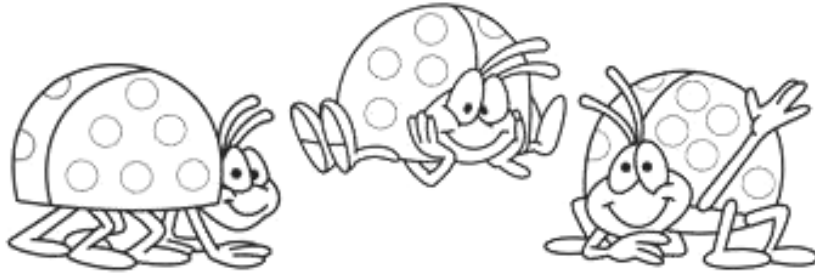


**Welcome
to**



**Ladybird Pre-School
2022**

*a loving, happy and enriching environment
for your child!*

31 Krantzview Road, Kloof, Kwa-Zulu Natal , 3610
☎ 082-7111-882

✉ kirsten@ladybirdpreschool.co.za
www.ladybirdpreschool.co.za

GENERAL INFORMATION

About Ladybird

Ladybird Pre-School was founded in 1988, with 10 children. We have 2 small classes:

Green Group (3 turning 4yrs Grade 000),
Red Group (4 turning 5yrs, Grade 00)

This enables us to give each child more individual attention. All groups have dedicated teachers and we also have two invaluable assistants. You may be assured that your child will receive the best possible care and attention in a friendly and enriching environment. We hope that your child will enjoy fun-filled mornings with us. We also have aftercare facilities available for those that need.

School Hours: Terms 1 - 4

Half Day Hours:

- 7.55 am to 12 noon
- Children may be dropped off from 7am onwards. The Gate closes at 7.55am

Full Day Hours:

- 12.15 noon to 5 pm/ 4pm on a Friday

Please have your child at school by 7.50am and he/she must be fetched promptly at the end of the morning.

A child left after 12.15pm will be charged full day rates (R50 an afternoon).

- Please try to collect your child promptly every day. Sometimes children who are not collected on time tend to become unduly anxious.
- Please be careful in the driveway when dropping or collecting your child. (Please see Driveway rules at the end of this document).
- **If you wish to get out of your car and come into the school, please park your car in an allocated parking space. Unfortunately, we do not allow this at present, due to COVID 19.**
- If your child contracts an infectious disease or lice, please report it to the school as soon as possible.

What you should pack for school?

Your child should bring an easy-to-open backpack (without wheels) to school every morning. The backpack should contain:

- **A snack and water/juice** – Please provide your child with a nutritional mid-morning snack and water/ juice (no box juices). If they have fruit that needs to be peeled, please make sure that it is done at home. Also, please include a teaspoon if they have yoghurt!
- **PLEASE NO CHIPS AND SWEETS ARE ALLOWED WITH THEIR SNACK.**
- **Clothes** –Please dress your child in clothes for play! They do get grubby from time to time! Provide your child with a full change of clothing and a jersey in a plastic bag. Often clothes get wet from spilt juice or from the water trough. It would be greatly appreciated if clothes, shoes, juice bottles and lunch boxes are clearly marked.
- Please remember to send your child's notebook to school every day and sign any new notes as read.
- **At the beginning of the first term** each child must bring the following toiletries: 18 toilet rolls, 2 boxes of tissues and 1 liquid hand soap.
- *Ladybird T-shirts and hats will be ordered and given to your children when they arrive.*

Our Programme

We have weekly themes, thus enabling the children to gain a little insight into a wide variety of topics. Wherever possible readiness activities have a theme related base. All activities are aimed at providing a stimulating and fun learning environment for your child. What may seem like random activities (i.e. threading, peg boards, puzzles, sorting, jumping, throwing etc.) are designed for specific purposes, such as fine / gross motor co-ordination, sequencing, learning to follow instructions and so on. Each class has a weekly programme organiser displayed in the classroom.

Morning Creative / Readiness Activities

Creative Activities

- Paintings or creative work completed during creative time are displayed on the walls and changed weekly.
- After they are changed, they are collected and then given out on a Friday to take home.
- Please make an effort to greet these 'master pieces' with enthusiasm. They may not look like anything to you, but to your child they represent a major work of art!

