



# Parent Information Handbook

**This document outlines the Operating Principles and Guidelines for our Preschool.**

**Please read this Handbook carefully as your reference always when you may have questions/seek clarification**

## Introduction

Welcome to GaThakgalo Preschool. We welcome your child into our preschool and look forward to developing a worthwhile relationship with you as parents. We offer your family a service of childcare for your child/children on each day of the week Monday to Friday. (excluding scheduled closures).

**Our mission:** To be a Safe Stimulating PreSchool that provides a nurturing learning and play environment for every child.

**Our vision:** To be the Best PreSchool that provides an Inclusive Stimulating Learning environment for all children, including children with Special Needs.

The quality of our service is continually striving for improvement. We are striving to offer your child/children improved quality educational activities and Teachers who take a keen interest in your child/children. We are constantly striving to improve the resources your children use and the environment in which they play and learn.

This booklet is an important reference for you. The operating principles and rules outlined will guide the operation of our preschool. They will be reviewed annually, and changes may occur. Any changes will be communicated to the parents.

In accepting a place for your child at this preschool, you accept, understand, and agree to abide by the statements and rules that are outlined in this booklet.

## Services: Early Childhood Development Programme (ECD)

We offer ECD Programme that follows Curriculum Assessment Policy Statements (CAPS) aligned on Cognitive, Emotional, Sensory, Spiritual, Social, Physical and other aspects of childhood development.

In addition, our learners participate in Active Learning Programme which aims to Stimulate further all their developmental milestones.

We also provide each learner an opportunity to participate in the Bambanani Learner Program which is learner centred and developmentally focused. The program affords the

learner to use a tablet by themselves to complete a wide variety of activities that involves problem solving.

### **Application for Enrolment**

Application for enrolment is made on the preschools' Application/Registration Form. An adult, family member and/or legal guardian with relevant information can enrol the child at our preschool.

Parents will also be provided with the list of Stationery Items to provide on Day 1 of School as well as the School Uniform Order Form.

The completed Original Registration Form (Hard copy, wet ink) with the below supporting document copies should be submitted to the preschool for record keeping and filing. Below is the completed Registration Documents.

1. Completed and Signed Registration Form
2. Copy of Child Birth Certificate
3. Copy of ID documents for both Parents/ Single Parent/ Legal Guardian

Information required on the Registration Form are:

- **Full Names and surname of the child**
- **Gender Boy /girl**
- **Date of birth**
- **Parents name and surname**
- **Address (physical)**
- **Parent contact details**
- **Email address**
- **Details of the person responsible for payment of fees**
- **Any allergies the child has.**
- **Disabilities**
- **Medical conditions:**
- **Indemnity Signatories of Parent and/or Legal Guardian responsible for the application of the child.**
- **The Protection of Personal Information (POPI Act 4 of 2013) Signatory section.**
- **Terms and Conditions of Preschool fees payment.**
- **The Next of Kin contact Information. This information MUST NOT be that of the Parent.**

A due diligence review of all above-mentioned Registration documents will be performed to confirm if they meet our registration requirements. A child is accepted upon a complete and successful application is granted to the parent. The Registration Fee AND the **advance** monthly preschool fee is required to be paid by the parent prior to Day 1 of school attendance.

All Stationery items on Day 1 should be clearly marked with the child's name.

Children will be placed in the age-appropriate class which is confirmed by the Acceptance Letter provided to the Parent.

If classes are full at the time of the application, the child's parent will be advised to seek enrolment at another preschool.

## Appointments

Parents are free to make appointments to discuss any matter about their little one at appropriate time, preferably any weekday during 10h00am-10h30pm OR 12h30pm-14h00pm or 15h00pm-17h30pm. Communication is maintained at this preschool through the child's communication book (combook). Parents are encouraged to liaise with the teacher through the combook should they wish to make an appointment to discuss any matter about the little one.

