

Kiekeboe

Information Booklet



About

International psychological and educational studies have found the first 6 years of a child are the most crucial in terms of development and laying the foundation for all further learning. However, few parents have the luxury to stay at home with their children during these vital years, hence the need for centres that look after young children.

Kiekeboe was established as a centre that provides a safe environment for children while offering quality education. Kiekeboe's programme is based on the following principles:

A holistic approach to teaching:

We provide scholastic learning as well as emotional and social learning through physical movement and creative activities.

Learning through educational play and practical experiences:

Children learn best when interacting with the world around them. They need to explore, investigate and discover. They do this through guided play and exposure to various practical experiences.

Environmental Awareness & Sustainability:

We teach about recycling, up-cycling and sustainable healthy living practices. We also want to expose children to as much outdoor play and learning as possible. Studies have shown that close proximity to nature enhances emotional wellness, and emotional wellness in turn provides the right atmosphere for optimal learning.

Equality & Inclusivity:

We accommodate all children despite race, religion, culture, learning style and abilities. We believe every child has potential and through proper guidance and teaching we can bring out the best in every child.

Quality teachers:

All of our teaching staff is fully qualified and we strongly encourage further studies and staying up to date with the latest in educational trends. Our teachers are fully bilingual in English and Afrikaans.



Mission

It is the mission of Kiekeboe to provide a quality education where every child is guided and empowered to realise their own potential.

Our primary aim is for every child to become confident in his / her own abilities.

Secondly, we aim to instil within children a passion for learning which will motivate them to continuously explore and improve their own abilities.

Lastly, we aim to provide every child with the necessary skills and knowledge to start their own educational journey.

The Directors

Katjenka Opperman	Anastasía Hammond
Educare Level N4-N6 Bachelors of Education: Foundation Phase +10 years teaching experience First Aid Level 1	Bachelors of Education: Foundation Phase +5 years teaching experience First Aid Level 1



Daily Programme - Educare

Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
07:00 - 08:00	Arrival Free Play	Arrival Free Play	Arrival Free Play	Arrival Free Play	Arrival Free Play
08:00 - 08:15 15 min	Morning Ring (Weather & Theme)	Morning Ring (Weather & Theme)	Morning Ring (Weather & Theme)	Morning Ring (Weather & Theme)	Morning Ring (Weather & Theme)
08:15 - 08:30 15 min	Literacy Focus Ring	Numeracy Focus Ring	Literacy Focus Ring	Numeracy Focus Ring	Environmental Awareness
08:30 - 09:30 60 min	Smallgroup activities (Art, Construction, Educational Games)	Smallgroup activities (Art, Construction, Educational Games)	Smallgroup activities (Art, Construction, Educational Games)	Smallgroup activities (Art, Construction, Educational Games)	Bake & Make
09:30 - 09:50 20 min	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
09:50 - 10:50 60 min	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)
10:50 - 11:50 60 min	Movement Ring	Music & Drama Ring	Tactile & Sensory Play	Movement Ring	Show & Tell
11:50 - 12:10 20 min	Story Time	Story Time	Story Time	Story Time	Story Time
12:10 - 12:30 20 min	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 - 14:30 120 min	Sleep / Rest Time	Sleep / Rest Time	Sleep / Rest Time	Sleep / Rest Time	Sleep / Rest Time
14:30 - 15:30 60 min	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)
15:30 - 15:45 15 min	Afternoon Snack (fruit)	Afternoon Snack (fruit)	Afternoon Snack (fruit)	Afternoon Snack (fruit)	Afternoon Snack (fruit)
15:45 - 18:00 135 min	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)



