



# Heritage House Preschool

*Seeing, Thinking, Wondering*

## PROSPECTUS

88 Main Street

Howick

033 330 2017 / 083 418 0538



**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 450,00 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 7<sup>th</sup> of each month January to October. We offer a 7% discount incentive if you pay the full year's fees by mid-December, of the preceding year OR an incentive of 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 Purple and Red Group children only, at R1 740.00 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 **R12,00 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 or 083 418 0538**. 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 WhatsApp or phone call 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, SSS (Specialised Security Services) 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 Alison Hart
Grade RRR	Green Group	Turning 4	Mrs Sue Driemeyer and Ms Chrissy Angus
2 years - 3yrs	Red Group	Turning 3	Mrs Sam Hunt and Thobile Zamisa
12months – 2yrs	Purple Group	Turning 2	Mrs Diana Webb and Pretty Mlambo
School Secretary/Admin - Mrs Angela Wijnberg			
Principal – Mrs Karen van Lelyveld			

## **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 DoE. 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. See, Think, Wonder.

## **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 me 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. (*On hold because of the Covid pandemic*)

## **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 written on it. If you are sending yoghurt or other perishables, please rather put these in the morning snack not the Aftercare snack as by midday when the weather is very hot these can be unfit for consumption. 3

### **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. Action Ball, Dance-to-your-Own-Tune, Junior Builder (a Lego based activity) Playball and Rugby Tots. All extra murals will take place from 11h30 to 12h30 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 OUTSIDE 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. *(On hold because of the Covid pandemic)*

### **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 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 bottles. 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 and hat 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 WhatsApp messages sent out, take note of events, diarise them and acknowledge (thumbs up) that you have read the messages. **Please notify us of any changes to phone numbers or email addresses as they happen.**

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

**Mondays is show and tell day**; your children may bring something of interest for class discussion. 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.

Your child is **NOT allowed** to bring toys or watches etc to school on any other day as this causes problems.

#### SCHOOL REPORTS

All children will receive 2 x written school reports (2<sup>nd</sup> and 4<sup>th</sup> Terms) and there are 2 x Parent/Teacher interviews (1<sup>st</sup> and 3<sup>rd</sup> 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 from time to time 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 wonder '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 required by each Class. Every child needs to bring the item listed for their Class **AT THE START** of each Term, for use during the Term.

## 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
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		

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.**

We encourage our Heritage House Preschool pupils to reuse and recycle.

## FUNDRAISING PROJECTS for 2021

This will only be done if the need arises.

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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Some of the above mentioned may not apply currently, due to COVID-19 regulations.



...a fun place to  
play and learn!

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



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