In emergency cases, parents should call the Teacher/ Compliance Officer/Principal/ for scheduling the appointment. **The Contact Page document** will be pasted in the child combook which requires parents, your little one's teacher and the Compliance Officer (CO) to complete their contact numbers. **Please ensure you save these contacts: Your little one's Teacher and the Compliance Officers on your mobile.**

Parents are advised that the initial point of contact with the **preschool operational aspects** must be the Principal in respect of VERY important and/or SERIOUS matters. The Principal's contact numbers are also on the Contact page from your child's combook.

We aim to continuously improve on the Operational aspects of the PreSchool and therefore our Teachers may have additional roles to support progression to the Operating Principles and Guidelines. These roles described below are to upskill our Teachers as part of their Personal and Professional Development:

Teacher's Added Role	Responsibilities
Deputy Principal	<ul style="list-style-type: none"><li>• Support and Implement Principal's Decision</li><li>• Meets with entire Team monthly and writes monthly report</li></ul>
Head of Teachers	<ul style="list-style-type: none"><li>• Standardise Teachers Training</li><li>• Innovates Teachers Best Practices</li><li>• Meet with Teachers biweekly and writes biweekly report</li></ul>
Head of Creative Arts	<ul style="list-style-type: none"><li>• Coordinates annual school events and imparts creative skills for each event</li><li>• Meet with all Teachers for Upskilling creative skills biweekly and writes biweekly reports</li></ul>
Manager of Theme Lessons	<ul style="list-style-type: none"><li>• Manages all Annual Lesson Themes</li><li>• Review Teachers Lessons Boxes and writes weekly reports</li></ul>
Head of Lesson Plans	<ul style="list-style-type: none"><li>• Reviews Teachers Lesson Plans and Learner Skills Develop Plans</li><li>• Meet with Teachers biweekly and writes the biweekly report</li></ul>

Head of Active Learning	<ul style="list-style-type: none"> <li>• Develop Active Learning Program for all Classes</li> <li>• Develop Obstacle courses for all classes to attend every Friday</li> <li>• Meet with the Teachers biweekly and writes biweekly report</li> </ul>
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### PreSchool Annual Events and Parents Meeting

Towards the end of Term 4 (by 20th Dec/ 1st week of Jan before 1st Day of 1st Term), Parents are provided with the **Annual School Events Calendar via whatsApp**. Parents should add all these school annual events/ synced those to their mobiles calendars. **Parents may find it helpful to check the event dates regularly to stay informed about upcoming school events. A printed Annual School Event Calendar is also attached to each child's combook for reference throughout the year, and Class Teachers will provide reminders as needed. Please prioritise these school event dates to support your child.**

Once a Year A Parent Meeting (PM), which is formal overall meet and greet of Old and New parents is held where in-depth discussions to all operational aspects about GaThakgalo PreSchool are pointed out. ALL parents are encouraged to attend when invited. Parents Attendance Registry is recorded. Refer to the Annual School calendar for Parent Meeting date.

Parents are also invited by Class Teachers respectively where one-on-one feedback about their child's development is received. We encourage Parents to welcome such invitations when Teachers ask for such meetings.

### Child Safety

The safety of children is of paramount concern at our preschool. In this preschool broken equipment or toys will be removed and children will be restricted from moving around or near faulty outdoor equipment.

Electricity plugs are covered with safety covers.

We use a sign in and out book and do a headcount of the children regularly throughout the day.

Teachers will endeavour to use positive methods of behaviour management which fosters the child's self-esteem but also makes him/her aware of inappropriate behaviours. In this way children are prepared to handle difficult situations themselves in the future.

We have **Behaviour Management charts** pasted in your child's combook which details how we develop our children to acquire acceptable behaviours and how we correct unacceptable behaviours.

No Teacher will use physical punishment, bad language, loud negative voices, nor humiliate or shame any child. Drastic measures will be taken against any Teacher or any person within the employ of GaThakgalo PreSchool if found or proved to have conducted any manner above mentioned.

