



## **General Information**

Little Ladybird Playschool is a registered, independent, co-educational school that caters for children from 3 months to 3 years of age.

### **School Motto**

Our school motto is...

"Children need the freedom and time to play. Play is not a luxury. Play is a necessity."

### **School Vision and Mission**

The vision of Little Ladybird is to provide a safe, stimulating and nurturing environment based on Christian biblical values for children from 3 months to 3 years. Our focus is to provide an encouraging educational experience that promotes social, emotional, physical and cognitive development.

As a school, we are firstly committed to God and secondly, to the families we serve. We strive to give parents complete peace of mind, while being seen as a shining example of what a quality playschool should be. Through Christian principles and values as well as teacher-assisted and directed activities, children are encouraged to be exploratory, independent thinkers and life-long learners.

### **Core Business**

Little Ladybird is a learning community which recognises learning both as an individual and a collective process. It has reputable school structures and processes to support quality learning. We seek to promote and protect the rights of children which guide and support their holistic growth, development and fulfilment of potential in a happy, safe, nurturing and stimulating environment.

The educational programme is structured to include teacher-directed, free choice and routine periods.

### **School Population**

Little Ladybird is a small, homely school and caters for a maximum of 30 children. As our little ones are so young, the focus is to provide our children with individualised attention and care, in an intimate environment that fosters love and safety.

### **Culture and Religion**

We are open to children of all faiths, races and cultures whose parents identify with the vision and mission of the School.

Little Ladybird is not a multi-cultural school in the accepted definition of the word, as we do not teach or promote specific cultural norms. "Similarities" not "differences" are celebrated and respectful, caring, giving, sharing and serving behaviour is modelled and encouraged.

## Gender

It is the policy at Little Ladybird to actively work against gender stereotypes which may limit the potential of either boys or girls.

We do, however, recognise that boys learn differently and often display growth at different times to girls, and so our educational programme delivery supports learning styles resulting from different types of intelligence and gender difference.

## Language

English is the language of learning and teaching at Little Ladybird.

## Discipline

The Whole School is engaged in the discipline process. The Teachers and Teacher Assistants establish age-appropriate rules for behaviour and interaction; they also model self-control and respect, to provide examples to the children.

Teachers and Teacher Assistants gently enforce the rules for discipline and help the children to understand that there are consequences for inappropriate and socially unacceptable behaviour.

At Little Ladybird Playschool, we have indoor and outdoor 'thinking' areas where the children sit and 'think' about their inappropriate behaviour (for a short period of time based on their age, ie. one minute for every year of age). After this 'time out' period, the child is given a hug and kiss and reminded that they are very loved but that their choice of behaviour is not okay. If these 'thinking' areas are ineffective for a particular child and the inappropriate behaviour continues, parents are contacted and consulted with before an alternate approach is considered/used.

Corporal punishment is never permitted at Little Ladybird Playschool.

A positive, nurturing environment creates a climate of co-operation and acceptance in the school and fosters good relationships. This is conducive to sound learning and happy social interaction.

Courteous and respectful behaviour is required from all children and all Teachers and Teacher Assistants to ensure that the children speak, respond and interact appropriately at all times.

It is necessary to have clear and decisive school rules for the following reasons: orderliness; fairness and justice; effective functioning; safety; health and hygiene; and whole child development.

## School Holidays

As a Christian-based School, Little Ladybird celebrates all Christian Holidays. As a result, the school will be closed on these days as well as all National Public Holidays.

A small handful of school days are also annually assigned as 'School Holidays' (coinciding with other local schools). Parents are informed of these specific days far in advance, allowing sufficient time for necessary arrangements to be made.

## Parent Contract

Our Parent Contract (at the back of the Application Form) serves to protect the interests of both parents and School. To this end, the application and enrolment process is only deemed

finalised once this document has been signed and returned to the School and the Admission Fee paid.

## School Fees

School fees are due in advance by the 1st of every month (irrespective of school holidays, public holidays and/or weekends). To avoid a 10% late payment fee, please ensure that all fees are settled on time. Little Ladybird Playschool accepts Debit Orders and direct EFT deposits. Please note that if you will be paying electronically every month, a remittance as proof of payment must be submitted via email.

