

# **SCHOOL RULES**

## **ARRIVAL AND DEPARTURE TIMES**

Children are received personally from 7:15am to 8:00am. Please note that the children must be handed over to the person on duty at the gate. It is important that children arrive by 8:00am as we start with registration and then lesson time. Please try to arrive early. It is important that your child participates in the lessons. Parents are requested to leave the school premises as soon as possible after dropping off children to avoid congestion and delay of starting times. Parents will not be allowed to stay with their children as this disrupts the class routine.

Departure time is from 12:00pm to 12:30 for mornings and 15:00 for aftercare, unless otherwise arranged. A Penalty of R15 will be charged for late collections.

Please phone the school in the case where you know you will be running late. Children are not sent to waiting cars but must be fetched personally by parents. Parents are urgently requested not to be late, as it upsets a young child terribly if all the other children leave and he/she is kept waiting.

## **REFRESHMENTS AND FOOD**

The Child must have breakfast at home with the rest of the family. NO SWEETS, chocolate biscuits etc. may be sent to school, it will be confiscated. All that is required is for the child to bring a healthy lunch. (e.g.: sandwich, yogurt with a spoon, and some fruit, juice or water (NO Fizzy drinks)).

## **BAKERSDAY**

Every Friday is Baker's Day. The Parents are required to send R200 per year which is then used by the teachers to bake and create with the children on Fridays.

Due to COVID the teachers will be doing the bakers this year.

## **SICK CHILDREN AND NOTICE OF ABSENCE**

Please keep sick children at home. If Your child has a temperature (37.5 it is considered an official temp) in the morning, please keep him/her at home. Please do not give them medicine and send them to school, the medicine does wear off and you will be phoned to collect your child. Children on any medication, including antibiotics may not be sent to school, as we MAY NOT administer any medication at school. If your child falls ill whilst at school, parents will be contacted, and you will be required to collect them from school immediately. Children with contagious diseases must be kept home until the disease or illness has cleared up e.g.: tonsillitis, measles, chickenpox, pink eye. Children with lice must be kept at home until the problem is cleared. A clearance certificate from your doctor or pharmacist will be required before returning to school. Parents are kindly requested to send a message if a child will be absent.

## CLOTHING

Parents are requested to see to it that their children wear clothes in which they can play comfortably, and which may be dirtied. The day's work includes playing with paint, sand and mud, and smart clothes may prevent a child from taking part in these natural and important activities. Young children are encouraged to be independent and parents must ensure that clothes can be easily put on and removed by the children themselves. Accidents can occur e.g., getting wet etc., especially with the two-year olds, so a set of clean clothes should always be available. PLEASE ENSURE THAT YOUR CHILDS CLOTHES AND BELONGINGS ARE CLEARLY MARKED. THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR LOST OR UNMARKED CLOTHING.

## BIRTHDAYS

A Birthday is a great event in every child's life and others love to share in it. The mother of the child may bring birthday cake and refreshments for the special day, school staff will help plan this special day for the child.

Due to COVID please ensure that birthday treats are individually sealed, and regret that no parents may attend, however your class teacher will send you photos and videos of your little one's morning.

## TOYS

NO toys or accessories from home will be allowed at school. It will be confiscated and only returned at the end of that term.

## WHATSAPP GROUP

Our Little Sunbeams General WhatsApp group is purely for notices and general information, please use the Umbilically app to communicate any issues or questions you may have with your child's class teacher. Please do not spam this group. Please also consider the hours that you message as our staff have families to.

## PROBLEMS AND PERSONAL APPOINTMENTS

Parents are most welcome to discuss any problems with management. A personal interview can be arranged so that the parents/teachers/principal may talk undisturbed.

## NOTICE OF INTENT TO LEAVE

A month written notice and payment is required, and the terms fees up to date, before leaving, for pupils who leave during the year.

## FEES

Fees are due on the 3<sup>rd</sup> of each month. No refunds or subtractions will be made for any absence, illness, or holidays. Fees are charged over 11 months from Jan to Nov. Aftercare fees are charged separately from school fees and will be charged over 10 months and in advance. Please contact us should you require a fees structure. Fees are increased once per year and parents will be notified well in advance.

## DISCOUNTS

A discount will be awarded for the following:

Sibling discount = 5% discount on both children's school fees if more than one child attends Little Sunbeams.

5% discount on school fees if paid in full for the year by the 3 February 2021.

## DEPOSIT AND REGISTRATION FEE

A non-refundable deposit and registration fee of R1000 must accompany your application to Little Sunbeams to secure your space.

## BANKING DETAILS:

### STANDARD BANK KLOOF

ACC: 051969351

BC: 045526

## DOCUMENTS REQUIRED FOR REGISTRATION

- Completed registration form.
- Copy of both parents id.
- Birth Certificate
- Immunization card
- Proof of Payment of registration fee
- If not collected by parents an id copies of person collecting.

**EXTRA MURALS AT LITTLE SUNBEAMS**



BALLET FOR ALL OUR LITTLE GIRLS  
AGES 3 AND UP.



ACTION BALL FOR AGES 2 AND UP

## SCHOOL TERMS 2022

Please note that we run our school terms according to Government School Terms.

TERM 1: 19 January 2022 – 25 March 2022

TERM 2: 05 April 2022 – 24 June 2022

TERM 3: 19 July 2022 – 30 September 2022

TERM 4: 11 October 2022 – 9 December 2022

***Holiday care will only be offered if there are 5 students or more at an additional cost. Holiday care is run on the school premises.***

***Little sunbeams is closed on all public holidays.***

***Breakup day: Midyear and end of year Little Sunbeams closes earlier, and no aftercare service on those days is offered.***

## OUR MOTTO

*“A century from now, it will not matter what kind of car I drove or how much money I had in the bank, but one hundred years from now, the world may be a better place because I was important in the life of a child.”*

## INTRODUCTION

Little Sunbeams was started in 1999 by Miss Juanita Milner.

Little Sunbeams is situated in the heart of Kloof, close to the Kloof High School and Primary Schools, and is owned by Mrs Rea Cuningham.

Our Current Principal is Megan Van Der Westhuizen.

Our baby Bears group is from 3 to 24 months and is led by Lorraine Wright.

Our Green group is specifically for toddlers from 2- to 3-year-olds and is currently taught by Lorraine Wright.

Our Yellow group is for our 3- to 4-year-olds and is currently taught by Nicci Neethling.

Our Blue group is for our 4- to 5-year-olds and is currently taught by Megan Van Der Westhuizen.

Grade R is currently an extension of our Blue group where your child is developed on an educational level to comfortably ease into grade 1.

The care of the children entrusted to us is our prime objective and learning is achieved through structured and free play. Each child is treated as an individual, and their own needs is always considered.

Each child going through our school is developed on an educational level to be ready at age 6 for more formal learning in Grade 1.

All our teaching staff are qualified and have first aid.

DETAILS: LITTLE SUNBEAMS PRE-PRIMARY

76 EMOLWENI ROAD, KLOOF

DURBAN, 3610

TEL: 0612077998

EMAIL: [littlesunbeams@mweb.co.za](mailto: littlesunbeams@mweb.co.za)

WEBPAGE: [www.littlesunbeams.co.za](http://www.littlesunbeams.co.za)



Little Sunbeams Pre-primary

Little Sunbeams Pre Primary

76 Emolweni Road, Kloof

Tel: 061 207 7998



**Little Sunbeams**  
Pre-primary School

*Enlightening young minds.*

Information Booklet

2022

