embrace differences.
- To provide opportunities for movement and physical activity, supporting the stimulation of neural pathways essential for learning and development.
- To inspire creativity in the arts by encouraging each child to express their unique imagination and ideas.

Closing and Contact Information

Thank you for your continued support and involvement in the Bana School community. Working together, we can ensure a happy, healthy, and inspiring environment for all our students. If you have any questions, concerns, or suggestions, please contact the school office at **068 249 3946** or email us at admin@banaecd.co.za or hoof@banaecd.co.za



We look forward to a wonderful year ahead!



Jou Kleuter - Ons Passie | Your Toddler - Our Passion

SCHOOL SONG

In Kathu het ons 'n kleuterskool
waarvan ek baie hou



We LEARN
We PLAY
We SING
and MOVE

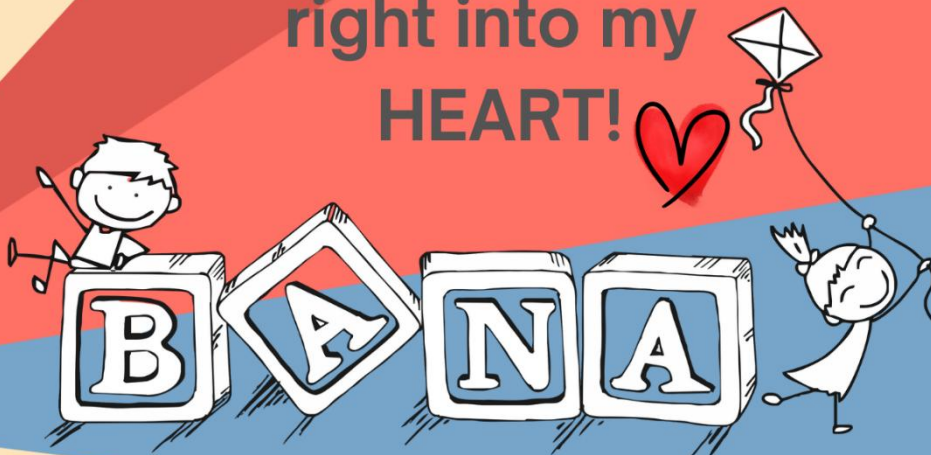


and have a lot of FUN

O BANA, ja BANA

Jy's net die skool vir my

I wont forget the JOY you bring
right into my
HEART!



Jou Kleuter - Ons Passie | Your Toddler - Our Passion

-Renske van der Walt

Rainbow Kids Aftercare at Bana

Information for Parents and Guardians

Overview

Rainbow Kids Aftercare is a dedicated after-school care program available at Bana. Although the aftercare operates on Bana's premises, it is managed independently by Bana teachers as their own business.

Operating Hours

Aftercare services are available from **12:30 PM to 5:00 PM**, providing a safe and nurturing environment for children after the regular school day.

Contact Information

For more information or to discuss your child's aftercare needs, please reach out to the following staff members:

- Manager: Teacher Yolanda – 078 245 5822
- Teacher Aida – 063 868 0869
- Teacher Yolandi – 072 153 6108

Management and Operations

Teachers Aida, Yolandi, and Yolanda rent Bana's premises and individually manage the Rainbow Kids Aftercare as an independent business. They are committed to providing quality care and supervision for all enrolled children.

Payment Information

Aftercare fees can be paid directly to the teachers in cash, or payments may be made via bank transfer to the following account:

Account Holder	Account Number	Bank	Account Type
Mrs. Yolanda Claudia Mienies	1451391054	Capitec	Savings Account

Additional Information

If you have any questions regarding the aftercare program, payments, or operational details, please contact one of the teachers listed above. They are happy to assist and provide further guidance as needed.

RAINBOW KIDS AFTERCARE



**Monday- Thursday
12:30 - 17:00**

**Friday
12:30- 16:00**

Open during holidays



**R850
per child/p.m**

For more information contact

Yolanda 078 2455822

BANA KREET/CHANT

Ons is in BANA
Lekker Lekker BANA
Ons is in BANA
Lekker Lekker BANA

We Learn
We Play
We Sing
We Move

So welkom hier by ons!
BANA
((klap -klap- klap)
BANA
(klap -klap- klap)

BAAAAA-NAAAAAAA!

