



BLOUBERGRANT PRE-PRIMARY SCHOOL

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Dear Parents,

The following policies are put into place to ensure the smooth running of the school. Each parent should ensure that they have a copy. Copies can be requested from the office or down loaded from our web-page.

PROSPECTUS

We are happy to welcome you and your child to our school. As this is probably the first step your child has taken into an entirely new environment, it is a major one and we need your support and co-operation to ensure that it will be both successful and happy. Pre-Primary school and the home should be an integrated whole, therefore teachers and parents should support each other.

Please take note of the following. We are an English Medium School and are following the CAPS curriculum.

INTRODUCING YOUR CHILD TO A NEW SITUATION:

In order to introduce the children to their teacher they are invited to a party at the school before the end of the term prior to their entry to the school, providing the application was made timeously.

In some cases separation anxiety can occur. We offer support and encouragement and in turn expect the same from the parent. This transition is made easier by supporting our suggestions and by being relaxed and with the right attitude.

EDUCATION

Our Pre-Primary School is aimed at developing all aspects of the child, the intellectual, physical, social, emotional and spiritual self-i.e. the whole child. This is done informally in a structured environment which means that activities are given to the child to develop optimally. Many of these activities are in the form of play because it is through play that a child learns.

Reading, writing and mathematics are not part of the pre-school curriculum as such but pre-reading, pre-writing and pre-maths skills are developed by daily activities presented at school. The Grade R children have access to computers and specific programs, chosen by the teachers, which are used to reinforce concepts. Learners are also introduced to an Early Reading Programme.

DAILY PROGRAMME

All children must arrive before 08h30 and, unless they are in Aftercare, collected by 12h30. It is very unsettling for your child and disruptive for the teacher and the children who are settled and ready for the daily activities if your child arrives late. Learning to be on time is a life skill. Punctuality must be instilled from an early age. Late arrivals must be left in the office with the secretary who will take them to their respective classes – not a very good way to start the day.

If arrangements were not made for Late Collection, children still here at 13h00 will be sent to aftercare and the cost will be invoiced on the monthly statement.

07h15. School doors open by teacher on duty.

Children are to place their bags in their lockers and their fruit in the fruit basket. Fruit must be sent to school on a Monday, Tuesday and Wednesday.

Bring a snack in a marked container and a juice/water in a marked plastic bottle – no fizzy cool drinks

08h30 Morning Ring. Children are called into their respective groups and the theme for the week is introduced. Activities are based on this discussion and it is thus important for all the children to participate. All pre-reading, pre-maths and pre-writing skills for the day are introduced during this ring.



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09h00. The two groups come together and the activities available in the Creative Room and in the Resource Room are presented.

The children are now able to choose which activities to do. It must be stressed that all children are encouraged to attempt to do a variety of activities. Where a child chooses to play or work in only one specific area or choose to avoid certain activities, we would attempt to ascertain the reason for this. This can be an important indicator to identify potential problems or areas on which development should be concentrated.

During this period the Music room will be allocated to a different class each morning for any musical activity such as percussion instruments, movement/dancing and dramatizing. Developmental play and ball skills are part of our daily learning activities.

10h15. The classroom doors are opened and the children may enjoy supervised play.

10h45. Mid-morning Snack. Your child should have breakfast at home. Encourage them to eat a light snack such as toast with spread and juice or milk.

We cannot over-emphasize the importance of healthy eating habits. Sweets, sugary biscuits and chocolates are not allowed. Each teacher has a list of “allowed” food.

Suggestion for School Snacks.

A whole-wheat sandwich cut into quarters

Savoury biscuits

Dried fruit and nuts or sausage

Cheese wedges

Carrot sticks

Cucumber sticks

Yogurt

Avoid food/drinks containing preservatives and artificial colorants

11h00: Free play in the garden and on the veranda

11h45: Tidying up of outside activities.

12h00: Children come inside and settle down for story time.

12h30: Children can be fetched from their classes. Children will not be allowed to go home with anyone besides their parents unless the teachers have been informed by writing the details on the white board s that are available in each of class room.

After-care commences for the children remaining at school, and the routine is as follows:

12h30: Lunch in their classrooms which is provided by the school

13h00: Supervised free play outside

13h30: Toilet routine and story

13h45: Rest

14h30: Supervised outside play.

15h00: Half-day aftercare children to be collected.

15h15: Snack provided by the school

15h30: Outside play or activities provided in the music room.

17h00: Pack away garden toys and inside activities.

18h00: School closes. Last child to be collected by 18h00 or a penalty will be levied.

Extra Mural activities are available after 12h30. Information can be obtained from the relevant Extra Mural Instructors.

Ice-Lollies/Hot Chocolate will be sold on Wednesdays.

Hotdogs will be sold on Thursdays. All orders must be placed by the Wednesday.

Fridays are Jelly Days. This will be sold at 50c a bowl after snack time.



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PROGRESS REPORT:

The Younger Group and the two Middle Groups will receive a Social and Emotional Development Report at the end of the first term. Parents will receive a detailed report at end of the second term. These will be discussed with them by the teacher. The final report will be handed out at the end of the fourth term. A verbal report will be given to parents at the end of the third term only if there are areas of concern.

Older Groups will receive four detailed reports at the end of each term.

IN CASE OF EMERGENCY:

It is important that we are provided with alternative telephone numbers in case we cannot contact you on the given number. Please remember to update this information if any changes take place.

