



Heritage House Preschool

Seeing, Thinking, Wondering

PROSPECTUS

88 Main Street

Howick

033 330 2017



Welcome to Heritage House Preschool which opened its doors in January 2016. We are so pleased and privileged that you have entrusted us with your precious children. We will keep them safe, happy and constructively busy during their time at school. Please read through the following rules, guidelines and information as it will help you to understand how the school will operate.

SCHOOL HOURS

The School morning hours are 07h00 – 12h15. Please ensure that your child is at school by 07h50 (10 to 8) the latest as **teaching will start at 08h00**. Collection time for half day children will be between 12h15 and 12h30.

All children remaining are signed into Aftercare at 12h30. Children must be collected by 17h00 the latest to enable the staff enough time to catch taxis and get home. Late collection will incur a penalty fee. If you are running late due to an unforeseen circumstance, please phone the school to report that you will be late, for what reason and to make the necessary alternate arrangement. Children are signed out with a time of collection and by whom they were collected. These times are recorded on a spreadsheet and the total hours used are invoiced at month end.

SCHOOL FEES

School fees are R2 260,00 per month for 10 months of the year (January to October). School fees are payable at the beginning of each month. Please ensure that fees are paid no later than the 7th of each month January to October. We offer a 7% discount if you pay the full year's fees by mid-December, of the preceding year OR a 5% discount is offered if you pay the full year's fees by the last school day of February of the relevant school year. We offer the option of a 3-day week for our 1, 2 and 3-year-old children only, at R1 600.00 per month for 10 months. This option is open to review at any stage during the year.

Preferably pay all fees directly into the school bank account via EFT as this is the most cost effective and safest method of payment. Bank details are: **FNB: BRANCH 220725 ACCOUNT 6266 1350 810** Type of account **CURRENT/CHEQUE** please use your **child's NAME and SURNAME** as **REFERENCE**. If you are unable to do internet banking you may pay cash at the school. Please **AVOID** banking cash into the school account as this incurs high bank charges which will be debited to your fees account. School fees are an essential part of running a school, please ensure that fees are paid promptly and as a priority in your monthly budget. If fees are not fully paid by the end of each month, your child may be restricted from attending school the next month.

Four (4) school weeks' written notice is required should you wish to terminate the Admission Contract or payment of four (4) school weeks' fees will be liable in lieu of written notice.

Aftercare is charged at **R11,00 per hour** or part thereof from **12h30**. Aftercare fees will be calculated at the end of each month and added to the following month's account.

TELEPHONE CALLS

All telephone calls during school hours must be directed to the Secretary on 033 330 2017. Please do not contact your child's teacher during school time as it is disruptive to the lessons. Please let the Secretary know in good time via notebook or telephone if someone else will be collecting your child from school. No child will be allowed to leave the school with someone who is unknown to us or not on the list of people allowed to collect. If you need to collect your child during school hours for an appointment, please let the Secretary know so she can have your child ready. If you need to speak to your child's teacher, you may either speak to her briefly at collection time or alternatively make an appointment to see her.

SCHOOL INSURANCE

The whole school is registered with Marsh, a recognised insurance company who cover the children and staff in the event of any accident or injury sustained during school time, or official school activity. The Insurance Fee, see School Fees Breakdown, will be debited to your account annually in January.

SECURITY

For the safety of the children and staff please ensure that the gate is closed after you have dropped off or collected your child. Please do not allow your child to run unattended off the school property. The school is securely fenced and gated with 8 CCTV cameras around the school for added security. Should the need arise, Knight Alarms will be called via panic buttons available to staff.

SCHOOL CLASSES/STAFF

There are six classes and each class is allocated a colour as per schedule below:

Grade R	Yellow Group	Turning 6	Mrs Jess du Toit
Grade RR	Turquoise Group	Turning 5	Mrs Nikki Duckham
Grade RR & RRR mixed	Blue Group	Turning 5 or 4	Mrs Karen van Lelyveld and Chrissy Angus
Grade RRR	Green Group	Turning 4	Mrs Alison Hart
2 years - 3yrs	Red Group	Turning 3	Mrs Sue Driemeyer and Thobile Zamisa
12months – 2yrs	Purple Group	Turning 2	Mrs Diana Webb and Pretty Mlambo

School Secretary/Admin - Mrs Angela Wijnberg

SCHOOL READINESS

Since 2018 our Gr R (Yellow) have been accommodated in cottage 2, for their school readiness work and will join the rest of the school on the playground during free play. We follow the CAPS curriculum. CAPS is a set of guidelines used to assess a child's progress and the milestones they reach throughout their school career. However, our syllabus will reach far beyond the guidelines. During the school year the learners will focus on learning the alphabet, letter formation and the matching phonics to help them with reading and writing, numbers and number names, counting forwards and backwards, shapes and colours to name but a few.