## Collection of Children

Parents and/or Legal guardian are expected to pick up their children in-person daily from the preschool. It is expected children will be collected from the preschool by no later than 18h00pm each day or 17h30pm during Autum/Winter months from May to mid Aug especially as it gets darker during these months . If parents and/or legal guardian are going to be late from 18h01 pm onwards, then they should notify the Class Teacher/ awaiting Teacher as soon as possible, although the preschool **charges R50 late pick-up every 30 minutes**. Teachers need to knock off on time, get enough rest, as well as be home on time to be with their families. Therefore, even if you are alerting us you will be late, **be cautious enough to pay the late pick-up fee as appropriate on your arrival directly to the awaiting Teacher**.

Upon enrolment, parents and/or legal guardian must also register any other adult who will be collecting the child/children at any time in the future. **ID copies and their contact number of these persons are required upon enrolment and will be kept in the child's file.**

**If Parents and/ or Legal guardian have planned for another authorised/ registered person to collect the child/children, the preschool must be notified through the combook/ in the morning of this change in person or via a phone call to the Class Teacher and/or Compliance Officer.**

Children will not be released to anyone else other than the authorized Parent/Legal guardians or authorised School Transport Driver. Sign-in (Check-in) and sign-out (Check-out) procedures are used at this preschool.

All children must be signed in and out of the preschool daily on the register. The preschool Teachers check-in all children present daily and the Parent and/or Legal guardian or authorized School Transport Driver will check-out the child when collecting daily.

**Children under 17 years will not be allowed to collect children from the preschool.** They should not be sent to sign off the child even if you are within the school to collect your child.

## Communication

Parents and/ or Legal guardian can communicate with the preschool Teachers by writing a note in the communication book (combook) to the teacher and send the book daily with their child. Any serious matter should be referred directly to the Principal.

The preschool will communicate with Parents and/or Legal guardian through the child's communication book and other communication channels found suitable and best to provide continuous open communication channels. **Please ensure that you check your child's bag for the communication book daily, review the book, sign or initial to confirm your review of each daily progress/updates and acknowledge any updates communicated you via the available communication channels.**

**It has been proven that parents who make the time to support their children based on feedback from the school, the children are likely to improve and develop at a faster rate than parents who make very little effort in their child(ren) development.**

All communication between Parents, Teachers and the Principal will always be conducted in a respectful manner.

In addition, we have an **ALL Parents WhatsApp group** where important communications about our preschool are shared using this platform- this group is managed by the Principal.

There are additional **Class WhatsApp groups**, managed by the respective Class Teachers weekly to keep Parents aware on the weekly lesson activities,

Parents are made aware of the group chat rules which enforce compliance to how messages are shared, times for sharing messages and that strictly preschool matters are shared on the group.

Please contact the Principal/Class teacher directly should you seek clarification on any messages shared from the respective whatsapp group. **Avoid perpetuating negativity to respective Whatsapp groups abovementioned please.**

#### Contagious Diseases

Parents and/or Legal guardian are required to keep their children at home if they are suffering from a contagious disease. This is done to stop the spread of infection to other children and members of Teachers. **A doctor's note is required before the child can return to the preschool.**

**We encourage Parents and Guardians to engage with the attending physician during consultations by inquiring about the cause of their child's illness, preventive measures, and requesting additional information or resources for further understanding. Sharing relevant medical information with the Principal or Teacher is also appreciated, as it can assist in educating other Parents should similar health concerns arise among other children. It is important not to leave the consultation without a thorough understanding of your child's diagnosis and recommended preventative steps.**

Contagious diseases include eye infections, flu, and childhood diseases such as chicken pox, coughs, diarrhoea, vomiting, measles, mumps etc. GaThakgalo PreSchool will adhere to any Health Standards and Guidelines that are put in place because of the Global Pandemic Outbreaks.

**\*\*\*\*Please note Teachers are not nurses or doctors. They will not share advice about management of childhood diseases or common medical complaints. Please seek the correct advice from a doctor or clinic and/ or the hospital.**

#### Emergency Telephone Numbers

At our Preschool, parents are asked to supply as many contact numbers and names of family members as possible- These contact numbers should be in the child combook contact page.

Name and contact for parent, sister/ brother / relative / guardian as an emergency contact.

These numbers must always be up to date.

If any change occurs to these numbers, the preschool must be notified immediately.

