



**De Zonnewijzer**

Openbare basisschool

GENERAL INFORMATION NURSERY SCHOOL (GROUPS 1-2)



DEAR PARENT(S) / GUARDIAN(S),

Welcome to the Zonnewijzer!

We would like to thank you for choosing the Zonnewijzer team.

We have produced this booklet to cover the basic, practical information you may need, and further details can be found on our website: [www.zonnewijzerhaarlem.nl](http://www.zonnewijzerhaarlem.nl).

If you have any questions that are not covered in this booklet or on our website, please don't hesitate to contact your child's teacher.

We look forward to providing your child with an education where we can help develop your child's unique talents to their fullest and fulfil their educational potential.

We hope to see you soon at de Zonnewijzer!

Kind regards,

On behalf of the whole Zonnewijzer-team:

Erna Heijnis, school director  
Arlette van der Veldt, deputy school director  
Linda Schoorl, coordinator nursery school  
Monique van Deursen, administration/stay-in-school

Zonnewijzer 1  
Planetenlaan 9  
2024 EN Haarlem  
☎: 023-5255519

## SCHOOL HOURS

School doors open daily at 08:20 and the classes start at 08.30 am. All children will enter through the emergency exits of their respective classrooms. Should you have any quick questions or notices, the teachers are available between 08:20 and 08:30. Should you have questions with more content or require more information we advise you to schedule an appointment with the teacher or contact him/her by e-mail.

Around 10:00 the children have a break. All children at de Zonnewijzer eat some fruit or vegetables during this break (it's called a 'tien-uurtje'). Some suggestions are:

- Banana, apple, grapes, tangerine, peach, melon, strawberries etc
- Cucumber, tomato, carrots, paprika etc

Children have a 45-minute lunchbreak, between 11:45 and 12:45 pm. Children who stay at school during the lunch break (overblijf) will eat their packed lunch, brought from home, in their classroom. When you choose to have your child eat his/her sandwich at home you can discuss the exact lunchbreak time this with the teacher. Should you choose to make use of the lunchtime care you will have to sign him/her up no later than one week in advance using the registration form. Registration forms are available from our administration.

## PLAYING OUTSIDE

Every day the children play outside in our kindergarten playground. This playground is closed off for the general public. In winter, the children also play here for the same amount of time, so we advise you to dress your child appropriately at that time. Should the weather be too unpleasant the teacher may choose to keep the children inside and have them play in our gym.



## PHYSICAL EDUCATION

The children receive physical education twice a week in the gym. Please ensure your child brings gym shoes, labeled with their name, at the beginning of the year. These gym shoes will stay at school for the remainder of the school year. The school will provide each child with a gym bag to keep their shoes in. All children will receive physical education wearing their shirt and underwear.

## INDEPENDENCE

We find it important at de Zonnewijzer that the children become independent. We encourage the children, for instance, to hang their own coats and bags, get their own food and drink, close their own coats and dress and undress by themselves. All children should be toilet trained before they can attend school.

## COMPULSORY EDUCATION

When your child turns four years of age, he/she does not yet qualify for compulsory education. During the first weeks at school your child will be subject to a lot of new impressions. Therefore, it may well be possible that he/she might require a moment of rest. You can talk to your child's teacher and find an appropriate afternoon or day to have your child stay at home. You, as parent(s) or guardian(s), of course know your child and his or her needs best. Should you decide to have a vacation outside of the regular school holidays: this is still possible before your child reaches the age of 5. We would, however, like to ask you to fill out a leave application form.

From the age of 5 upwards, your child is of school age and legally obliged to attend school. If your child is absent for a reason other than illness you will need to follow the official 'leave of absence' procedure. This leave procedure can be found on our website [www.zonnewijzerhaarlem.nl](http://www.zonnewijzerhaarlem.nl) (under the header parents) or it can be requested from our administration. Similar to the aforementioned vacation, you will be required to fill out a leave application form.

## GETTING ACCLIMATISED

Before your child starts in school, he /she can visit the group to get acclimatized. You will receive a welcome card which will ask you to contact the teacher in order to discuss which dates the child will come to visit. Your child can visit from 08:30 to 11:45 during the two weeks prior to his/her 4th birthday. These dates will be agreed on by both parent(s)/ guardian(s) and the teacher. After these visits there will be an introductory interview. In preparation for this interview, we will ask you to fill out a questionnaire which will be sent to you by mail beforehand. Children with their birthdays within 4 weeks of the start of the summer holidays will start at the beginning of the new school year.

## CONTACT MOMENTS

Aside from our introductory interview we also accommodate a general information meeting for parents and guardians at the beginning of the school year. We will provide information about key issues, including teaching methods, working independently and group support. Parent teacher meeting will take place in November for parents and guardians of children in groups 1 and 2. Further contact moments will take place in January/February and in June. Those moments will be used to talk about your child's progress in school. Children from group 2 will receive a report card in January/February. Both groups 1 and 2 will receive a report card in June. These report cards will be discussed during the abovementioned contact moments.