Readiness Activities

- Work done by the children during readiness time is displayed on the walls of the classroom. They are changed regularly and kept at school. At the end of the term they are then stapled into a book and sent home.
- Each completed item has a specific aim and goal. If you wish to know more, please don't hesitate to ask.

At Ladybird we offer a few extra murals activities during school hours which are not included in school fees:

These include: Ballet, Playball, Gymnastics and Build 'em Bricks. Track and Trail is offered after school.

Extra Mural activities do not interfere with school readiness activities.

Our week consists of the following, in addition to our normal school readiness programme:

- **Monday** is the start of our weekly theme and introduction to the week. Pottery and Gymnastics are offered as optional extra mural activities during school.
- **Tuesday** is Nature Day. The children are encouraged to bring something to do with nature (or something from the garden) to show the class. Build 'em Brix is offered as an optional extramural activity during school.
- On a **Wednesday** we relax a bit and have a fun day. The children bring their bikes to school to ride around the track / driveway. It is also LETTERLAND DAY for the Red and Green Group - Terms 2-4. Playball and Ballet are offered as optional extra mural activities during school and Track and Trail is offered after school.
- **Thursday** is show and tell, when your child is able to bring something to show. Toys are not encouraged to be brought on any other day. Most outings and fun activities take place on a Thursday.

Friday is Baker day – Moms take it in turns to provide a cake or fairy cakes and the child of the Mom who bakes, acts as the "Baker". The children "buy" the cake from the "Baker". The children are then given "Baker Day" tokens to use to buy their cake. This eliminates the handling of the coins. The proceeds from Baker Day (which is included in your entertainment

fee) go towards the buying of educational equipment. **Friday** is also 'colour day' - the children dress in, or have something of the colour of the week somewhere on them.

We have other fun activities at school and also go on a few outings. These usually take place on a Thursday. *You are welcome to come in before or after school and see what your child is doing during the week. (Please park in an allocated parking bay).*

Payment of School fees – 2022.

- School Fees for the school morning for 2022 are R 37,344.00 per Annum. Full day fees are R 47,976.00 per Annum. Morning session and full day fees are paid monthly in advance over 12 months, termly or annually in advance, by EFT payment. Please view the 'Payment of School Fees' form and fill in your options. Discounted rates are offered for Termly and Annual Payments.
- A once-off Stationery and Entertainment fee is due by the end of January. This is on your Fees form.
- Each child is issued with a stationery folder, crayons, scissors, a wipe clean marker and 'stationery box'. This is covered by a once off stationery fee payable at the beginning of the year.
- Extra mural fees (Ballet, Playball, Gymnastics, Build 'em Brix and Track and Trail) are not included in Ladybird fees. They are payable in advance, at the beginning of the month/term and are payable by EFT to the extra mural person concerned.
- **An e-mailed CONFIRMATION of any EFT payments made is required to be sent to kirsten@ladybirdpreschool.co.za.**

Forms

The following forms will be needed to be filled in and returned at the orientation in October.

- Application Form – Please make a copy for your own records.
- Parent Contract – Please initial each page and make a copy for your own records.
- Payment of School Fees – Please make a copy for your own records.
- Indemnity Form - Please make a copy for your own records.
- Financial Clearance - Please make a copy for your own records.
- Please also send a copy of I.D. of Mother and Father, Birth Certificate of child, child's clinic card, proof of residence and copy of child's most recent report card (if applicable).

Settling in

Settling in to a new environment and school is an important stage in a child's life. It can be a traumatic one for some and also for a parent.

If your child appears anxious, here are some tips to ease the separation at the start of the new school year:

- Please arrive before 7.50am. We start promptly at 8.00am and the gate closes at 7.55 am. It is important to arrive at school on time; it is very daunting for a child to walk into a classroom that is already in lesson mode. It is much easier to separate from mom in play mode.
- It may be a good idea to do your reassuring (that you will be back to pick him/her up later) in the car before you get out. Try not to seem anxious or upset, as your child will pick up your fear. Being calm, firm and happy is the best approach!
- It is always easier to drop and go without fanfare! Children are quick to get distracted by all the fun.
- You can be assured that we will never leave a child to scream and become hysterical. If your child is not coping, we will phone you. A child who is shrieking for 'Mommy' at goodbye time, often stops crying and cheers up within minutes of mom walking from the door.
- Sometimes a child, who settles in easily, may have a minor wobble a few weeks down the line. This is quite normal! Don't despair – stick to your happy, relaxed routine and your child will soon settle again.

