





# ST HELENA PRE-PRIMARY SCHOOL SCHOOL RULES



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## 1. SCHOOL HOURS

St Helena Pre-Primary School is a Departmental Pre-Primary School and functions like any other Pre-Primary or Primary School, the school is therefore closed on SATURDAYS and on PUBLIC or SCHOOL HOLIDAYS.

Half day      **07:00 – 13:30 - 1 x Lunch box**  
Full day      **07:00 – 17:30 - 2 x Lunch boxes**

**PLEASE KEEP TO THE ABOVE MENTIONED TIMES, AS OUR STAFF ALSO HAVE OTHER RESPONSIBILITIES AFTER SCHOOL.**

### SCHOOL FEES

#### REGISTRATION FEES

**R250-00**      Once off payment. Not refundable

#### TODDLER GROUP-HALF DAY FEE

Option 1	<b>R950-00</b>	11 Monthly Payments	<b>Excluding</b> school holidays
Option 2	<b>R2850-00</b>	1st, 2nd & 3rd Quarterly Payments	Payable at the <b>beginning</b> of each term
	<b>R1900-00</b>	4th Term	

#### TODDLER GROUP-FULL DAY FEE

Option 1	<b>R1300-00</b>	12 Monthly Payments	<b>Including</b> school holidays
Option 2	<b>R3900-00</b>	4 Quarterly Payments	Payable at the <b>beginning</b> of each term

#### PRE-PRIMARY-HALF DAY FEE

Option 1	<b>R750-00</b>	11 Monthly Payments	<b>Excluding</b> school holidays
Option 2	<b>R2250-00</b>	1st, 2nd & 3rd Quarterly Payments	Payable at the <b>beginning</b> of each term
	<b>R1500-00</b>	4th Term	

#### PRE-PRIMARY-FULL DAY FEE

Option 1	<b>R1020-00</b>	12 Monthly Payments	<b>Including</b> school holidays
Option 2	<b>R3060-00</b>	4 Quarterly Payments	Payable at the <b>beginning</b> of each term

**The school will be closed from 16 December to 4 January 2017**

**IF YOU PAY IN ADVANCE FOR THE ENTIRE YEAR (Before the 28th of February),  
A DISCOUNT OF 10% WILL BE GIVEN ON THE GRAND TOTAL**

**NOTE: Increases take effect in January of each year, ±10%**

**Included in School fees**

Recorder Classes - Grade R  
Fedukwas - Grade R

**ELECTRONICAL PAYMENTS**

You are welcome to pay the school fees electronically. (The Pre-Primary School prefers electronic payments.)

The banking details

**Nedbank Welkom – Cheque account**

Bank Code: **166-234**

Account number: **1662 027974**

**Child's name and surname:** *Junior Magadla* (example)

**(It is very important that you use your child's name and surname as reference).**

**RECEIPTS are issued for all monies paid. Make sure you receive it and please keep it for 1 year. If queries arise, it is your only proof.**

## **2. PRE-PRIMARY SCHOOL'S ADDRESS**

Name:	St Helena Pre-Primary School	Postal address:	PO Box 55103
Street Address:	14 Unicorn road St. Helena 9459		EERSTEMYN 9466
Phone/Fax:	057-352 8126	Email:	sthelenapps@gmail.com

## **4.A CONTRIBUTIONS – TODDLERS (1-3 YEARS)**

### **R95-00 X 1 ANNUAL CONTRIBUTION - COMPULSARY**

Annual contributions are **compulsory** (1 February or 14 days after admission) **Payment must be** made at the office or electronically transferred to the school's account.