Daily Programme – Grade RR&R

time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 – 8:00	Arrival Free Play	Arrival Free Play	Arrival Free Play	Arrival Free Play	Arrival Free Play
8:00 – 8:15 15min	Morning Ring: Register & Weather & Date	Morning Ring: Register & Weather & Date	Morning Ring: Register & Weather & Date	Morning Ring: Register & Weather & Date	Morning Ring: Register & Weather & Date
8:15 – 8:30 15min	Life Skills: Beginning Knowledge	Life Skills: Beginning Knowledge	Life Skills: Beginning Knowledge	Life Skills: Beginning Knowledge	Life Skills: Beginning Knowledge
8:30 – 8:40 10min	Mathematics: Whole Class	Mathematics: Whole Class	Mathematics: Whole Class	Mathematics: Whole Class	Mathematics: Whole Class
8:40 – 9:20 40min	Mathematics: Small groups	Mathematics: Small groups	Mathematics: Small groups	Mathematics: Small groups	Mathematics: Small groups <i>including Bake & Make</i>
9:20 – 9:25 5min	Tidy up & Toilet Routine	Tidy up & Toilet Routine	Tidy up & Toilet Routine	Tidy up & Toilet Routine	Tidy up & Toilet Routine
9:25 – 9:40 15min	Snack Routine	Snack Routine	Snack Routine	Snack Routine	Snack Routine
9:40 – 10:20 40min	Free Play Indoor / Outdoor	Free Play Indoor / Outdoor	Free Play Indoor / Outdoor <i>including Tactile Play</i>	Free Play Indoor / Outdoor	Free Play Indoor / Outdoor
10:20 – 10:30 10min	Language: Whole class	Language: Whole class	Language: Whole class	Language: Whole class	Language: Whole class
10:30 – 11:10 40min	Language: Small groups	Language: Small groups	Language: Small groups	Language: Small groups	Language: Small groups
11:10 – 11:15 5min	Tidy up & Toilet Routine	Tidy up & Toilet Routine	Tidy up & Toilet Routine	Tidy up & Toilet Routine	Tidy up & Toilet Routine
11:15 - 12:00 45min	Life Skills: Movement / PE	Life Skills: Music	Life Skills: Movement / PE	Life Skills: Music	Life Skills: Creative Art Activity
12:00 - 12:10 10min	Story Time	Story Time	Story Time	Story Time	Story Time
12:10 - 12:15 5min	Pack up & Half-Day Pick up	Pack up & Half-Day Pick up	Pack up & Half-Day Pick up	Pack up & Half-Day Pick up	Pack up & Half-Day Pick up
AFTERNOON PROGRAMME 12:15 – 12:35 (20min) Lunch					
AFTERNOON PROGRAMME 12:35 – 14:35 (120min) Sleep / Rest Time					
AFTERNOON PROGRAMME 14:35 – 15:35 (60min) Outdoor Free Play (<i>Indoor in bad weather</i>)					
AFTERNOON PROGRAMME 15:35 – 15:45 (10min) Afternoon Snack (fruit)					
AFTERNOON PROGRAMME 15:45 – 18:00 (135min) Outdoor Free Play (<i>Indoor in bad weather</i>)					



Timetable – Grade 1-3 2026 (Dual Medium / Multi – Grade)

Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
07:00-08:00	Arrival	Arrival	Arrival	Arrival	Arrival
08:00-08:10 10 min	Morning Ring Listening and speaking	Morning Ring Listening and speaking	Morning Ring Listening and speaking	Morning Ring Listening and speaking	Morning Ring Listening and speaking
08:10-09:25 75 min	Gr1&2 Math Gr3 English	Gr1&2 Math Gr3 English	Gr1&2 Math Gr3 English	Gr1&2 Math Gr3 English	Gr1&2 Math Gr3 English
09:25-09:45 20 min	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
09:45-10:30 45 min	Gr1&2 Life Skills BK Gr3 Math Intro	Gr1&2 Life Skills BK Gr3 Math Intro	Gr1&2 Life Skills BK Gr3 Math Intro	Gr1&2 Life Skills PE Gr3 Math Intro	PE math games
10:30-11:00 30 min	Gr1&2 English Gr3 Math	Gr1&2 English Gr3 Math	Gr1&2 English Gr3 Math	Gr1&2 English Gr3 Math	Gr1&2 English Gr3 Math
11:00-11:30 30 min	Gr1&2 English Gr3 Life Skills BK	Gr1&2 English Gr3 Life Skills BK	Gr1&2 English Gr3 Life Skills BK	Gr1&2 English Gr3 Life Skills PE	
11:30-11:45 15 min	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
11:45-12:30 45 min	Afrikaans	Afrikaans	Afrikaans	Afrikaans	Afrikaans
12:30-13:00 30 min	Life Skills	Life Skills	Life Skills	Life Skills	Life Skills
13:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Timetable – Grade 4 2026 (Dual Medium / Multi – Grade)

Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
07:00-08:00	Arrival Free Play	Arrival Free Play	Arrival Free Play	Arrival Free Play	Arrival Free Play
08:00-09:30 90 min	English	Mathematics	Natural Science & Technology	English	English
09:30-09:45 15 min	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
09:45-11:30 105 min	Mathematics	English	Social Science History	Social Science Geography	Mathematics
11:30-11:45 15 min	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
11:45-13:00 75 min	Life Skills (PSW)	Natural Science & Technology	Mathematics	Natural Sciences & Technology	Creative Arts / Life Skills (PE) Rotate weekly
13:00-14:00 60 min	Afrikaans	Afrikaans	Afrikaans	Afrikaans	Afrikaans
14:00	Dismissal Collection or Aftercare	Dismissal Collection or Aftercare	Dismissal Collection or Aftercare	Dismissal Collection or Aftercare	Dismissal Collection or Aftercare



Daily Programme - Aftercare

Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Lunch	Lunch	Lunch	Lunch	Lunch
until 14:30	Homework & Read / Rest Time	Homework & Read / Rest Time	Homework & Read / Rest Time	Homework & Read / Rest Time	Homework & Read / Rest Time
14:30 - 15:30 60 min	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)
15:30 - 15:45 15 min	Afternoon Snack (fruit)	Afternoon Snack (fruit)	Afternoon Snack (fruit)	Afternoon Snack (fruit)	Afternoon Snack (fruit)
15:45 - 18:00 135 min	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)	Outdoor Free Play (Indoor in bad weather)

School Times

School Times – Educare (0- Grade R)

7:00 – 13:00 (half day) or to 18:00 (full day)

School Times – Primary

8:00 – 13:00 (Gr1-3)

8:00 – 14:00 (Gr4)

School Times - Aftercare (Grade R - 7)

13:00 - 18:00

Learners are fetched by aftercare staff at Gordon's Bay Primary and then walked to aftercare.

There will be time for them to have some lunch, followed by homework supervision & Reading/Rest time. (Each child must have their **own lunch & snacks**, and is responsible for their own Homework)



Procedure for children who take naps

(Each child must have their **own pillow and blanket / sleeping bag**

which will be send home regularly for washing)

Full day parents / guardians are asked to fetch their child(ren) after 15:00 to not disturb the sleep time.

Fetching children

Please provide Kiekeboe with a list of names AND A PASSPORT SIZED PHOTOGRAPH of the adults that are allowed to collect your child. In case of divorce and custody settlements, please contact the staff to ensure the right person collects your child.

Snacks and Meals

Kiekeboe emphasises healthy food with limited salt or sugar to provide the best nutrition for children's overall well-being.

Kiekeboe will not be handing out / making meals at the school. There will be cooling and heating facilities available at school. **Parents are responsible for packing their child(ren)'s food:**

Breakfast to be eaten before coming to school (or arrangements to be made with the teacher)

Mid-morning Snack: yoghurt and/or fruit and/or sliced vegetables and/or sandwiches

Lunch: yoghurt and/or fruit and/or sliced vegetables and/or sandwiches and/or left-over from previous night's dinner

Afternoon Snack: Fruit - **every child will be required to bring a bag of fruit (apples, oranges, pears, etc) every Monday**

Drinks: We encourage water, otherwise 100% fruit juice or rooibos tea.

We ask parents to be mindful of the environment when packing snacks and lunches. Please limit the use of single-use plastic such as clingwrap, ziplock bags, plastic bottles, etc

NO CHOCOLATES, SWEETS, FIZZY/SUGARY COOLDRINKS

We encourage birthday celebrations. If you wish to bring something on that day, please inform the teacher so arrangements can be made

Allergies: Please make sure Kiekeboe is made aware of any allergies or intolerances that your child(ren) may have!



Adult Behaviour

Kiekeboe is a learning centre that provides quality education for young children. In order for us to achieve our mission of empowering children to reach their own potentials we need to support from home.

