

## From the Principal's desk...

Thank you for enquiring about Everwood pre-Primary  
Herein please find all you'll need to know...



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JHB North  
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### Home away from home...

We provide your precious child with one on one tender loving care, personal attention to encourage individuality, and a safe and stimulating environment.

### Mission Statement

#### This is achieved by:

Stimulating our children in a "Home away from home" environment that he/she will not be only a number, but where we take the time to get to know our children individually in a comfortable and secure environment.

We believe in developing them to their full potential, so that they will have the tools to face the future filled with self confidence.

We encourage our children to have a sense of belonging and purpose, and a positive self-image that values uniqueness.

We believe that trust is developed through relationships...  
Acceptance grows from unconditional love from parents and teachers...  
Independence is developed by giving a child age appropriate choices...  
Guidance is direction given to help a child make choices...

Our school has qualified teachers, assistants, a cook, and a gardener who are all dedicated to the children and their enthusiasm, and this is a true reflection in our schools positive outcome.  
We employ staff that are kind, caring, empathetic, and staff that are willing to go beyond the call of duty...

## About us

### School terms

We follow Government school terms, but a fun and stimulating holiday care programme is provided at NO extra charge.

School is closed on public holidays and "school holidays" i.e if a public holiday falls on a Tuesday or a Thursday they school is closed on the Monday and/or Friday.

Your child will receive a detailed report at the end of each term, as well as their workbook and art folder for you to see what they have achieved within that term.

### Classes

We are proud to offer small classes, where individual attention is possible.

We accept children into our care from the ages of 4 months to 6 years old. During your child's time with us here at Everwood your child will be presented with the opportunity to develop his/hers full potential.

Numeracy, Literacy, and life skills in the foundation phase are based on a curriculum prescribed by the Department of Education. Our programme also accommodates enrichment and remedial activities.

Your child will be assessed on a daily basis and reports are issued, at the end of the first, second and fourth term. School readiness tests are also done twice a year.

Your child will be divided up into their class according to age.

Our large playground offers opportunities for your child to develop gross motor skills to their full potential.

### **Our classes are divided up as follows:**

**The Bears;** Age 4- months - 2 years (Teachers Mavis & Lauren)

**The Monkeys;** 2-3 years old (Teacher Arina)

**The Hedgehogs;** 3-4 years old (Teacher Elana)

**The owls;** 4, 5, 6 year olds (Teacher Sarah)

### School Hours:

School hours are from 06:30 until 18:00, full day

6:30 until 14:00 half day

Monday to Friday.

### Fees

**\* All fees are to be paid before the first day that your child starts school**

<b>Deposit</b>	<b>R 2 450.00</b>
<b>Annual levy (Toiletries and stationary fee)</b>	<b>R 650.00</b>
<b>Full day fee</b>	<b>R 2 450.00</b>
<b>Half day fee</b>	<b>R 2 150.00</b>

~The deposit is refundable if one months notice is given in writing.

~The levy is paid annually. This included all art material and toiletries that will be used on a daily basis and your child will never be sent home with a list of goodies to be purchased after each term.

~ Fees are to be paid one month in advance and no later than the last day of the month,

~ Penalty fees will be given to parents that fail to pay or collect their child on time.

~ Fees increase annually by +- 10%.

### **Nutritional Meals**

Health is viewed as a top priority so we offer 2 healthy cooked meals a day, are provided (breakfast and lunch) and 2 nutritious snacks.

The meals are always well presented and wholesome.

**Our menu consists of the following; and are varied throughout the term**

#### **Breakfast**

Jungle oats/ Creamy meal/Maltabella

#### **Lunch**

Chicken-a-la King and rice;

Mince and veg Spaghetti bolognaise;

Fish fingers, backed beans, peas, rice, with tomato and onion gravy,

Cottage pie and sweet corn

Chicken stew, mixed veggies and rice

Scrambled eggs, & ham served with a fresh bread roll.