**Fees are reviewed regularly and increase each year, effective every January regardless of a child's start date. Fees must be paid monthly in advance from January to December. The annual fee increase will be discussed at the Term 3 Parents Meeting.**

## **Monthly School Fees Payment Terms and Conditions:**

1. Pay monthly fees in advance, referencing your child's name.
2. Fees increase yearly; parents are notified by December.
3. Fees are payable from January to December, with 11- or 12-month options. Payment is due by the 7th day of each payment period (15th, 25th, 30th/31st, or 1st). A late fee of R100 applies unless you've informed the preschool in advance about the delay. Full fees must be paid during Public School Closure months, even if your child does not attend. This also applies to Transport Fees for children using school transport.
4. After payment, WhatsApp the POP to the Principal.
5. December and January fees are payable in full regardless of attendance; this is non-negotiable.
6. Failure to pay the December/January fees will result in automatic deregistration for the subsequent enrolment year, and re-enrolment will not be permitted until the outstanding December/January fees are fully settled.
7. Dec Fees for Grade R must be paid before Graduation ceremony; otherwise, your child cannot attend the ceremony.
8. De-registration requires a full calendar month's written notice to the Principal, not the Class Teacher or Compliance Officer.
9. A re-registration fee applies to returning children.
10. If you do not comply with these T's and C's, you must pay any resulting invoice.
11. Monthly school fees are not reduced for missed attendance, even with prior notice.
12. A non-refundable registration fee applies to all new enrolments and is reviewed annually.
13. School fees and registration payments are non-refundable for non-attendance.

Kindly ensure that both your child's first name and surname are provided as the reference when making school fee payments, particularly in cases where children have similar names.

<b>Late Pick-Up Fee _Daily Charge</b>
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**Late pick-up fees are R50 for every 30 minutes after 18:00. From 18:01 onwards, each additional 30-minute delay will incur a R50 charge, payable to the teacher on duty upon pick-up.**

### Fees upon Termination

If you terminate your use of this childcare service, it is expected that you will give one (1) month's written notice to the Principal.

### Fundraising

In a continued effort to improve the resources at the preschool for your children, fundraising activities will be conducted. Events such as Mother's and Father's days' picnics/ Family days are held and include craft activities for which a fee of R5-20 is paid. Parents workshops/Art Galleries may be hosted as part of Fundraising activities. We encourage Parents to participate and attend when such events are planned. Refer to annual calendars for events planned in that year that are Fund-raising events. **The GaThakgalo PreSchool Team or Parents may suggest additional events. If approved, these will be held as appropriate and Parents will be notified.** Tuckshop will sell items that children have the option to buy.

### Concert and Graduation Ceremony

The ceremony will be held on either the First or Second Saturday in November annually.

Information about this event is provided during the Parent Meeting.

**The initial reminder for the Concert and Graduation Day is distributed during the first week of August. Official invitations are sent to parents by the end of August, and class teachers provide subsequent monthly reminders through regular WhatsApp communication with parents.**

**Parents or legal guardians will be notified of the concert and graduation fees by the end of August to help them plan for the event.**

The concert and graduation fee cost are dependent on the operational activities during the day. eg, Photographer, Videographer, DJ, Concert attires, Props hire, Meals to mention a few.

**Parents may pay in instalments, but all payments are due by the end of October each year.**

**Parents, legal guardians, family members, and special guests are invited to the ceremony. Each child may have up to four attendees, including themselves. Additional guests may be approved by the Principal, depending on availability, and will incur an extra fee.**

### HIV/AIDS Policy

In terms of the Constitution of the Republic of South Africa, this preschool will not discriminate against any learner with HIV/AIDS. Although HIV/AIDS testing is not compulsory, the voluntary disclosure of a learner's HIV status to the principal, who will in turn disclose this only to the necessary relevant teachers, is recommended strongly, to protect the health of other learners and teachers, should the learner be involved in a multi-person blood related accident. The learner's HIV/AIDS status will be kept strictly confidential. With this in mind, we stress that we always treat all open wounds and blood related accidents, with the necessary protective materials.