#### **SCHOOL BUYS THE FOLLOWING WITH THE R95-00**

R15-00	Face cloth	Uniformity
R15-00	ID Photo	Each year of the child's Pre-school years
R15-00	Envelopes	Your statements
R50-00	Portfolio	Your child's portfolio – becomes his/her property at end of the year
<b>R95-00</b>	<b>(ONCE OFF PAYMENT)</b>	

## **4.B ANNUAL CONTRIBUTIONS – PRE-PRIMARY SCHOOL (3-6 YEARS)**

### **PAYMENT MUST BE MADE FOR ANNUAL CONTRIBUTIONS**

Annual contributions are **compulsory** (1 February or 14 days after admission-contribution's **payment must be** made at the office or electronically transferred to the school's account)

#### **SCHOOL BUYS THE FOLLOWING WITH THE R200**

R20-00	Large box of plasters	Uniformity
R25-00	<b>Liquid</b> hand wash	Uniformity
R60-00	Wet Wipes	Uniformity
R15-00	Face cloth	Uniformity
R15-00	ID photo	Each year of the child's Pre-school years

R15-00	Envelopes	Your statements
R50-00	Portfolio	Your child's portfolio – becomes his/hers at end of the year
<b>R200-00</b>	<b>(ONCE OFF PAYMENT)</b>	
<b>4.C QUARTERLY CONTRIBUTIONS – PRE-PRIMARY SCHOOL 3-6 YEARS</b>		
<b>R100-00 X 4 QUARTERLY CONTRIBUTIONS</b>		
Every quarter each child is responsible for the following contributions: 1 February or 14 days after every term has started, contributions can be <b>paid</b> or <b>handed</b> in at the class teacher. (Parent/ foster parent <b>must</b> sign when contributions are handed in)		
1	Box Tissues (200)	
1	Handy Andy	
1	Domestos	
1	Bostic Clear glue	
<b>R100</b>	(If you cannot buy the quarterly contributions you can pay <u>R100</u> at the school office instead)	

### **QUARTERLY CONTRIBUTIONS**

Contributions must be handed in to his/her class. It must be ticked off against a checklist and you as the parent/foster parents must sign next to it.

### **QUARTERLY CONTRIBUTIONS SENT WITH THE CHILD**

If your contributions are sent with your child, **PLEASE** mark the bag. **PLEASE** indicate the information on the envelope as well:

- Name of Child
- Date
- Contents of the bag

**Contributions are determined according to the NEEDS OF CHILDREN AND IF CHANGED, a CIRCULAR (notice) WILL be sent out.**

## **5. SCHOOL FEES**

School fees are **PAYABLE IN ADVANCE**. Payments are **STRICTLY** in accordance with **SPECIFIC DATES**.  
**ALL PAYMENTS MUST BE MADE ON OR BEFORE THE 7TH OF EVERY MONTH.**

### **INCREASE OF SCHOOL FEES**

The Governing Body of St Helena Pre-Primary School maintains tight control over the financial position of the Pre-Primary school. School fee increases are in January of every year. The governing body represents the parents, therefore a mandate is not needed to increase fees.

### **UNFORESEEN CIRCUMSTANCES**

Cases that have merit will be discussed with the Principal and submitted to the Governing Body for approval.

## **IRREGULAR OR NON PAYMENT OF SCHOOL FEES**

School fees that are not paid promptly will be handed over to the debt collectors which means that they will add their fees. Your name will also be handed over to the **Credit Buro** for bad debt.

Pre-Primary School is not compulsory. If payment is not up to date the child will not be able to attend school.

### **NO REPORTS OR CERTIFICATES WILL BE ISSUED UNTIL THE FEES ARE FULLY SETTLED**

## **HOLIDAYS Family holidays during school terms**

If parents withdraw children during the school term for any reason, e.g. family vacations, you are still RESPONSIBLE FOR THE PAYMENT OF SCHOOL FEES - no concession in this regard will be made. You may also not un-enroll your child for your holiday period.

## **CANCELLATION OF SCHOOL ATTENDANCE**

If your child is **no** longer going to attend the Pre-Primary School, YOU MUST SUBMIT A WRITTEN CALENDAR MONTH'S NOTICE. If you fail to comply, you will be responsible for the relevant months' fees.