## A LOOK IN THE CLASSROOM

Walk-in moments are planned frequently. The dates for these moments can be found in our annual calendar on our website. These walk-in moments will take place from 08:20 – 08:40 in your child's classroom. You will have the opportunity to read a book with your child, play a game and look at his/her crafts.

## BIRTHDAYS

Your child's 5th birthday is the first birthday he/she celebrates at school. Celebrations start directly at 08:30 and you are more than welcome to be present in the classroom at that time. We would prefer the children to hand out healthy treats.



## BRINGING TOYS TO SCHOOL

The children work and play with materials we offer at school on a daily basis. Bringing toys from home will be reserved for the special 'toy days'. All parents and guardians will be informed in a timely manner should one of these days take place.

## METHOD OF APPROACH NURSERY SCHOOL

- **Kleuterplein:**  
Groups 1 and 2 make use of the 'Kleuterplein' method. Each schoolyear we choose 4 themes (aside from the regular themes such as Sinterklaas, Christmas etc). These themes will be clearly visible in the classroom. Each classroom has a specific theme-corner where the children can learn through experience and discovery. All the work they do at that time will be relevant to the selected theme. We will sometimes ask the children to bring certain materials or objects from home for a theme-table. For more information about this 'Kleuterplein' method you can visit [www.malmberg.nl](http://www.malmberg.nl).
- **Kanjertraining:**  
All children at de Zonnewijzer receive the 'kanjertraining': our social-emotional method. The purpose of this training is to make children more resilient. We use white caps (the tigers called 'kanjers' which means as much as they are the 'best'), red caps (the monkeys called 'meelopers' which means followers), the yellow caps (the bunnies; they are shy or afraid) and the black caps (the bullies). All teachers read stories from this method to the children and talk with them about these stories. These stories are accompanied by several exercises.
- **De kunst van het lesgeven (the art of teaching):**  
All teachers work using the 'kunst van het lesgeven'-method. Teaching is not just a profession, but also an art. Teachers have to combine didactics, class management, a good educational climate and proper lesson choices in order to create a purposeful lesson. Each teacher has their own specific style or method of teaching making each lesson a unique one. The 'kunst van het lesgeven'-training for the teachers is primarily concerned with purposefully applying the structure of a lesson, the use of proper working formats, knowing when and why to use certain techniques and the integrating of new insights. As a result of this, the teachers are better and quicker able to accomplish specific learning objectives.
- **Groove me:**  
Throughout the school we use the Groove me-method. In groups 1 and 2 children get acquainted with the English language through lessons using the digital whiteboard. This is done in a playful manner with stories and songs with Bunny BOBO.
- **Getal & Ruimte (numbers and space):**  
All groups make use of the Getal & Ruimte, a method for arithmetic's. For groups 1 and 2 specifically this consists of several arithmetic activities which apply to all different levels and interests.
- **KIJK!:**  
All development of the children is registered using the observational method Kijk!



## PARENTAL ASSISTANCE

We really appreciate any parental help in school. Throughout the year there are several activities which would greatly benefit from your help. When these situations occur, we usually make an appeal to all parents, and we will put up a registration list in the classrooms. Each group has need of at least two class parents. They will help organize activities around Christmas, Sinterklaas, teachers-days, group outings etc.

It would be desirable for each group to have at least 3 parents or guardians available to check the children for lice once every month.

Should you want to volunteer as a class parent or you would like to help out checking the children for lice, you can sign up with the teacher.

During Science-lessons we make use of “techniek-torens” in school. These techniek torens are ready-made science-lessons containing experiments. The manual includes clear Dutch-instructions for each lesson. These lessons require the help of parents for guidance of small groups of children. Interested parents and guardians can also sign up with the teacher.



## CALLING IN SICK

De Zonnewijzer makes use of a digital communication system called the basisschoolapp. Should your child get sick, be late or absent (visits to the doctor or dentist for example) we would like to ask you to use this application. You can do this by following these steps:

- Select *formulieren* in the **basisschoolapp**
- Choose *ziekmelding groep* and choose your child's group
- Fill in the form that appears on your screen
- Click on *send*

The form will automatically be sent to school and your child will be called in sick.

## HOLIDAYS AND DAYS OFF

The **basisschoolapp** allows you to check the dates for holidays and study days for de Zonnewijzer (use the header *holiday schedule*). These dates can also be found on our website in the annual calendar.



Hoofdgebouw (Zonnewijzer 1)  
Planetenlaan 9  
2024 EN Haarlem  
☎ 023-5255519

Zonnewijzer 2  
Planetenlaan 168  
2024 EN Haarlem  
☎ 023-5258325



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