## Illness/ Sickness

Parents and/or Legal guardian are required to **keep children at home who are ill/sick until when they are feeling better to return to the preschool**. This assists us with the problem of cross infection. Parents are requested to consult with a medical professional if the child's health warrants that, the child may return to the preschool when the child has fully recovered. **We request Parents to keep a child (ren) on any antibiotic medication home until the course of the medication is completed please.** Children do not learn when they are ill/sick/unwell.

If a child becomes ill during the day, she/he will be separated from the other children where possible and placed in the "rest away area" to avoid cross infection. The child will be monitored closely by the teacher. The Parents of sick child will then be contacted by the Teacher/ Compliance Officer to come and collect the child as appropriate.

**Although not preferred to medication administration, there will be No medication administered without written communication from the parent and/ or legal guardian in the child's combook. The details for medication administration should be as follows:**

**Name of the medication; Dosage and Frequency**

**NB: We will not administer ANY antibiotics to any child.**

## Injuries

At our preschool we endeavour to offer a clean, safe environment and attempt to minimise hazards for the children and provide adequate supervision of children. We always lock the entrance gate.

It is acknowledged that in dealing with children in the age groups we have at this preschool, accidents are likely to happen.

In the event that a child is injured the following procedures will be enacted:

Assess the child's injuries

Move (if possible) away from other children

Provide first aid to the child as is possible

Keep the child as calm as possible

Child will be moved away from other children and monitored by the teacher(s).

Parents and/or legal guardian will be contacted to report the injury or to seek their guidance as to what actions to take.

Parents and/or legal guardian will be asked to collect their children in most cases as appropriate.

All details will be recorded on the incident report form and parents are asked to sign this form when collecting the child. The Incident Report Form will be filed in the child's file.

Discussions can take place between the parent and teacher(s) and arrangements can be made that the teachers will be given permission to take a child to seek medical attention at the local clinic. It is expected that parents would meet the teachers and child at the clinic.

In the case of a situation where parent/ legal guardian and/or emergency contact persons cannot be contacted, the teachers will be acting “as parents” in respect of seriousness of the injury or life-threatening injuries and will make and take decisions to ensure the health and wellbeing of the child are a priority. This can mean calling emergency service 10111/ 112 or transporting the child to the clinic/hospital to seek medical advice.

### Interactions with Teachers

At our preschool we value good communication between Parents and the Teachers.

Meeting with the Teacher(s) can be arranged with them directly and/or CO. The meetings are usually done when the children are sleeping or at the end of a day. The CO/ Teacher will notify the Principal about your meeting. Refer to the Contact page from your child combook to book times to meet the Teacher.

**Any Serious issues** that Parents feel need not be discussed with the Class Teacher should be addressed in the first instance to the Principal and/or the Compliance Officer.

All discussions about children must be conducted away from children so no one can overhear.

In all interactions with Teachers, all persons should use a quiet respectful voice.

No bad language, raised voices or violence will be tolerated.

Teachers/ Chefs/ Facilitators/ Compliance Officer/SchoolKeepers and the Principal are allowed to receive/ accept gifts/money as appropriate from the parents or other if the intentions are appropriate. The entire GaThakgalo PreSchool Team will not give or accept gifts or money or involve themselves in conduct where there could be a conflict of interest. Parents should inform the Principal where they intend to provide gifts/ money to the GaThakgalo PreSchool Team.

### Mealtimes and Menus

We serve healthy and nutritious meals which are balanced and low in sugar. Parents should send **2x Fruits DAILY** with your child as part of the Meal Plan Provision. **PLEASE DO NOT SEND FRUITS THAT ARE OFF or too RIPE as they get thrown away in any case.**

Please ensure you put the fruits in the **side pocket of your child school bag/ inside a lunch box and inform your child when you put these fruits in his/her bag.** We teach our children to remember their daily chores upon arrival- the value of responsibility. Below are the food serving times at our preschool. If your child is not present during a serving period, then they will miss that meal/ snack. You should arrange to have them fed at home in this instance.