## **SENDING / RECEIVING OF SCHOOL FEES**

All fees must be handed in by the PARENT to the secretary (if she is unavailable - staff), NOTE: BOTH PARTIES must sign. Please do not send ANY money with your child. If you do, you do it at your own risk! The Pre-Primary School accepts NO RESPONSIBILITY for any such losses.

If you send it with your child's taxi-driver to school it should be handled as follows:

In a Sealed Envelope with the following information:

- Name of child
- Date of payment
- Amount of money included
- Payment specified: School Fees / Photo fees / etc.

**Note:** The above is the only method of cash payment - envelopes are filed and serve as an additional control measure.

## **6. FUNRAISING PROJECTS**



### **FUNDRAISING PROJECTS ARE ESSENTIAL TO ENSURE QUALITY EDUCATION**

St Helena Pre-School is a NON PROFITABLE INSTITUTION; ALL SCHOOL FEES AND OTHER FUNDS are ploughed back into the Pre-Primary children of that specific year to ensure ABSOLUTE QUALITY EDUCATION. The Pre-Primary School is self-sustaining. It is OPERATED ACCORDING TO A STRICT BUDGET and ALL AUDITED STATEMENTS are approved annually by the AUDITORS of the school.

School fees are determined by mandatory spending and minimal unforeseen circumstances. Therefore **FUNDRAISING PROJECTS** are essential for quality education and enrichment opportunities. Fundraising projects are judiciously planned - the success of such efforts depends on the SUPPORT AND CO-OPERATION OF EVERY PARENT.

## **7. ADDITIONAL EXPENSES YEARLY – YOU AS PARENTS MUST BUDGET FOR**



### **MOTHER'S- AND FATHER'S DAY – COMPULSARY**

The children make a Mother's and Father's Day gift every year. The secrecy gives them great pleasure. However, there are costs involved and every child is expected to contribute ±R200-00. This is to cover the expenses for the Mother's and Father's Day gift. Please send it in the month of May every year.

### **CONCERT - THIRD / FOURTH QUARTER - COMPULSARY**

Our concert at the end of the year for our Pre-Primary School is the gala event of the year! We also use the occasion as a fundraiser for our expenses in December, when the half-day children do not pay school fees. We want to inform parents in advance that there are costs attached to this event. It includes a "concert" in which all the children participate. There are tickets sold and the cost is ±R100-00 per person. Budget early for our gala event!

## **8. PRE-PRIMARY SCHOOL - CLOSE / RE-OPENS**



The Pre-Primary School CLOSSES at 10:00 on the last day for the half day children. The School RE-OPENS again at 07:00 (normal school hours) on the first day of the next term.

**Please note that the full day children continues normally.**

NOTE: There are Homework classes for Primary learners from **13:30 to 17:00** on the Pre-Primary grounds. Homework classes- Mrs. Marlene Nagel – telephone number 0823711183.

## **9. ARRIVAL AND DEPARTURE**



### **ARRIVAL**

There will be supervision between 07:00 and 08:00 for the children. All children play outside during this time. The Pre-Primary School opens at 07:00. Please do not leave any child unattended before 07:00 - even if it is within the Pre- Primary School's grounds, you do so at your **OWN RISK!** Brothers / sisters of the Primary School who accompany Pre-Primary School children must please leave for their respective classrooms after drop-off and not stay at the Pre-Primary School unnecessarily.

### **DEPARTURE**

The Pre-Primary School's gate is locked at 08:00 and unlocked at 12:15 in the afternoon.

### **All children must be signed out when they leave the Pre-Primary School grounds**

- There will be supervision **only between** 13:00 and 13:30 for the half day children waiting for their parents. (after 13:30 we start with our afternoon care programme)
- All children must be fetched by adults from within the Pre-Primary School ground to go home.
- **No** arrangement must be made with your child to wait at the school gate.
- All children must be signed out before they leave the school premises.
- Brothers / sisters, who pick up Pre-Primary School children, must please leave immediately and not play or experiment with equipment.

- If your housekeeper is fetching your child, please do not let her be accompanied by one or more friends/girlfriends.
- If you arrange that your housekeeper fetches your child, please inform the staff and also send a written consent.