Hot dogs and cucumber slices

Home made Butternut/ Chicken soup with toast

Make your own Pizza

#### **Snacks**

Juice, water, rooibos tea

(Seasonal fruit) Apples, bananas, watermelon, pears, sandwiches, biscuits

### **Bring your bike to school Thursday**

Every Thursday the children are allowed to bring their bicycles to school and ride. (Weather permitting) Their bicycles are required to go home with them at the end of that day.

### **Baker's day and Show and Tell**

Every alternative Friday will either be Bakers day or Show and tell.

For "show and tell Friday" the children will be required to bring an item from home that relates to the weekly and discuss it in front of their peers. This will build confidence, increase their vocabulary and knowledge.

### **Sweet Friday**

Here at school we endorse healthy eating and we encourage children to drinks lots of water. We have a **NO** sweet policy excepting on a Friday or if there is a birthday party during the week.

### **Extra Murals**

We offer various extra murals for parents to choose from.

~ Be-Sharp Beatles

~ Stimuzone- Computers

~ Soccer stars

~Dance mouse

~ Active Kids (from 2013)

### **Communication**

Newsletters will be e-mailed regularly as a method of on-going communication with parents.

Each child is provided with a message book, parents can look forward to daily communication from the teachers informing you of your child's specific progress, as well as what the theme will be for the week and if there are any areas to concentrate on, or what areas your child is excelling in.

This is a wonderful way to communicate with you. This "talk book" helps to facilitate open communication between teachers and families. We encourage families to be active in their child's education.

### **Baby class Daily routine**

Our babies are loved, cared for and stimulated, in a very loving and nurturing environment, with individual attention.

~We supply Finsen paste/Bennett's bum cream and Sudo-cream (when necessary) and wet wipes.

~Parents to please bring along nappies and your child's formula.

### **Baby Daily Programme**

6:30 - 9:00	Arrival
8:00 - 8:30	Breakfast
8:30 - 9:00	Play - Bible education/stories, Outdoor free play (weather permitting)
9:00 - 9:45	Nappy change, notation in talk books and bottle (formula/tea/juice)
10:00	Snack- (seasonal fruits/biscuits)
10:00 - 11:30	Activities: Activities may vary from day to day
	*Arts and crafts (theme based and age appropriate)
	*Music and movement
	*Age appropriate educational toys/games (peg puzzles, building blocks, big Lego, balls...)
	*Outdoor free play (weather permitting)
	*Sensory play/fun (play dough, jelly, bubbles, sand... etc)
11:30	Nappy change
11:45- 14:00	Lunch, bottles, and rest period (may vary from child to child)
14:00 - 15:00	Nappy change (half day children go home at 2:00pm)
15:00 - 17:00	Organised & free play activities, nappy change, and preparations to be collected.

### **School Holidays**

We **do not** close for school holidays, excepting in December when school will be closed, normally around the 15<sup>th</sup> of December to the 12<sup>th</sup> of January.

When school holidays do occur, we take a break from our daily routine of teaching and doing a theme, and we do fun activities, some of these activities include the following and parents may be required to pay for their children to participate:

- ~The travelling zoo
- ~ Pony rides
- ~Jumping castle
- ~Slip and slide fun
- ~ Puppet shows
- ~Face painting
- ~ Picnics
- ~Pyjama day

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## Daily Programme/Routine 2-6 year olds

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6:30-7:00	Arrival- Children read books in the library
7:00-8:00	Inside structured play; puzzles, peg boards, table games etc
8:00-8:30	Breakfast & TV time
8:30-8:45	Outside free play (weather permitting)
8:45-9:00	Toilet routine & hand washing
9:00-10:00	Register & Morning ring:
	Session 1
	*Communication, Literacy & Language
	*Mathematical Development
	*Knowledge & Understanding of the world
	*Personal, Social & Emotional Development
10:00-10:30	Snack & juice - outside free play
10:30-11:40	Creative;
	Session 2- Creative development
	*Age appropriate & themed based; Arts & crafts, painting, colouring in, cutting & pasting, worksheets & workbooks (fine motor development)
11:45-12:15	Lunch
12:15-12:30	Toilet routine & hand washing
12:30-14:00	Story & Nap time
14:00-14:15	Wake up & toilet routine
14:15-14:30	Lunch boxes
14:30-15:00	Outside free play
15:00-15:15	Snack & juice
15:15-15:45	Structured outside play; physical development
15:45-16:00	Toilet routine & hand washing
16:00-16:30	Story time/sing along
16:30-17:00	Inside structured play; puzzles, peg boards, table games etc
17:00-17:30	TV time
17:30-18:00	Closing & departure; Children read books in the library