- ✓ Breakfast is served from home. Please ensure a simple breakfast meal is provided every morning before your child comes to school
- ✓ Mid-morning snack served at 10h00am- Fruit 1 from home
- ✓ Lunch served at 12h00 noon
- ✓ Afternoon snack served at 15h00pm- Fruit 2 from home + bread from school

**There will be exceptional food items that the Teachers will request you to pack for your little ones as part of the Lesson Theme and you will be notified ahead of the lesson on such request by the respective Class Teacher.**

The full weekly menu can be supplied upon request. Changes will be made to the menus dependent on availability of food ingredients needed for the meal preparations.

The preschool cannot cater to children with extreme special dietary needs.

## Medication

**Any child with prescribed antibiotics must stay at home to complete their course. We do not have the capacity to administer antibiotics at our preschool. Parents should remember we are not nurses/ Dr's or medical professionals.**

Any other medication that is to be administered at the preschool to a child must be handed to the teacher/Principal or note be written in the child combook. **The parents must write these details below in the communication book for administration of medication by the teacher.**

- ✓ Name of medication
- ✓ Dosage
- ✓ Frequency of the medication.

All medication must have the dosage and the label attached. Parents must explain the dosage and the prescription medication must bear the name of the child.

Multivitamins, cough mixture and paracetamol do not have to be labelled with the child's name.

The medication must be recorded in the medication register by the teacher from the details supplied in the communication book by the parents.

Date	Time	Name of medication	Dosage	Parents Signature and/or
Teachers signature (after administering)				

Medication is only given for a total period of five working days except for ongoing medical conditions. Expired medication will not be administered at this preschool.

## Medical Conditions

Parents who have children with medical conditions must submit a doctor's letter to the preschool which states what the medical condition is and any requirements are safety or medication. This information will be recorded in the Medical Register.

## Opening Hours and Closure Periods

**Our Preschool is open at 06h30am**

**Our Preschool closes at 17h30pm during Winter months and 18h00pm non-Winter months for Full Day Children**

Our preschool does not open on **ALL** Public Holidays and weekends.

**Our Pre-School is open on Public School closed days from 7h00am to 15h30pm with skeleton staffs because Our Teachers take time off/ annual leaves during Public School closure in turns. We will have exceptions to Parents whom are not able to collect their little ones and close by 17h30pm during Public School Holidays Period.**

**We offer R80 PER CHILD per day to school going children during School Holidays, the children bring their own MEAL. This service fee may change annually.**

### **Parent Expectations**

Parents and/or Legal guardian or authorised persons are expected to bring and collect their own children daily from the preschool and sign out in the daily register.

Parents and/or Legal guardian authorised persons are expected to close the pedestrian gate when coming into or leaving the preschool.

Parents and/or Legal guardian are expected to supply all items listed on the item list provided prior to the first day of the child's attendance at the preschool.

Parents and/or Legal guardian are expected to attend Parent meetings and all other events or activities during the school year to support the development of the children and the progress of the preschool.

Parents are expected to support, encourage, and give praises to their children on any of their developmental milestones as appropriate.

Parents are free to propose/ recommend and suggest anything that will add value to the Operating Principles and Guidelines of our preschool.

### **Reporting of Abuse**

Should a Teacher/Principal/Caregiver on reasonable grounds believe that a child has been abused, either physically, sexually, or deliberately neglected, the Teacher/Principal/Caregiver will in terms of Section 110 of the Children's Act 38 of 2005 report this belief to either a police officer, designated child protection organization or the provincial department of social development.

### **Safety and Security**

At our Preschool we endeavour to always keep the children safe and provide adequate supervision for the children.

We regularly check the safety of facilities and equipment and ensure the areas are free of hazards.

This preschool has automated front gates and it will be always locked.

Visitors are signed-in at our preschool.

**When parents enter or leave the preschool, we ask that they close and lock the pedestrian small gate to ensure the safety of all children is maintained.**

No children are allowed in the kitchen.

**All parents must sign the Register each day and confirm time of collection** when collecting the children from our preschool.

This register is the preschool's record of children attending each day.

We monitor the children and check their health and wellbeing every day and check bags.

The preschool maintains an Incident register and a medical register.