### **MAIN ENTRANCE OF THE PRE-PRIMARY SCHOOL (UNICORN ROAD)**

The Primary School's gate across the entrance to the Pre-Primary School, is only an **ENTRANCE**. When this gate is entered you must leave the school grounds through the other Primary School's gate - which is the **EXIT**.

**Your co-operation in this regard will be greatly appreciated.**

### **10. GATES**

- The Pre-Primary School gates are intentionally EQUIPPED with CLIPS that are out of reach for toddlers.
- This is a safety measure in the interest of your child! NO child should open any of the gates OR under any circumstances EVER climb onto any of the gates.
- ACCOMPANY YOUR CHILD INTO THE SCHOOL GROUNDS, OPEN AND CLOSE ALL gates! Please DO NOT just leave your child outside the gate, accompany him/her INSIDE.
- **It is your responsibility as parents to ensure that this urgent matter is related to any person/s who transport your child.**

### **WRITTEN CONSENT**

Entry forms must contain the required information of WHO parents have given consent to, to fetch their children. If you arrange with an unknown person to fetch your child, you must give a notice in advance. Without your consent, the staff will refuse to let the child leave the premises.

**Any message or request must be in writing or by telephone. Please do not send a message with your child.**

### **VISITORS DURING SCHOOL HOURS**

Arrangements must be made in advance with the class teacher or secretary, should you wish to collect your child during school hours. *In the case of an emergency*, (you require access during school hours), there is a bell fitted at the gate.

### **11. CHILDREN NEED THE FOLLOWING TO ATTEND THE PRE-PRIMARY SCHOOL**

#### **SCHOOL BAG**

Please buy a bag which is big enough for shoes, a sweater / jacket and a set of dry clothes. Mark the bag inside with his/her name. On the outside attach a sticker or picture so that your child can identify his/her bag. (This will prevent strangers from knowing his/her name.)

## **EXTRA SET OF CLOTHING**

Accidents or weather conditions often cause wet and dirty clothes. The Pre-Primary School does not have the necessary clothing to replace children's clothes. Each child must bring an extra set of clothes and underwear daily.

## **12. LUNCHBOXES**



### **CONTENTS OF LUNCHBOXES**

St Helena Pre-Primary School does not provide refreshments. Parents are responsible for their own child's sandwiches, juice/cool drinks daily for them to enjoy during snack time.

To make the refreshments time a pleasant experience for ALL children, we therefore strive towards uniformity while still allowing for a balanced diversity. It is no pleasure to watch other friends repeatedly eating treats. For the above goal, several guidelines are laid down.

Parents are requested to please stick to the DAILY suggestions below:

### **LUNCHBOX - MONDAYS TO FRIDAYS**

**Two minute noodles cannot be cooked at school, we can only warm it.**

**All fruit must already be peeled and cut at home.**

### **SANDWICHES, FRUITS AND JUICE / SODA**

NO Candy, sweets or chips may be sent **during the week, only on Fridays!**

Sandwiches are packed in a marked plastic container.

Juice / beverages must be in a labelled, plastic bottle that is sealed to prevent leaking.

### **FRIDAYS – TUCK SHOP DAY**

FRIDAYS: Still send a sandwich for your child.

Tuck shop money is payable with the school fees.

**R4 per Friday- Toddlers**

**±R6 per Friday- Pre-Primary children**

## **13. SCHOOL UNIFORM - COMPULSORY**



### **PURCHASE OF CLOTHING**

Stock is available at the school's office. Sizes range from 1-2 years to 8-9 years.

**School uniforms** are compulsory on **Fridays**, outings and special days.

### **T-SHIRTS:**

Shirts can be worn to school every day. Parents are invited to purchase a T-shirt for R110.00 to R150 per T-shirt (depending on the size).

### **SHORT PANTS/SKIRTS**

The short pants/skirts along with the T-shirts are worn as a uniform, creating a neat appearance. The price of school short pants or skirts ranges from R90-00 to R110-00 per item.