## Banking Details

Bank: **FNB (First National Bank)**

Account Name: **LL Playschool**

Account Number: **627 2291 9133**

Account Type: **Business Account**

Branch Code: **221 526**

Branch Name: **Kloof**

Reference: **Your Child's Full Name**

We would prefer not to have cash on our premises. Please do not put school fees in your child's book, as we will not be held responsible for school fees that are not receipted.

Our annual fees increase will take place in January of each year.

One FULL term's notice of withdrawal is required (in writing) in lieu of which a full term's fees are payable. In the event of withdrawal during the year, the Admission Fee is forfeited.

Should payment for the whole year's school fees be received (IN FULL) by the end of January, a discount of 5% will apply. This discount excludes Holiday Care Fees.

As Little Ladybird is an independent school and playschool education is non-compulsory, parents are liable for fees without exception. Therefore, school fees must be paid timeously. In the event of school fees being more than sixty days in arrears, your child will be asked to leave the School.

## School Times

Little Ladybird Playschool is open from:

**7:00am to 5:00pm Mondays to Thursdays, and**

**7:00am to 4:00pm on Fridays.**

We offer a convenient and easy Morning Drop-Off and Half Day Pick-Up system whereby a teacher/assistant is on duty each day to help get your little one out and into the car quickly and effortlessly. Please use our traffic circle with great consideration for other parents and please adhere to the important driveway/parking rules (sent home on the first day of school) so as to eliminate traffic congestion and accidents as much as possible. For all afternoon pick-ups, parents/guardians need to please buzz at the school gate and park before coming in to the school to collect their child. Please note that no child is allowed on the school driveway without being accompanied by an adult at all times.

Tel: 082 7111 882

Email: [kirsten@ladybirdpreschool.co.za](mailto:kirsten@ladybirdpreschool.co.za)

Website: [www.littleladybirdplayschool.co.za](http://www.littleladybirdplayschool.co.za)



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Our Half Day Programme ends from 11:45am-12 noon, with the main school gate opening at 11:40am each day. Please do not buzz/enter the school gate before pick up time. All Half Day Children collected after 12:15pm will be charged a Full Day Fee. In the same light, all Full Day Children collected after 4:00pm (on Fridays) and 5:00pm (Mondays-Thursdays) will be charged an extra cost every 5 minutes after school closing time.

Please make every effort to collect your little one on time, as little children often become anxious if they feel they have been left behind and after a long day our staff also have a family to get home to. Also, with us being one of two schools on the premises, the traffic circle can become very congested very quickly. Mornings can be very busy but we have staggered closing times to help aid quick and efficient pick-ups.

In the mornings, you may see staff in and around the school from 7:00am, preparing their classrooms and areas for the new day.

Early Morning Care is from 7:00am-7:30am (for parents/guardians who need to get to work early). All children dropped off within this time will be supervised by one staff member in a designated classroom. From 7:30am, all staff are on duty and children play indoors and are taken to their respective classrooms from 8:00am (when our Morning Routine begins). Although still small, routine is very important to young children and so we ask you to please ensure that your little one is dropped off at school no later than 8:00am as our daily routine begins at this time and the school gates will be closed shortly after 8:00am. If you do arrive after 8:00am, you will be required to phone the school principal directly to gain entry into the school – please do not buzz at the school gate as Morning Ring Time (for all classes) shall already be in progress.

For Full Day Children (approximately 18 months – 3 years), our Midday Naptime is from approximately 12:15pm – 2:00pm each day. Please can we ask that, if possible, you try not to collect your little one or visit the school during this time so as not to disrupt this 'quiet time' of the day. Full Day Children can be collected anytime from 2:30pm.

## Classes

At present, Little Ladybird offers three classes/groups:

1. Baby **Rainbow Group** (3 months to approx.18 months)
2. Younger Toddler **Yellow Group**
3. Older Toddler **Orange Group**

As we are a nurturing school that embraces the vision of being a 'home away from home', it is important that our classes always remain small and intimate. The number of children in each class/group will never exceed: 5 babies (in our Rainbow Group) and 12 toddlers (in each of our Yellow and Orange Groups). At the point at which a class/group becomes 'full', both a Teacher and Teacher Assistant are assigned to that group permanently.