The preschool has an evacuation plan. **Please ask for the copy so that you familiarise yourself in case the emergency happens at the time you are collecting your child(ren).**

Safety drills are conducted with the children once/twice a year.

### **Suitable Clothing**

Children should wear suitable clothing and shoes to the preschool to ensure they can move easily and engage in all activities that may involve paint, glue paper, water, sand, and mud etc.

Please order school attires if you would like your child to wear school attires Mon to Friday.

Clothing should reflect the seasons. Extra change of clothes must be sent to the preschool daily with children aged 2-3 years and marked with their name.

Jewellery, high heel shoes and see-through clothing, ties are not permitted.

Please have the following attires for Special Events planned as per School Calender:

- 1. Red T-Shirts or Dress or Any Red and White for Valentine's Day Celebration**
- 2. Plain White pants for boys and White leggings for girls and Plain White T-Shirts for both girl and boy for the Colour Run Event hosted every Year.**
- 3. Black T-Shirts and Black Sweaters on Black pants for boys or Black leggings for girls for Easter Event hosted annually**
- 4. Blue Jeans for boys and girls for school Trips to be worn with School T-Shirts**
- 5. PJ's for Pyjama Day**
- 6. Floral T attires for boys and Girls for Spring Day**
- 7. Beach Attire for Beach Day**

### **Toys and Sweets**

In an effort to support the health and well-being of your child and others, children are not permitted to bring sweets, their own toys to the preschool.

Parents are requested not to give children sweets before coming to school.

Birthdays can be celebrated if a parent chooses to bring a cake that will be shared with all children in the preschool. These optional celebrations are conducted at the time of the mid-morning meal only. Any party packs supplied will be issued at the end of the day.

**If toys or other equipment that belongs at the preschool does find their way home, please return it to the preschool immediately.**

If any toys make their way into the preschool from home, the preschool and teachers take no responsibility for breakages of the toy(s) and toys that are lost because parents are aware that no toys should be brought to school by the children.

### **PreSchool Trips/ Excursions**

In an effort to offer the children quality educational experiences, our preschool will have children participate at respective places below:

Pretoria Zoo/ Animals Farms

Mandela house/ Historic sites

Cradle of HumanKind/Maropeng/ Heritage Site

Freedom Park/ Historic Site

Lion Park/Game Farm

Tyger and Lion Park/ Animal Farm

Nature Reserves/ Conversation Site

These excursions are worthwhile, and parents will be notified ahead about these upcoming excursions as a reminder although you will be aware of that through your receipt of the planned annual school calendar.. Parents pay for the cost of school excursions including transport. Children should be provided with a healthy meal from home for the school trip, where applicable an extra mini snack on the trip day will be provided by the school.

Reminders are also sent as the date draws closer. There are costs associated with these activities. An indemnity form must be completed for each child to be allowed to participate on these trips.

Younger babies are not able to engage with educational content provided during school excursions, so parents are asked to keep them at home. Any older children who are not attending the trips **should remain at home** as well. All teachers participate in school trips to help supervise and support the children during excursions.

#### **Saving Money Program @Home**

The purpose of this program is to teach our learners the importance of savings early on in their lives. Children are encouraged to partake in the money saving program, each child save R1/R2 or more or as you find comfortable daily to @ home in his/her own money saving tin kept @ home. The money will be used towards buying a gift for the child during our concert day and/or for any other extra mural activities during the year which parents will be informed as such.

Parents are requested to have a conversation with the child about why they save and encourage the child to understand the importance of saving.

#### **Extra Mural Activities**

We have partnered with other businesses that are in line with our vision, therefore the following extra mural activities may be offered to further help our children to develop the Gross Motor Skills as well as the Fine Motor Skills early on.

1. Swimming Lessons- For All Children who are fully potty trained enrolled
2. Bambanani Learning App - For All Children enrolled
3. Active Learning Program - For All Children enrolled

Below is current active Extra Mural Activity outsourced and is payable directly to the service provider.

1. SoccerRize -We encourage all boys and girls to enroll for this for full Gross Motor Skills
2. Ballet for girls only- we encourage every girl child to enrol