Teachers at Bana

Meet our Friendly Faces here at Bana

HASIE



PAPEGAAI



MUIS



PANDA



TIER



SEBRA



OLIFANT



PIKKWYN



BEE



KUDU



LION



GIRAFFE



RHINO



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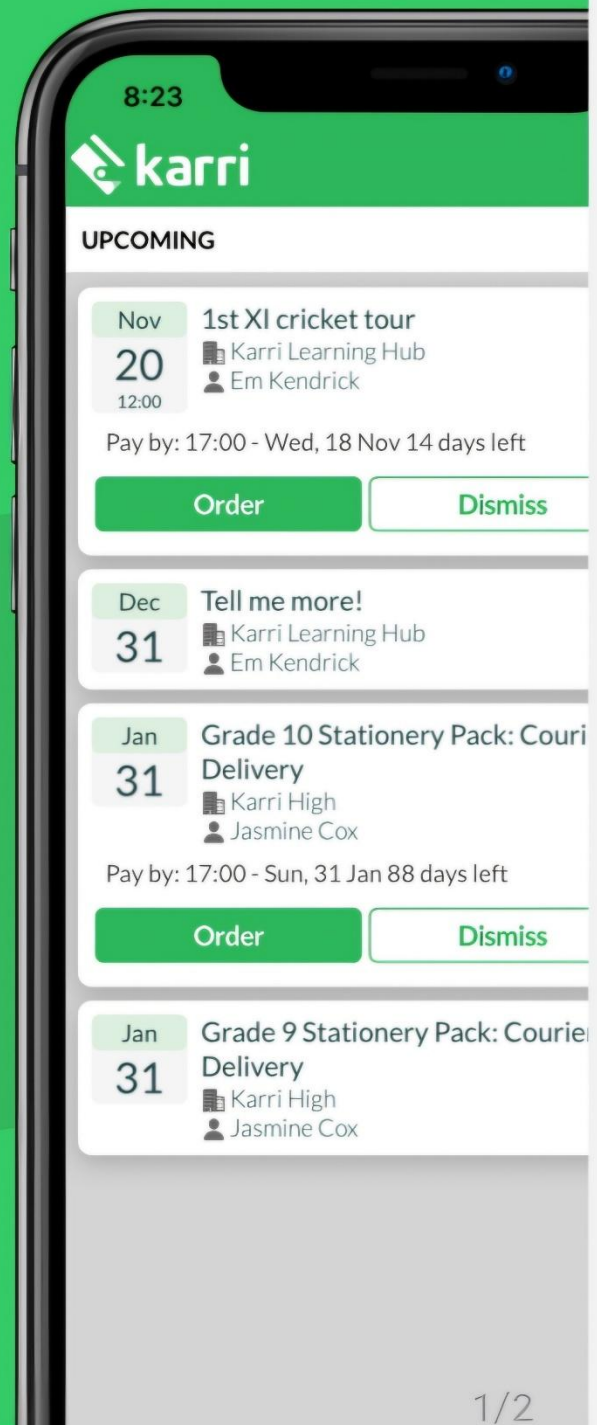
support@karri.co.za

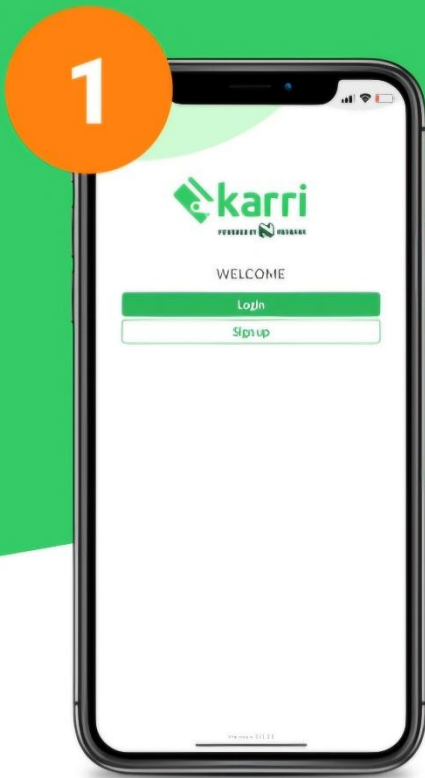
The simplest way to pay your school

- 1 Download the Karri app for free
- 2 Create an account using the email address you provided the school
- 3 Make quick and secure payments to your child's school instantly