Communication

- We believe that it is very important to keep lines of communication open between Group Teachers and Parents
- Please, if you have any concerns, big or small about the school, teachers or your child, please feel free to make an appointment to speak to your child's teacher.
- ****** We are very particular about who picks your child up. Your child will not be allowed to go home with anyone other than yourself, unless stipulated by you – by means of a telephonic, verbal or written consent.******

Conclusion

We will endeavour, at all times, to do our very best for you and your child.

We would like to end off with this thought:

"The years of early childhood, with all the opportunities they offer, come only once and opportunities lost, can never be retrieved.

It is every child's birth right, to spend his formative years amongst people who understand his needs and can help him to become a fully-fledged person..... Enjoy this time which is given to you and your child but once."

We hold the above thought in high esteem and will strive to enrich your child's life in a positive and caring way.

Thank you for entrusting your child to our ca

Ladybird Pre-School



DRIVEWAY INSTRUCTIONS! (Clockwise Direction ONLY)

1. In the morning, on arrival at school, your child may be dropped off AFTER the first white line and if there is a build-up of cars, go to the next white line, etc.
2. If you wish to bring your child in yourself, make sure you park your car in the parking bay and then come in. (Not During COVID)
3. At midday, go round until you reach the exit gate – park in marked bays. If you wish to get out to chat while waiting, please keep off the verandah and away from the windows of the classrooms so as not to disturb the children during story time - thanks! (We don't encourage this during COVID)
4. Please return to your car when school is finished and a teacher will bring your child to your car. The traffic flow needs to keep moving.
5. On a Wednesday your child's bike will need to be picked up. Please return to your car promptly after fetching your child's bike. (LADYBIRD ONLY, NOT LITTLE LADYBIRD)
6. **For your child's safety during drop off or pick up time, please do not let your child out of the car before the first white line by the veranda door.**
7. Most parents adhere to the above instructions – it is getting better after many years of trying! There are some who don't and this is a major cause of concern for Ladybird Staff and other parents!
8. You are very welcome to come into the school if you so wish, but please remember to park your car – morning or midday. (NOT DURING COVID)

PLEASE BE CONSIDERATE OF OTHERS!

Ladybird Pre-School



Full Day Lunch Menu

Monday	Chicken, rice and veg
Tuesday	Hotdogs
Wednesday	Macaroni and Cheese
Thursday	Toasted Cheese Sandwiches
Friday	Spaghetti Bolognaise

Suggested Snack Time Menu

In order to ensure that your little one eats a healthy diet, we appeal to you to consider carefully what you pack into his/her lunchbox each day.

NB: THIS IS A MID-MORNING SNACK – the opportunity for a little energy boost and the chance to share in some social engagement.

This menu may also be used as a guideline for Full Day (Mid-Afternoon) Snack Time.

Starches: Brown bread, Wholewheat bread, Provita/wholemeal biscuits	
Fruit/Vegetables Raisins/dried fruit/fruit dainties - older group) Apples/oranges (please cut into wedges) Banana Carrot Sticks Pineapple slices Grapes Tomato/cucumber slices	Protein Cheese (spread/grated/cream/blocks) Meat/meat spread Meat balls/biltong sticks (dry wors) Cold sausage/cold chicken Yoghurt (please include spoon) – no Danone with sprinkles, etc. Boiled egg Peanut butter
Unsuitable for School Snacks *Except on special days such as Birthday Rings, last day of school term, etc. Sweet biscuits, Sweets, cakes or chocolates, Crisps, Sugar coated popcorn	
Suggestions for School Snacks *This is not prescriptive	
2 Provita biscuits with cheese 2 apple wedges	2 wholemeal biscuits 1 block of cheese 1 stick of cucumber
1 half brown/wholewheat Bovril sandwich 1 small yoghurt (with spoon)	1 half brown/wholewheat peanut butter sandwich 5 grapes
1 half brown/wholewheat chicken & mayo sandwich 3 dried apple rings	2 biltong sticks (dry wors) 2 orange wedges 1 cheese block