MEDICATION:

Children should not be sent to school if sick, coughing or feverish. However, if your child has been seen by a doctor and is over the worst of the illness, we are willing to administer the prescribed medication as per instructions. To ensure that all procedures are followed correctly, a form must be completed and be handed to the teacher on duty with the child's name clearly marked on the medication.

NO MEDICATION WILL BE ACCEPTED OR ADMINISTERED WITHOUT THIS FORM.

Medication found in the child's bag will be confiscated. It is the parent's responsibility to ensure that the medication is taken home at the end of each day.

HEALTH:

Periodic hair inspection takes place and should the child present with nits and lice, the child must be fetched from the school immediately.

DISCIPLINE:

Responding positively to discipline is an important learning and life skill. We encourage children to verbalise their feelings. We encourage the "do not touch/hurt anyone's body" rule. In the class we implement the following steps:

- Warning and explanation:
- Removing the child from the adverse situation if the warning was not sufficient
- After a cooling down period, helping the child to find another activity or friend or returning to the original activity successfully.

However, if a child continues to deliberately ignore a request or is verbally or physically abusive, parents will be notified by letter which they must acknowledge.

The signed letter must be returned to the school.

After 3 warnings the parents will be requested to attend a meeting at school to plan a way forward.

Should unacceptable behaviour continue, parents can be requested to remove the child from school for a period of time.

CLOTHING:

Children should wear comfortable clothing e.g. shorts, t-shirts and tracksuits. Avoid small buttons and belts with buckles as children cannot un-do these. If they dress in character outfits they may not wear headgear or cloaks. Encourage your child to school to come to school without shoes in summer. Slip-slops or shoes with a heel are dangerous in the playground and must be left in the locker.

Gumboots are ideal for wet days in winter.

LOST PROPERTY:

All clothing and shoes must be clearly marked so it can be returned to the owners. Children often do not recognise their clothing once they take it off – parents must please check that clothing is brought home.

Unmarked clothing will be on display for a week and if not claimed, will be distributed amongst organisations which support needy communities.



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TOYS:

Children are not allowed to bring toys to school. Parents will be informed when it is the SHOW AND TELL DAY and then they are allowed to bring something special or theme related.

TOILETRIES:

Each child will receive a list of toiletries to be brought to the school at the beginning of the school year. The number of items on the list may change but it includes toilet rolls, tissues, soaps and foam hand sanitizer.

OUTINGS AND VISITORS:

Unless otherwise stated, we encourage families to join us on our outings. We request the children bring a **PICNIC LUNCH** i.e. lunch and drink containers must be disposable. Treats are also allowed on those days. No child will be allowed to accompany us on the outing unless we receive a signed consent form from the parent.. We will often invite visitors to the school to reinforce concepts in a fun, informative way.

PARENT-TEACHER EVENINGS.

We have a meeting for parents before the A.G.M. This is your opportunity to meet the teacher and to find out more of what happens at school on a daily basis.

We also have an open day at the school and parents are invited to spend the morning in the class with their child. Speakers are also invited to address matters of interest to you as a parent.

AFTER-SCHOOL CARE:

After- school care is provided for children from our school requiring this facility. Times and costs will be decided by management and communicated to the parents by letter. A cooked meal, fruit and desert as well as an afternoon snack will be provided. When children require special meals (e.g. yeast free) we would request parents to please provide these lunches, as we do not have the resources available to cater for specialised meals. After-school care is also available on a casual basis. Children are provided with a mattress and they may bring a small blanket.

HOLIDAY CARE:

This is available during school holidays at an extra daily charge per child as this does not form part of the regular Term or Monthly after-care fees. Holiday care closes from mid-December to mid-January. Information on dates will be made available to parents.

NOTICE BOARDS:

OUTSIDE: Relevant information is written on the board

INSIDE: These white boards are for parents to pass a message on to the teacher. Please date and write your message or request. It is very important that if there is a change in the collection of your child that it is written on the board, or phone the office and it will be written by one of the staff members.

TRAFFIC RULES:

Keep the circle clear.

Keep left around the circle and park in the designated parking bays.

Encourage children to walk within the yellow line.

The safety of our children is of utmost importance. Please remember that they are the parents responsibility until they enter the front door, so please drive slowly, do not use your mobile phone and be aware of the children walking and crossing the driveway.



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BLOUBERGRANT PRE-PRIMARY ASSOCIATION:

By being a parent at our school you automatically become a member of the Bloubergrant Pre-Primary Association and are entitled to attend the Annual General Meeting. Copies of our constitution are available to all members. Please request it from the school secretary should you require one.

MANAGEMENT COMMITTEE:

All decisions on the finances and the running of the school are done by the principal and the Management Committee. Please volunteer your expertise and services by giving your name to the Secretary.

PARENT TEACHER ASSOCIATION:

The P.T.C is involved with fund raising and the organisations of activities at the school. All parents who would like to be part of this dynamic, hardworking team should volunteer their help at our A.G.M. or give their names to the school secretary.

We rely heavily on money raised by the PTC to purchase equipment for the school and assist with the running expenses.

NEWSLETTER:

A weekly newsletter will be sent to all parents via e-mail every Friday. If you do not have access to e-mail please request a copy from the secretary. Please let the office know if you do not receive your newsletter. The purpose of this is to keep the parents updated on events to diarise and also for any requests, thanks and general notices that we wish to bring to your attention.