## **TRACKSUITS** **VERY IMPORTANT**

You can order a tracksuit for your child during February for the winter - to ensure that we have enough stock for the winter. Prices vary depending on size - R320 to R350.

**Tracksuits are compulsory during winter.**

## **PLEASE MARK YOUR CHILD'S CLOTHING CLEARLY!**

Clothes at various chain stores seem to be all the same. Pre-Primary School T-shirt, shorts/skirts and tracksuit look the same - it is impossible to identify or to allocate unmarked clothing.

**Children are taught to place their clothes in their suitcases at the Pre-Primary School. Please re-inforce this at home so that they do not forget and it also teaches them to be responsible.**

## **14. SCHOOL ATTENDANCE**

### **REGULAR SCHOOL ATTENDANCE**

- Regular school attendance by your child will be recommended as there is ongoing work. Work and existing knowledge skills serve as basis for further knowledge and development.
- Social relations between children bind more easily without interruptions. Set routines ensure emotional security and safe secure feelings.
- Since Pre-Primary education is not compulsory you may take your child for important issues, special experiences and trips of family and holidays with you.
- However, please do this wisely and make such cases the exception not the rule.
- Please also inform the school of such opportunities.

## **15. NOTIFY THE PRE-PRIMARY SCHOOL OF THE FOLLOWING**

### **NOTIFY THE CLASS TEACHER OF THE FOLLOWING**

When your child is going on a holiday during the school term.

When your child is going for an operation, if he/she is hospitalised or injured.

### **ALLERGIES**

Notify the school in writing of ANY allergies (e.g. bee sting, medication, food, etc.) Discuss the emergency treatment, medication and warning signs. The teacher must be fully aware of it. It can be vital.

### **THERAPY**

If your child is in therapy, e.g. speech or occupational therapy, keep your child's teacher informed of his/her progress or problem areas.

### **EMOTIONAL DISTRESS / UNCERTAINTY OF ANY TRAUMATIC EXPERIENCES**

Tell the group teacher if your child is going through an emotional experience, due to unusual circumstances or experience(s); death of a family member, pet, etc. Children's behaviour is influenced by emotional experiences. Any behaviour of your child that worries you, please come and discuss this.

Contact the relevant group teacher or principal. They are qualified for this task and in a good position to objectively evaluate your child. Remember, please make an appointment in advance.

### **SICK, FEVERISH AND/OR MEDICAL TREATMENT**

Let your child's teacher know if your child is absent due to illness. If your child is at school, please discuss the administration of his/her medicines properly - send with medication administration details.

**Note:** No medication may be in your child's bag. Submit all medication in person to one of the staff, preferably your child's teacher.

*IT IS YOUR RESPONSIBILITY AS A PARENT TO ENSURE THAT YOU TAKE YOUR CHILD'S MEDICINE HOME. STAFF ACCEPT NO RESPONSIBILITY FOR MEDICINE FORGOTTEN AT THE PRE-PRIMARY SCHOOL.*

### **16. CHILDREN'S BIRTHDAYS**



**PLEASE ARRANGE IN ADVANCE WITH THE TEACHER  
(THIS IS VERY IMPORTANT)**

When it is your child's birthday you may, if you so choose, bring eats for the class friends in his/her group. Please arrange **in advance with the teacher** in this regard. Please do not put balloons in the birthday packages! Please ask the class teacher for the number of children in the class. This is to ensure that there will be eats for the whole class.

### **IMPORTANT: LIBRARY OF PRE-PRIMARY SCHOOL**

To complete the school library, it is customary that all children on their birthday **give a book** or **buy a book at the office** (of their choice) towards St Helena Pre-Primary School's library. Each child's name and the year it is donated, will be put in the front of the book. This is a precious memento of your toddler.

### **17. OUTINGS**



The staff plan and organise outings for the children. If you prefer your child not to attend, you are responsible for his/her care on that day. There will be no supervision at the pre-primary school, because all the staff accompany the children on outings. Trips offer opportunities for learning experiences for your child and contribute to their development of positive self-esteem and greater self-reliance. The **Pre-Primary School's clothing** is worn on all trips - it makes identification of the children easier.

