

little STARS Pre-Primary

Rules and Regulations

Little Stars Pre-Primary offers your child a time of learning in a safe, happy environment. Small classes ensure your child gets the much needed individual attention which he or she deserves. We offer a structured educational program which is planned to stimulate your child in all aspects of their young lives and to prepare them for Grade 1. All children will be supervised at all times during school hours (07:45-13:00 & aftercare).

- HOURS:** The school hours are from 08:30 to 12:30, Monday to Friday. Arrival time is from 07:45. Departure time is between 12:30 and 13:00 and NOT later. These hours must be strictly adhered to at all times. Children must please be brought to their teacher in the morning. All children must please be collected by 13:00. We close at 11:00 on the last day of every term. We have an aftercare but we do not have napping facilities at our aftercare. The cost is R30 per child per day if you collect them by 14:30 (we close at 14:30 on Fridays); and R40 per child per day if you collect them by 15:00 (Mondays to Thursdays).
- TERMS:** We work according to the government school terms. We are closed during the holidays.
- FEES:** A non-refundable admission fee of R850 is payable when you first register your child and a yearly re-admission fee (for children already in the school) of R200 must be paid by the end of October to secure your child's place for the following year. (The stationery fee for the following year will also be added to this amount). Acceptance is only granted once this fee has been paid; the admission form has been fully completed, signed and returned, and we have a certified copy of your child's birth certificate. School fees are still payable whether or not your child attends school in that month, due to illness or holiday. School fees will increase by approximately 10 % year on year. **If fees are not paid, I reserve the right to allocate your place to another child. If you wish to take your child out of the school, please inform me one month before he or she leaves. Please note that one month's notice must be given or you will be held liable for one month's fees.** Playball and Music & Movement fees are included in the school fees. They take place during school hours on a Wednesday and Tuesday. School fees are paid over 11 months if you start in January (then you will pay from January to November). School fees must be paid by the 5th of each month. Cash fees may be paid when the school opens again after the holiday (if the 5th is during the school holidays). The school bank account details are as follows:
K A van Antwerpen
Bank: First National Bank
Branch name and town: Strand
Branch number/code: 200-612
Account number: 62095713600
Please do not deposit cash (the service charges are very high). You may pay the cash directly to me. Thank you.
- ILLNESS:** If your child is very sick please do not send them to school. Should your child have a contagious disease (for example a tummy bug) please keep him or her at home until he or she has fully recovered.
- SNACKS:** Please provide your child with a healthy snack & a water bottle every day. No juice, fizzy/gas coldrinks; sweets, chips or chocolate flavoured items are allowed.

- BAKER DAY:** Every Friday we have baker day. Each child will have a turn to be the baker. This entails them bringing to school some snack, which they have made, to sell to the other children in the class. Each child can then buy the item for R5 (this may be paid weekly or R50 for the term). It needn't be anything too fancy, bags of popcorn, marie biscuit faces, anything simple. We will send out a class list which will tell you when it is your child's turn to supply the goodies. Thank you in advance for your support with this fundraiser.
- BIRTHDAYS:** Unfortunately no party bags/drinks will be allowed at school. If your child has a birthday we ask that you would please supply a small cupcake / biscuit / treat, one for each child in the class, on that day. Something small that we can enjoy as we celebrate your child's birthday, only one item per child please! We want to remain as healthy as possible!
- CLOTHES:** Children come to school to play and learn. Please dress them in old, unrestricting clothes. A spare set of clothes must please be kept in their bag (water play in summer and muddy mishaps in winter happen so quickly). Please mark all clothes, shoes, lunch boxes, bottles.
- TOYS:** Children may not bring toys or jewelry to school. We will not be held responsible for any personal items, which might get lost or broken.
- BOOKS:** Your child will be provided with a message book. Every week a letter will be sent home in the message book telling you what work we will cover the following week. This gives our children the opportunity to contribute to our theme table by bringing relevant materials from home. It will often include very important school notices. All messages should be signed so we know you have received them. Books must please come to school every day.

WHAT YOU NEED TO SUPPLY:

1. A certified copy of your child's birth certificate (for the education department).
2. Your medical details in case of an emergency: please supply - A photocopy, back AND front of your medical aid card as well as a copy of the ID or driver's license of the main member as well as the person responsible for paying the account.
3. A clear photo of your child, which we can put up on our birthday chart. This photo will also be photocopied, attached to the birth certificate and sent to the education department so the child's head must please be more or less the size of an ID photo and the child must please be looking at the camera. It must be a recent photo. Thank you for your cooperation with this.
4. R180 per term for our outing, visitors & baker days. This is due at the beginning of each term.

Green class (2-3 years) parents please also supply: 2 packs of wet wipes if your child is on nappies or 1 pack of wet wipes if your child is off nappies - to be given to your child's teacher on their first day.

- Also important to pack in: Nappies for the day + 3 extra which will be kept in your child's locker for use if extra are needed or if nappies are not packed in for the day. (You are welcome to mark these extras with your child's name). If your child wears nappies then you also please need to supply a box of nappy bags when they start in January. Thank you. Extra set of clothing including socks and multiple underwear & pants for those not wearing nappies. Accidents happen when little ones get very absorbed in their play activities! ☺

Once your R850 admission fee has been paid, your child will receive an A5 hardcover book which will be their message book. An A4 ring binder file (the year's work will go into this file). This fee will also be used to purchase the turnouts, kokis and black permanent markers that the children will use for their artwork. They will also receive a little stars school t-shirt.

I trust that the above is acceptable and I look forward to having your child / children join us at Little Stars Pre-Primary School. Kind regards, Kari van Antwerpen