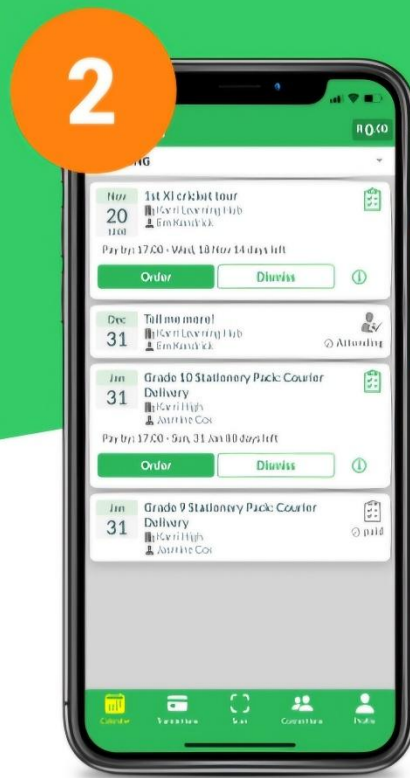
Karri is the nation's favourite way to pay schools. Join the hundreds of thousands of parents who make quick, safe and cashless payments for their children daily via the Karri app.

"Convenient, quick payments! No more looking for change, I Love it!" -Karri parent

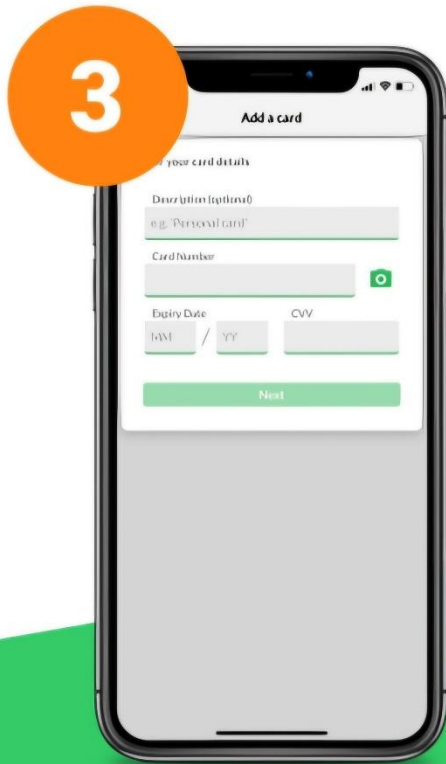




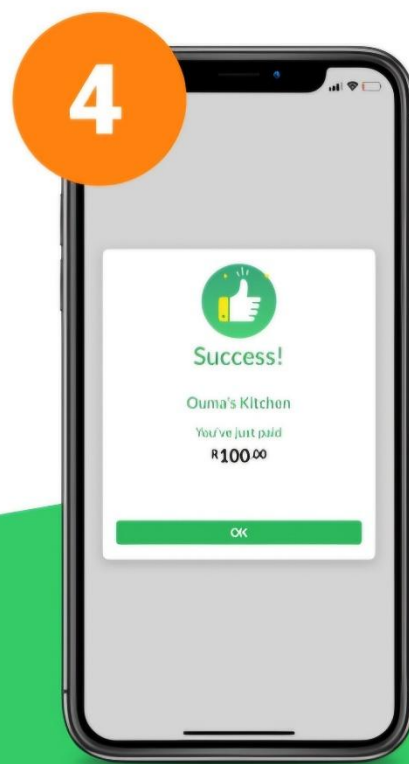
1 Sign up to Karri using the email address you provided the school



2 View upcoming collections and events



3 Explore different payment options on the Karri app



4 Make a secure payment in under 10 seconds