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## **Policies**

- ~ Please do not send your child to school if she/he has vomited or had diarrhoea, for 48 hours after the symptoms have subsided. Infections like these spread rapidly.
- ~ During hot weather please apply sun cream to your child before leaving home. We will reapply as necessary. Your child's hat and sun cream is to remain at school and please mark them clearly.
- ~ Dogs are not allowed on the premises except for those supporting a disabled person.

### **Illness policy**

We implement a stringent illness policy at school in accordance with the Gauteng Department of health.

Upon registration parents will have to sign and abide by the illness policy.

Please inform the school immediately if your child is off sick with a contagious disease or illness.

### **Security**

- ~ We view security as a priority. We are linked to RSS who patrol our surroundings on a regular basis.
- ~ Our panic buttons are checked regularly, and evacuation drills are practised.
- ~ All our staff are first aid trained.
- ~ No other person, excepting for yourself and members of family or friends that have been stipulated on the enrolment forms, will be allowed to collect your children from school, UNLESS otherwise indicated by yourself, in writing into your child's communication book.
- ~ When dropping off or collecting, please be vigilant how you park; please do not stop in the middle of the drive way.
- ~ Please do not ring the door bell between 12:00- 14:00 as the children are resting rather knock.
- ~ When entering the school gates, please drive slowly & carefully and be so kind as to turn your music down.

### **Events**

You will be notified in advance on various school events that will take place i.e. Mothers day, Grandparents day, father's day... and our annual concert which is the highlight of the year, all children will participate in this fun filled event.

### **Discipline**

We do not inhibit a child's spontaneity, but guide and channel it into the right direction. Discipline is always firm, fair and consistent.

### **Consent for Photographs**

We will ask you during registration to sign a consent form if you are happy for us to take and keep photographs of your child, and upload onto our web-site

### **What To Bring with you on your first day of school**

Please label all of your child's belongings.

~ A bag (A school bag & school T-Shirts are available for you to purchase)  
Children are required to at least purchase one school shirt, preferably two, to be worn on a Tuesday and Friday.

A school bag is optional.

**Small bag- R80.00**

**Large bag- R100.00**

School T-Shirts are available in various sizes; 3-4; 5-6; 7-8 years old. Cost per shirt  
**R55.00**

School caps are available in various colours. Cost per kiddies sized cap; **R65.00**

~ At least one set of spare clothes (more if your child is potty training)

~ Clearly marked face cloth to remain at school.

~ Please pack in sun block and a cap for your child and clearly mark them. These items will remain at school and you will be informed if your sun block has finished.

~A water bottle

~ Lunch box

A lunch box is not a requirement, the children get more than enough to eat, but some moms like to pack their children a few "nice to haves" for after rest period, i.e. mini cheddars, a yogurt, cheese and tomatoes, rapes or a sandwich, especially if the child stays at school until 18:00.

### **Annual school photographs**

School photos are taken by a professional company; Status photography, in September or October every year.

*"Your child's world is like a triangle; your child at the top point and your child's school and parents at opposite points; therefore we need to work together for your child's best interests to always remain our main focus!*

*We are honoured to play such a big part in building your child's future at our warm homely haven, where our unique spirit is well known."*

*At Everwood we pride ourselves in being simply the best, please do not hesitate to contact me should you require any further information or come along and pay us a visit, we look forward to meeting you.*

Kind regards

Beth Cant

Owner/Principal

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