## Settling-in to a New School Environment

We are sure there will be some tears on the first few days when your little one starts school with us (from both parents and little ones!) however, as heart wrenching as this may be, please continue to bring your child to school as it usually only lasts for 2-3 weeks at the very most. Never take your little one home if they are crying as they will then realize that every time they cry they will be taken home and this will result in your little one taking much longer to settle. Always reassure your child that you will pick them up afterwards and always say goodbye with a hug and a kiss before leaving them in the mornings. This will help your child ease into their new routine. It is also suggested that for the first few weeks, you send a familiar item (eg. blanket, teddy, etc.) from home or send a book that the teacher can read to the

class. This will allow your little one to be excited to come to school and share with the rest of the class. With regards to our babies (in the Rainbow Group), please ensure that you pack everything that they normally sleep with (eg. blanket, teddy, dummy, soft taglet 'blanket', etc.), and if your baby is very little, something that smells of you - often an old, unwashed shirt, scarf, etc. of yours helps them to 'smell you' and this comforts them during their first few days with us.

## Morning Routine

Yellow and Orange Groups: If you do enter the school with your child in the mornings, please help them unpack their bag and 'settle-in' for the day. Children may not be dropped in the parking area unattended/at the main school gate and are not allowed to walk down to the school gate unattended.

Please do not linger in the mornings, as this tends to unsettle the children. Also, a quick and efficient morning routine cuts down on the congestion in the driveway/parking area and classrooms.

## Lift Clubs

Please notify the school if anyone else (other than yourself) will be fetching your little one on a regular/casual basis, as we will not allow any child to go home with anyone that we have not met before. The colour car and name of the person must be communicated through to the teacher/office AND written in the Notebook. Please also introduce your little one's teacher to the person/persons who will be fetching them on a regular basis. Emergency arrangements may be made telephonically but *email notification is not permitted as the school email is not accessed all day.*

Private lifting arrangements between two or more of our parents/guardians/families are the sole responsibility of those families involved. Please notify and remind the school of these arrangements. If your child is part of such a Lift Club, please ensure that you notify the parents/families involved if your child is absent from school (especially if you are the parent/family lifting children on that day) as it is not the school's responsibility to organise emergency/last-minute lifting of children left at school.

## Security

Please note that the school gates are kept closed throughout the day. Visiting parents/guardians must use the intercom to gain entry to the school, including afternoon pick-up times.

## Leaving the School

Parents are required to give a **FULL** term's notice (in writing) to the School Principal, in lieu of which **a full term's school fees** are payable.

All school fees must be paid *in full* and up-to-date by the time your little one leaves Little Ladybird Playschool.

## General School/Parent Communication

The school sends home regular communication informing you of "what's on the go". In some instances these are accompanied by Reply Slips to establish anticipated attendance and numbers at various school events, etc.

*Please ensure that these Reply Slips are completed and returned to the school timeously, even in the case of nil returns!*

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A Term Calendar is sent home at the beginning of each term containing all the important dates of exciting plans for the term ahead.

The school sends out important school information three ways: Email, our School WhatsApp Group as well as your child's Notebook. It is very important to us that our parents/guardians are 'kept in the loop' at all times and that everyone knows what goes on at Little Ladybird Playschool at all times!

## Notebooks

Your little one will receive a Notebook with their name and symbol on the front cover. This Notebook is used as a means of communication between the teacher and parents on a more regular basis. All necessary information that you will need to know will be recorded in this book. The Notebook will be sent home in your child's bag daily. Please ensure that you read the Notebook, initial/ sign and respond to any notices or letters and return the Notebook the next day.

The flap (at the back of the Notebook) is used (by both teachers and parents/guardians) to indicate a message or reply slip is being sent home/returned to school. Please use this flap accordingly. If the flap is not up, your message/request will not be read/attended to.

The Notebook shall be provided by the school (the cost of which is included within your little one's Admission Fee).

## Reports

A Progress Report is sent home at the end of Term 1. This report is primarily based on how your little one has settled in during their first two/three months of the new school year.

Two (main) reports are issued during the course of the school year (at the end of both Term 2 – Half Year Report, and Term 4 – End of Year Report). These reports will enable parents to see how and in which areas their little one is progressing within their developmental milestones and if they may need some extra assistance in any of these areas.