**THE GOVERNING BODY AND STAFF do not accept responsibility for  
Injuries sustained on school property or during outings**

### **18. CHANGES CONCERNING YOUR PERSONAL INFORMATION**



**On the recommendation of the Governing Body, we request you to provide copies of BOTH parents' identity documents, child's birth certificate, clinic card, medical card and proof of address.**

Please inform the Pre-Primary School if:

- Your address changes
- Your phone numbers change (Home / work / mobile numbers)
- Your job's details have changed
- Your medical aid and number has changed
- Your doctor's details have changed.

**All parents / foster parents must complete a new entry form annually, to ensure all information is correct.**

## 19. CIRCULARS

PLEASE READ IT CAREFULLY. It contains IMPORTANT INFORMATION. Information on reply slips must be returned to school the next day.

**Bulk-SMS-system: Make sure that the school office has your correct telephone number, as you will receive sms's on a regular basis**

## 20. ACTIVITIES NOT INCLUDED IN SCHOOL FEES

Playball (Sport for life)  
 Beaux Arts (Art classes)  
 English Wise (Development of the English language)  
 Computer classes  
 Swimming classes  
 Rugga kids (rugby development)  
**THESE ABOVEMENTIONED ACTIVITIES ARE NOT COMPULSARY**

(1 X per week during school hours)

\*All the above mentioned activities are up to the discretion of the parents.

## 21. PLEASE TAKE NOTE OF THE FOLLOWING

**NONE OF THE FOLLOWING IS ALLOWED DURING SCHOOL HOURS!**

Toys	Precious Possessions
Books	Pets
Drawing Media	Rings
Balloons	Watches

**A child may only bring his bag, 2<sup>nd</sup> set of clothes, water/cool drink bottles and lunch box to school!**

## 22. EVENTS DURING SCHOOL HOURS

If you as parents are unhappy or unsure about any aspect regarding your child's development or any incident during school hours, please feel free to discuss it with the principal. **(Please make an appointment.)**

**COMMUNICATION solves problems and can only benefit your child.**

## 23. APPARATUS

If your child accidentally takes property belonging to the Pre-Primary School home, we ask you to please return it the next day.

## 24. SAFETY

Safety is the main priority and therefore please comply with the PRESCRIBED STANDARDS AND REQUIREMENTS. All equipment is THOROUGHLY CHECKED for potential weaknesses on a regular basis so that appropriate repair can be done immediately.

**NO CHILD of the Pre-Primary School will be ALLOWED without arrangement to go to the Primary School. If they do go, it will be in a group, accompanied by a staff member.**

## 25. THE PRIMARY SCHOOL LEARNERS



Since Pre-Primary School children are no match against the Primary School learners, the Pre-Primary School site WILL NOT ALLOW grade 1 and 2 learners at 13:30, while waiting for their parents. Please, no personal requests in this regard to the staff. Such requests create awkward situations. No Primary School learner/s can be accommodated on the Pre-Primary School grounds. The above mentioned rule does not apply to the Homework class's learners.

## 26. PRIMARY SCHOOL – EXAM TIME



When the Primary School close at 12:00 in exam time, or have special events and close earlier, **THE NORMAL SCHOOL HOURS** still apply to the **Pre-Primary School**. Children follow a program and we would appreciate it if you do not fetch the children early.

**NO** brothers/sisters may come along to the Pre-Primary School the last day of the quarter. **NOTE:** If you want to arrange for a friend or family member to attend the Pre-Primary School for a day or period, you are welcome. (Permission must be obtained in advance from the school office of the Pre-Primary School and payment must be made in advance for such circumstances.)

## 27. CONCLUSION



The staff work with your most "treasured possession", we therefore at all times strive to create a safe, but stimulating play and learning environment.

We would like to maintain a good parent/school relationship which can only happen if you are involved.

**Home and school need to work  
together if we are to help your child**