Parents and guardians are children's first and primary caregivers and thus form an integral part of a child's upbringing. A strong relationship between home and school is in the best interest of a child. This mutual understanding of respect is based on the following principles:

- * Demonstrate caring for all people, regardless of gender, race, religion, culture, social standing. We must treat everyone with kindness, respect and generosity.
- * Being gracious with your words. Young children are still learning so much, the way we react to their discoveries and presentations of art or music can heavily impact their self-esteem. Every child needs to know that they are special and loved regardless of their abilities.
- * Bring any grievances to the attention of Kiekeboe's staff in a constructive and professional manner. Avoid destructive relationships between home and school (this includes making negative public statements about the school).
- * Provide a home environment that supports positive learning through discovery and play.
- * Support the staff of Kiekeboe through volunteering and other means.
- * Respect the teacher as the professional in the class.
- * Staying informed about school activities such as Special Events. As we show appreciation for all religions and cultures, we try to incorporate as many different celebrations as possible. Please feel free to inform the staff if we have left out one of your cultural festivities.



Child Behaviour & Consequences

Our primary aim is for every child to become confident in his / her own abilities. Secondly, we aim to instil within children a passion for learning which will motivate them to continuously explore and improve their own abilities. Lastly, we aim to provide every child with the necessary skills and knowledge to start their own educational journey.

In order to achieve these aims we expect and teach the following positive learning behaviour of the children:

- * Demonstrate kindness towards other children, adults, animals and the environment (eg. Sharing, waiting turns, etc)
- * Respect for all people, animals and the environment
- * Respecting the teacher as the leader of the class
- * Listening when spoken to & following instructions
- * Responsibility (age appropriate) for toys, clothes, etc

Kiekeboe believes in positive discipline. If children do not adhere to the above mentioned rules, there will be consequences to their behaviour. This teaches young children that their behaviour has an impact on their learning and that of those around them.

- * Non-verbal warnings / gestures
- * Verbal warnings
- * Time-out chair or space

If your child continues to misbehave and hinder the learning and well-being of the other children in the class, Kiekeboe reserves the right to request that your child(ren) to leave the school.

We encourage communication between home and school. We will make use of the Kidsnote Communication Application for smartphones. Or alternatively, parents/guardians can contact the school via the email address hello@kiekeboe.co.za



Medicine

Kiekeboe respects every family's personal decision regarding health care. However there are a few regulations regarding illness and medicine to safeguard all the children and staff in the school.

* Rash

In the case of a bad rash, Kiekeboe will require a doctor's note to state if it is contagious and/or harmful to other learners.

* Fever

We will use the following scale for measuring a child's fever level.

36°C - 37.2 °C - Normal child's temperature

37.2°C - 38°C - Low Fever: child will be put on rest in the school / class, parents will be contacted

38°C - 39°C - Fever: parents / guardians will be contacted immediately to verify how to proceed.

39°C and up - High fever: parents / guardians will be contacted immediately to take child home and suggest to see a doctor.

* Gastro

Parents will be phoned after the 2nd runny nappy or toilet visit and / or after the 2nd episode of vomiting as there is a risk of dehydration.

* Administering medicine

Kiekeboe staff needs to be made aware of medicine that needs to be taken. This must be accompanied with a copy of the doctor's instruction.

There will be a Medicine file available of the school's office where parents need to write the down all the required details.



Hygiene

* Washing of face and hands

At Kiekeboe we value our natural environment and therefore we discourage the use of wet-wipes when possible.

* Toddlers & Nappies

In case of potty-training children, please ensure that you send a pack of nappies (cloth or disposable) with a pack of wet-wipes to school. Kiekeboe staff will inform you when these are running low so you can send more.

* Clothing

All children at Kiekeboe, regardless of their age, need to have a **spare set of clothes in their bag**. Children are constantly learning and accidents do happen. Kiekeboe will also have weekly tactile / sensory play where clothes can occasionally get wet.

Please ensure that your child is dressed appropriately for the weather, but in the Western Cape we can get "all 4 seasons in one day", so please make sure that the spare set of clothes can accommodate these weather changes.

Please also ensure that your child's clothing allows for movement and active play. Kiekeboe emphasises learning through exploration and discovery. We wouldn't want a child to be hindered in their learning due to the restrictions of their clothing.

Contact us

Feel free to contact us regarding any questions.

Website: www.kiekeboe.co.za

E-mail: hello@kiekeboe.co.za

Cell-phone: 072 043 1750