## Teacher/Parent Meetings

A Whole School Parent's Evening is held early in Term 1 for the School Principal, Teachers and Teacher Assistants to explain to all the parents exactly what the milestone requirements are per age group/class and what their expectations are for each age group/class for the year ahead.

Individual Teacher/Parent Meetings may take place at the end of Term 1 and during Term 3 (if necessary). As teachers are in constant communication with parents/guardians, these meetings are not always necessary for every parent, however, teachers do not always have the opportunity to see all parents regularly and so these meetings provide both the teacher and parent/s with the opportunity to 'touch-base' through an informal discussion about your little one's progress (again, based on developmental milestones). The purpose of these meetings is not to 'highlight' weaknesses only but rather to celebrate successes (both big and small, especially at their young age!) and simply to discuss any concerns (either party may have) in a loving, nurturing and supportive manner.

## Holiday Care

Little Ladybird Playschool has an exciting Holiday Care Programme which runs on both a Half Day and Full Day basis. Holiday Care is offered at an *additional* cost and is available during school holidays.

Our Holiday Care Programmes are less formal than the termly School Morning Routine but are, nevertheless, controlled and well-structured. Similar to the School Morning Routine, these programmes consist of teacher-directed, free choice and routine periods of play and learning.

Little Ladybird Playschool Holiday Care is also open to older siblings who attend Ladybird Preschool - up until and including Red Group (Grade 00) children only.

## Illness

It is very challenging for teachers to provide the best care for your little one if they are ill. If you are unsure whether to send your little one to school or leave them at home, it is probably best to keep them at home, as their symptoms may only worsen throughout the day.

Please also note that if your child is on antibiotics, it generally means that they should be kept at home during this time.

Symptoms that your little one is unwell and should be taken to a doctor or kept at home include:

- Behaviour changes including cranky, upset, clingy, whiney
- Rashes/Spots
- Fever
- Runny nose (mucus discoloured i.e. yellow/green) or bloody nose
- Diarrhoea
- Vomiting or loss of appetite
- Sore throat, trouble swallowing
- Coughing – persistent, prolonged
- Headache – especially if they have a stiff neck
- Urine – dark coloured

Examples of infectious diseases are: measles, mumps, rubella, whopping cough, chicken pox, conjunctivitis, diarrhoea, vomiting, head lice, ringworms, hepatitis A, herpes (cold sores), impetigo (natal sores), hand foot & mouth, coughs and colds/flu.

**If your little one has any special medical conditions, illness or allergies please inform the school as soon as possible.**

## Medication

If your little one is on any medication at any time, please record all medicines in the front of your child's Notebook and all (labelled) medicine is to be handed to the Class Teacher/Teacher Assistant on duty in the mornings when your little one is dropped off at school.

**Little Ladybird Playschool cannot administer ANY medicine to ANY child if it is not sent to school AND recorded in the NOTEBOOK and signed for. WhatsApp Messages are not valid. The school also cannot keep/provide any medication, such as Nurofen, Calpol, etc.**

The school has two First Aid Kits that are fully stocked at all times. These allow the school to assist children who hurt themselves whilst play indoors and/or outdoors.

All Little Ladybird Playschool Staff are First Aid Trained and possess up-to-date certification.

Parents/guardians are informed/contacted and kept up-to-date if their little one is not well or is injured. It is also school policy that parents/guardians are contacted immediately should a head injury occur (even if very minor).

## Absentees

Please notify the school by 8:00am on the day/s that your little one is absent, giving reasons. Parents are to please inform the school if their little one is to be absent from school for any lengthy period of time.

## Creativity

Our termly Morning Routine offers your little one many opportunities to develop aesthetically through artwork and musical experiences. Please allow your little one to be creative at home...

Please note, the clothing your little one wears to school should allow for this creative process as we explore different paint and art techniques, different tactile textures and encourage spontaneous and inhibited participation. Please take this into account when dressing your little one each morning.

## Clothing and Accessories

**School Bag and Snackbox** - your little one will receive a labelled school bag and snackbox (as part of the once-off Admission Fee charged to you).