Ladybird Pre-School



School Terms and Holiday Care Dates 2022 (Provisional)

TERM 1

School Term
Holiday Care

19 January – 25 March
28, 29, 30 March (3 Days)
31 March, 1, 4 April: School Closed
No School on Mon 4 April

TERM 2

School Term
Holiday Care

05 April – 24 June
27 June – 8 July (2 full weeks)
11 - 18 July: SCHOOL CLOSED
No School on Mon the 18th of JULY

TERM 3

School Term
Holiday Care

19 July – 30 September
3, 4, 5 Oct (3 days)
6,7,10 Oct: School Closed
No School on Mon 10 October

TERM 4

School Term
Holiday Care

11 October – 14 December
15,19, 20, 21 December

Ladybird Pre-School



Public/School Holiday Dates 2022

TERM 1

Saturday, 1 January
Monday, 21 March

New Year's Day
Human Right's Day

TERM 2

Friday, 15 April
Monday, 18 April
Wednesday, 27 April
Sunday, 1 May
Monday, 2 May
Thursday, 16 June
Friday, 17th June

Good Friday
Family Day
Freedom Day
Worker's Day
Public Holiday
Youth Day
Special School Holiday

TERM 3

Monday, 8th August
Tuesday, 9 August
Saturday, 24 September

Special School Holiday
National Women's Day
Heritage Day

TERM 4

Friday, 16 December
Sunday, 25 December
Monday, 26 December

Day of Reconciliation
Christmas Day
Day of Goodwill

***Dates in bold (during School Term)**

Ladybird Pre-School



Fees Structure for 2022

Admission Fee

On the school's acceptance of your little one and to secure his/her place at Ladybird Preschool, a *non-refundable* amount of R1200 is required. This fee includes: school sun-hat and school shirt.

School Fees

- The basic annual school fee (Half Day) for Term 1–4, 2022 is R 37 344.00, regardless of absence. This is EXCLUSIVE of payment of the Stationery and Entertainment fee.
- The annual full day fee for Term 1 – 4, 2022 is R 47 976.00, regardless of absence.
- Late monthly fees incur a penalty fee and interest at 2% above prime will be charged.
- Fees are to be paid via Electronic Funds Transfer (E.F.T.) into the bank account listed below on this form. Cash is not accepted on the premises. Debit Order Option is required if payment is defaulted.
- The Holiday Care Fees and all annual levies will be added to your Quarterly Fees Statement when incurred.
- Fees will be billed in full upfront on your statement and each of the agreed payments made to the school will be deducted from the statement during the year.

ANNUAL FEES	
(Inclusive of a 5% Discount and excludes Holiday Care Fees) Payment to be made before end of January of new school year.	
Half Day (until 12pm)	Full Day (until 5pm/4pm on Fridays)
R35 476,80	R45 577,20

TERMLY FEES	
(Inclusive of a 2% Discount and excludes Holiday Care Fees) Payment to be made within FIRST school week of each new term.	
Half Day (until 12pm)	Full Day (until 5pm/4pm on Fridays)
R9 149,28	R11 754,12

MONTHLY FEES	
Payment in advance by the 1 st of each month over 12 months (1 January – 1 December) Fees exclude Holiday Care	
Half Day (until 12pm)	Full Day (until 5pm/ 4pm on Fridays)
R3 112,00	R3998,00

HOLIDAY CARE FEES	
Half Day (until 12pm)	Full Day (until 5pm/4pm on Fridays)
Weekly Rate: R350	Weekly Rate: R480
Daily Rate: R120	Daily Rate: R170

Annual Levies

Stationery and Entertainment Fee: Red Group – R1330,00 Once off before 31st of January 2022
Green Group – R1380 Once off before 31st of January 2022

Banking Details

Bank: **FNB (First National Bank)**
Account Name: **LBPS**
Account Number: **6251 3042 630**
Reference: **Your Child's Full Name**

Account Type: **Current Account**
Branch Code: **221 526**
Branch Name: **Kloof**