This will form part of the foundation that is needed for them to achieve as they grow. Along with what they learn in the classroom environment, our Grade Rs will have the opportunity to play - whether it is fantasy play, where they can imagine being a Mom, being a Policeman or a Teacher etc; or just playing with those around them and learning to share with others.

DAILY ROUTINE AND THEMES

We follow a daily programme (see Notice Board) and we learn about a new theme each week as set out by the Department of Basic Education. Please have a look at the Theme display table in the reception area. If you have an interesting contribution you could make to the theme or the theme table display, this will be greatly appreciated and will help to make it more interesting and educational for the children.

MUSIC/SINGING

Part of our morning is a music/singing lesson. Twice a week this is done by a music teacher who has worked for Karen van Lelyveld for 17 years at a previous school. The lesson includes nursery rhymes, songs, movement and musical instruments. We work towards our annual concert which is held later in the year.

SNACK TIME / LUNCH TIME

Snack time is an important part of the day, please send a lunch box and juice bottle with your child's name clearly marked on it. Please send healthy snack items, ie a sandwich, fruit, yoghurt and juice. NO junk food (cake, chips,

sweets, fizzy drinks) will be allowed, these will be confiscated until home time. If your child will be in Aftercare, please send a second, separate lunch box and juice bottle clearly marked with your child's name and AFTERCARE

FREE PLAY

Every morning, time is spent learning, creating and having fun both formally and at free play. Areas available on a daily basis are: creative, construction, fantasy and outdoors. These areas encompass both gross and fine motor skills which are necessary for the all-round development of children.

STORY TIME/LIBRARY

We have a lovely selection of books in our library which is ever increasing and we end every day with storytime. Good quality, appropriate, secondhand storybooks are always welcome. At this stage Wednesday and Thursday is Library Day for the Grade RR and Grade R children respectively. They are allowed to choose one book to take home for the week. We encourage our parents to regularly read to their children. The library books are returned the following Tuesday and Wednesday in preparation for Library Day. This exercise also creates the opportunity to teach your child about the proper care of books and the use thereof.

EXTRA MURALS

We offer a variety of extra mural activities to choose from. Soccerise Starz, Action Ball, Dance-to-your-Own-Tune, Junior Builder (a Lego-based activity) Playball and Rugby Tots. All extra murals will take place from 11h15 and at additional cost, which is paid directly to the Instructors via EFT. Children not participating in the Extra Murals continue with the normal days' routine.

SPECIAL EXTERNAL PRESENTATIONS

We endeavour to have one educational presentation or a puppet show per term, these shows are excellent and beneficial but expensive, so unfortunately you will be debited extra for these. You will be notified in good time of the cost.

OUTINGS OR SPECIAL DAYS

We endeavour to go on at least one outing per term or have special fun events as often as possible, these include a Teddy Bears picnic, Pyjama day and many other fun activities often related to the Theme of the week.

BAKER-FRIDAYS

This is a treat every Friday, where the children take turns to be the BAKER and bring something to share with their classmates. We encourage this to be a joint exercise between mum/dad and child baking or creating the treat to share. The children love being the special BAKER.

BIRTHDAY GREETINGS

A Birthday greeting will be done during the school morning for children celebrating their birthday. Parents of the birthday girl or boy are welcome to attend. Please arrange a date and time for this with your child's teacher and bring only enough cake for one piece per child in that class. 'Our parents' are able to hire our facilities for holding children's birthday parties for their Heritage House Preschoolers. The current rate is R300 per party.

SCHOOL BAG, T SHIRT AND NOTEBOOK

Your child will be issued with a school bag, a communication notebook and a T shirt. Extra shirts are available to purchase.

The bag has two compartments, one side for clothes and one side for the lunch box. Convenient side pockets are provided on the bag for the juice bottle and communication notebook. No matter what season it is, a spare set of

clothing and a jersey or jacket must be sent inside a plastic bag, within the school bag daily, as you know, the weather is very unpredictable and it can be very hot or very cold all in one day. Please supply your small children (12months - 2yrs old) with their own bottles and formula, nappies, wet wipes, dummies, comforters and a small blanket for nap time. Any thing that we will need to use for your child's comfort during the day.

Your child has a symbol on their locker, bag, hat and book to help them identify what is theirs. The bag will stay in the child's allocated locker/hook during the day and we will teach them to be responsible by putting their belongings in their bag/locker.