**Labels** - please ensure that all your little one's items are clearly labelled at all times. A brilliant website to visit for sticker labels (and other stunning options) is [www.juliekins.co.za](http://www.juliekins.co.za)

**Clothes** – as we are located in Kloof, we often can experience more than one season in one given day!...Please send in at least two full outfits - a cool set of clothes AND a warm set of clothes in your little one's school bag on a daily basis. Old clothes are preferable. Please avoid putting your little girl in dresses that are difficult to climb in and play in and avoid shoes with laces as they are difficult to put on and off in a hurry. Please place all extra clothes in a large, labelled zip-lock plastic bag.

**Nappies** – please send in a large pack of nappies which we will store in your little one's 'nappy drawer' and we shall let you know (via the Notebook) when s/he needs more nappies. Alternatively, parents/guardians are welcome to send in 5 or 6 nappies in their little one's school bag each day. Please keep stock of nappies at home so that your child does not run out of nappies for school as we are unable to 'borrow' nappies from other children.

**Potty Training** – please send +-5 changes of cloth underwear as well as +- 5 changes of pants/leggings and small plastic packets/nappy sacks to put wet clothing in each day. Avoid outfits and baby onsies during the potty training process as this will complicate things and deter your little one from trying to go to the toilet on their own. Potty Training begins from February and primarily involves our Orange Group children (but can also include some younger toddlers who may show an interest). It is also important to note that we, as a school, do not do potty training alone...this process is carried out alongside parents/guardians (so that your little one does not get mixed signals as it is important for everyone to work together!).

**Shoes** – these are not essential during the summer months, but especially important during cooler weather. We recommend slippers as they are warm and easy to put on and take off. Most slippers also have a non-slip rubber which allows for easy climbing and outdoor equipment.

**Sun Hat** – a labelled school sun hat will be provided by the school for your little one (the cost of which is included in the Admission Fee). It is school policy for all children to wear their sun



hat during the school day (especially on hot, sunny days). Hats are kept at school and washed by the school regularly. As a result, hats never go home.

**Sunscreen** – please ensure that you put sunblock on your little one on a daily basis at home before they come to school (especially in summer). Parents are encouraged to please send in a labelled bottle of sunscreen (to be stored at school) as we do ensure that we re-apply on very warm days!

**Special Treasures/Toys from Home** – please discourage your little one from bringing special/valuable items to school as they may get lost or broken and they almost always cause disagreements and jealousy amongst the other children. Please also note that high-heels or masked superhero outfits are also discouraged as these, too, can cause disagreements amongst little friends. Your little one will have many opportunities to dress up in our Fantasy Area and/or on special 'dress-up' theme days!

## Termly Supplies/Requirements

At the start of each and every new school term, your little one must please bring to school the following Termly Supplies:

<u>Rainbow Group</u>	<u>Yellow &amp; Orange Groups</u>
2 x Carlton Rolls	2 x Carlton Rolls
2 x Boxes of Tissues	2 x Box of Tissues
5 x Wet Wipes	4 x Wet Wipes
	3 x Toilet Rolls

Rainbow Group Supplies (needing to be packed/supplied on a daily/regular basis):

- Formula stack, Nappies, Bum Cream, Teething Gel, Bottles, Cooled boiled water in bottles, dummy, blankets, teddy/comfort toy

## Meals

Your little one is required to bring his/her own food to school for Snack Time. Please follow the guidelines for a healthy, *small* snack.

Snack Time is just that – a little energy boost and the chance to enjoy some social engagement. Please do not send in too much food. The School serves juice to all the children.

A separate 'Suggested Snack Time Menu' is provided by the school to help parents make the best choices when packing your little one's snack each day.

Please refrain from sending in snacks that contain refined sugars, are highly processed and/or filled with colorants and preservatives. Sweets, chips, sweet biscuits and cakes are not allowed.

Please note that the School has a number of 'water breaks' included in the Routine, when the teachers ensure that each child has a drink of water.

**Please would you notify the School if your little one has any allergies relating to foods, such as lactose intolerance, nuts or wheat allergies, etc.**

### Half Day

Rainbow Group – formula stack must be sent in to school if your baby is formula-fed or in the process of being introduced to solid foods. Breakfast can be eaten at home (before school) or parents are welcome to provide daily breakfasts and we will happily feed your little one. Please pack a small mid-morning ‘snack’ each day (eg. yoghurt, fruit pureé, teething biscuits, rice cakes, etc.).

Yellow and Orange Groups – breakfast must please be eaten at home (before school) and a healthy mid-morning snack must be brought with your little one to school each day in their snackbox. Water is provided by the school throughout the morning and during Snack Time so no juice bottles are necessary at all.

### Full Day

Rainbow Group - formula stack must be supplied to the school if your baby is formula-fed or in the process of being introduced to solid foods. Breakfast can be eaten at home (before school) or you can provide daily breakfasts and we will happily feed your little one. Please pack two small, healthy ‘snacks’ (one for mid-morning and another for mid-afternoon) each day (eg. yoghurt, fruit pureé, teething biscuits, rice cakes, etc.). A hot, healthy lunch will be provided by the school each day.

Yellow and Orange Groups - breakfast must be eaten at home (before school) and two, healthy snacks (one for mid-morning and another for mid-afternoon) must be brought with your little one to school each day (all packed in the one snackbox provided). Water is provided by the school during each Snack Time and throughout the day so no juice bottles are necessary at all. A hot, healthy lunch will be provided by the school each day.

### Anti-Waste Day and Recycling (Mondays)

As many of our handwork activities often depend on the use of anti-waste materials, we would appreciate if you could save the following articles for us. Please bring them to school on Monday mornings.

“Produce” boxes, match boxes, paper, silver/gold paper, cardboard off-cuts, milk bottle tops, corks, small yoghurt cups, polystyrene trays, apple boxes, egg boxes, purity bottles, plastic ice-cream containers with lids, odd pieces of material (the brighter the better!), wool, buttons, etc.

Anything else that you think may be useful! Should you know of a factory shop with interesting off-cuts/waste items, please do let the School know!

Recycling also takes place on Mondays. Please send in *cleaned and dried* cardboard/plastic/polystyrene boxes/cartons, etc.

### Baker Baker (Fridays)

Your little one will have the opportunity to be ‘Baker Baker’ at least two/three times during the school year. Baker Baker takes place on Fridays. The ‘Baker Baker’ for the week will be notified in advance and asked to supply a small (age-appropriate) treat for each of his/her classmates. Great examples for Baker-Baker are: small cupcakes or muffins, iced biscuits, chips, etc. Please try and avoid sending any cakes or treats containing nuts (due to allergies).

## Birthdays

Birthdays are a big thing for us and we make every effort to make the 'birthday boy/girl' feel extra special on their big day!

As our little ones are still very small, we have found in the past that inviting parents/grandparents in to school can do more 'harm' than good, as such a change in routine, new and unfamiliar faces, etc. can be rather confusing and very overwhelming for most of our little children.

We do, however, welcome parents/guardians to send in a cake or some cupcakes on the day for the class/school to share and celebrate together! We also make sure that special photos and videos are taken and sent through so that you can be a part of the celebration, too!

The school is happy to distribute party invitations via the Notebooks. Please send them to school timeously and ensure that the correct information is displayed on your little one's Party Invitation.

## A Final Point to Ponder...

Each and every staff member at Little Ladybird Playschool is dedicated to and passionate about the education, development and well-being of your little one and we will always go that "little bit further" for each of our 'little ladybirds'!

Constructive criticism is always welcomed in our school but sometimes parents forget to say "thank you" too! We are only human and also like to feel appreciated!

## School Contact Details

Little Ladybird Playschool

31 Krantzview Road

Kloof

Durban

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**School Website:** [www.littleladybirdplayschool.co.za](http://www.littleladybirdplayschool.co.za)

**School Email Address:** [kirsten@littleladybirdplayschool.co.za](mailto:kirsten@littleladybirdplayschool.co.za)

**School Contact Numbers:** (082)7111882 (Kirsten Fouché – School Principal)

**Tel:** 082 7111 882

**Email:** [kirsten@ladybirdpreschool.co.za](mailto:kirsten@ladybirdpreschool.co.za)

**Website:** [www.littleladybirdplayschool.co.za](http://www.littleladybirdplayschool.co.za)



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