Communication is very important so please read the notebook every day, take note of events, diarise them and sign to acknowledge that you have read the messages. **Please notify us of any changes to phone numbers or email addresses as they happen.** Please ensure that the note book is always in the bag. This book is a good start to training your child to remember the importance of taking his/her school books to school every day. Hopefully, it will set the habit for when they get to Primary/High school.

The T shirt may be worn any day but it must always be worn for special days and outings. His/her teacher will advise timeously as and when necessary. Please ensure that all your child's clothes are clearly marked with his/her name and surname. We will introduce a specific class group colour t-shirt at a later stage.

LABELS

ALL items brought to school must please be labelled. This goes a long way to reducing Lost Property! We recommend using stick-on labels which can be purchased from various suppliers. It is best for you to google Stick on school labels as there are a number of options.

SCHOOL HAT

All children are issued with a hat which has their symbol and class colour on it, it is compulsory that they wear hats outdoors. Hats must remain at school. If they do accidentally go home, please return them the following day. School hats will be washed every week.

SLEEP TIME

The smaller children have a sleep every day; a mattress and a pillow are provided. The pillowcase has the child's symbol on it. The pillowcases are washed every week. Remember to supply a small blanket for your child.

TOYS

Your child is NOT allowed to bring toys or watches to school, we find this causes problems. On Mondays we will allow your children to bring something of interest for show and tell. This can be related to the Theme of the Week for the older children and can be anything for the littlies. This is not compulsory.

SCHOOL REPORTS

All children will receive 2 x written school reports (2nd and 4th Terms) and there are 2 x Parent/Teacher interviews (1st and 3rd Terms) during the year. Parents will be notified timeously.

PHOTOGRAPH DAY

We will have photo day once a year. We will contact the photographer for the costs involved and parents who wish to have photos taken will be invoiced accordingly.

MANAGEMENT AND MEETINGS

The school business is owned by Mrs Karen van Lelyveld and operates with a management committee as well as parent representatives. Parent representatives are nominated and all other parents are able to approach that parent

to enquire about or discuss anything they are concerned about or give positive feedback or suggestions. Meetings are held regularly to address any matters or concerns.

PARENTS’ HELP IS ALWAYS APPRECIATED

Parents’ help is always appreciated; so, if any parent has a specific talent, eg. Handyman, Seamstress, Computer boffin, Painter, Musician, Lawyer, Web designer etc please let us know. Internal help from you and your special skill will greatly reduce expenditure at this stage of school development. Please come forward and offer your assistance as we are all members of our wonderful ‘family school’.


TERMLY SUPPLY OF CONSUMABLES

To help keep running costs down we send out a list at the start of each Term, which details the various consumables needed and a request that each child brings the item listed, for their particular class group.

RECYCLING/CRAFT

Please collect the following items for Craft activities:

Beads	Bottle tops	Boxes	Bubble wrap
Buttons	Cardboard offcuts	Corks	Egg boxes
Egg trays	Fabric scraps	Feathers	Gift wrap
Ice cream tubs	Kitchen towel inners	Lids	Magazines
Milk Bottles	Pinecones	Pine wood offcuts	Plastic Bread packets
Plastic containers	Plastic cutlery	Plastic packets	Polystyrene trays
Ribbon	Scrap paper	Seedpods	Shells
Sponges	Stickers (rejects)	Straws	Toilet roll inners
Wool scraps	X Ray plates	Yoghurt tubs	

Any number 2 plastic bottles. Just check for this symbol 

In fact, you can send almost anything clean and we will help your little ones turn it into something. What we don’t use for crafts, we recycle to Anti-waste entrepreneurs. Please wash and sort the items into Plastic, Cardboard, Paper and Tins. **NO GLASS ACCEPTED.**

Our Milk bottle collection has been very successful, we have collected close to 2000kg’s to date. We have already received 2 colourful Kiddies Picnic benches for our efforts. We will continue our Milk bottle collection to enable us to get 2 more benches for the other 2 playgrounds. It is an added bonus knowing that we, as a school, have saved the environment by recycling number 2 plastic waste. We encourage our Heritage House Preschool pupils to reuse and recycle.

FUNDRAISING PROJECTS for 2020

This will only be done if the need arises.

For example, our 2018 project was to raise funds to lay ‘Artificial Grass’ on our main playground for year-round, all weather use when doing Developmental Play and for our outdoor Extra mural activities. We managed to raise over

R30 000,00, which together with a very generous sponsorship by Belgotex, the Artificial grass was laid during the 2018 December holidays.

We look forward to another fun filled and successful year of educating, loving and caring for your little ones in our home-away-from-home. Sit back, relax and watch them grow and grow and grow....

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...a fun place to play and learn!

... and to grow in preparation for big school...



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