29 Harrison Drive

Glenhills

Durban North

031 564 0833

084 499 7783

www.littleleaderspreschool.co.za

littleleader@mweb.co.za

littleleaders2005@gmail.com

Parent Handbook – a helpful guideline

Thank you for your interest in our preschool, we are very excited to welcome you family into our school. We have a fantastic team of dedicated teachers who strive to create an environment that radiates love and happiness against a backdrop that caters for the educational interest for your child/children. We are a mainstream, fully registered preschool with an inclusion policy and a carousel class that caters for neurodivergent and autistic children. We have a beautiful occupational therapy gym and with an occupational and speech therapist that work our children who may need additional support on their journey.

We are a family orientated school, and we encourage active participation of parents in their child's school career.

Our school exercises an open-door policy and encourage parents to keep the lines of communication open with the school at all times. We love having parents come into school to drop and collect their little ones however we also have a drop and go system for those crazy mornings or rushed afternoons. A staff member will always be on the school driveway to assist parents and little ones.

The following is a guideline of all the in's and outs's as well as the requirements and needs or the year should you enrol with us.

Please feel free to contact the office is you have any questions or queries regarding your little one.

Yours in love and education

Sarah and the team

Operating times

Little Leaders is open from 06h30 – 17h00 Monday to Friday.

Half day is from 06h30 – 14h30.

There will always be a staff member on door duty in the morning, this helps with making the drop off run smoothly. If you need to walk your child into school, please park in the designated spots.

Please can you ensure that your child is dropped off at school no later than 08h00am as breakfast will be served at this time and the gates will be closed at 08h30.

Thank you!

Settling your little one in

The first few days, might be some tears shed when your little person starts school, this usually lasts for 2 weeks at the most. Always reassure your child that you will pick them up after work and always say goodbye with a smile, hug and kiss before dropping them off in the morning. This helps your child ease into the routine and feel confident in their new space.

Arrivals, Departures and Car Park

Parking is limited at Little Leaders; our parking lot works well if parents and transport providers follow the guidelines below:

Our driveway is a "drop off and go" zone, there is always a staff member on door duty to welcome you in. Please do not leave your vehicle unattended, has this causes traffic jams when the other parents can't leave. If you are wanting to walk your child to the class – please park in the designated areas.

Pick – ups

Please notify the school if anyone else, other than yourself will be fetching your child from school, we will not allow your child to leave with anyone we have not met with. The type of vehicle, colour, registration number, name of person fetching must be phoned to the office or written in the notebook, to notify the class teacher. Please also notify your child's teacher to the person/persons who will be fetching your child on a regular basis.

What do I pack in my child's bag?

– Please ensure all items are labelled –

Clothes – please send a cool set and warm set of clothing. Preferable "old clothing". Avoid dresses that are difficult to put on and play in. Avoid shoes with laces as they are difficult to put on and off. We do practice tying our laces in Grade R.

Potty training – please send +/– 5 changes of undies as well as spare set of clothing and a plastic packet to put wet clothing in.

Nappies – Please send either a pack of nappies (we will let you know when we are running low) or +/– 5 nappies per day.

Shoes – not essential, if you are going to send them, in summer can we have slops and in winter shoes that have Velcro strips. Please label shoes under the sole in permanent marker.

Sunscreen – please ensure that you put sunblock on a daily basis at home before the come to school. Parents are welcome to send a bottle of cream in bag if the child is prone to sunburn.

Snack – please send in healthy snack and a water bottle.

What NOT to bring:

Any items/toys from home – please discourage your child from bringing special/valuable items to school as they may get lost or broken and they almost always cause fights amongst the other children. Teacher will not be responsible for lost or damaged items.

School fees:

School fees are due in advance from the 25th till the 1st of every month – to avoid late penalty. Please note that if there are any parents that are wanting to pay yearly or termly fees a discount will be granted, please contact the office. We are CASH FREE. No American Express or Diners Club cards accepted

Stationery \ Development \ Resource Levy:

A stationery levy (toddlers – Grade R) is required annually. An amount is due on or before with your December fees. Stationery will remain at school. This levy can be paid annually or termly – please contact the office for further arrangements.

Banking details:

Little Leaders Preschool
Nedbank
Account number: 1050884663
Ref: child's name and surname

School closure and Holiday Club

Please note Little Leaders Preschool does not close during the school holidays, we host a holiday club. There are fun activities planned each and every day.

Meals:

Hot meals are included in your school fees – breakfast served at 08h00 and lunch at 11h30 and 12h00. Please pack your own snacks (no junk food). Please make sure to notify the school if your child has any allergies relating to food. We do not use beef and pork. Please send in a water bottle for your child. A menu will be in your enrolment pack which you will receive when you come to view our school.

Treat Fridays:

On a Friday we have treats! We provide these at school. No need for parents to stress about sending in – we have got you covered.

Notebooks and chats:

Each child will receive a notebook on their first day of school. This book will be used as a mean of communication between the school and parents. All necessary information that you will need to know will be recorded in the book. Please acknowledge our notices by signing the book daily. Please don't let your child scribble in this book.

WhatsApp Communication Groups:

The school uses WhatsApp as a form of instant communication between parents, teachers and the school admin office for reminders, notices and updates regarding the children. These WhatsApp groups are closed. A WhatsApp broadcast group is also created and used for all parents in each class. Please inform the school if you are NOT wanting to be added to these groups. We encourage parents to respect each other's privacy and not to use the telephone numbers of teachers of other parents without consultation of the relevant parties. Any photos that are sent on these groups are for the sole purpose of updating and informing parents of their child's well-being at school and are only shared with parents on closed communication groups.

Accidents and Injuries:

Teachers aim to carry our activities in such a manner as to minimise accidents and injuries to our children, however in the event of accidents or injury, first aid will be administered, and the accident will be recorded in the child's notebook and accident record book. In the event of a serious accident/injury – parents will be contacted immediately. All our teaching staff is first aid trained.

Medicine:

If your child is on medication – please record it in your child's notebook (times, dosage and name of meds). All meds are to be handed to the staff member on duty in the morning. Unfortunately, if we do not receive any communication regarding the meds, we will not administer. No antibiotics are permitted at school – if your little one is on an antibiotic they need to be kept at home to finish the course.

Sick children:

Please do not send your child to school if they are unwell.

It is very difficult for teachers to provide the appropriate care for your child if they are ill. It is probably best for them to remain at home, as their symptoms may only get worse throughout the day. Teething is different to being sick – this will be discussed on enrolment.

Children on chronic meds need discussed with the office and updated on the child's forms. Asthma pumps need to be clearly labeled and kept in the office in the event of your child needing it their class teacher assistant will immediately notify the office and we will attend to your child straight away whilst notifying you to come fetch if needed.

Please ensure that the medical portion of our forms is filled in with all the needed contact numbers as well as a copy of your medical aid card for in the event of an emergency.

Sleep times:

Sleep times are from 12h15 till 13.30 each day. Please send in a blanket, this will be sent home every Friday for a wash and must return on Monday. Please label these for us as most parents tend to buy the same character blankets.

Our homework club children do not sleep – they have lunch and do homework during quiet time and play in the afternoons once completed.

Birthdays:

We love birthdays at Little Leaders – should you wish to celebrate your child's birthday; parents are welcome to bring cake/cupcakes/juice/chips and or party packs at 09h30. Please notify your child's teacher and the office so we can be ready for you.

We hire out our school for parties on weekends – and have several packages for parents and friends to choose from. You can contact our office for information and booking dates.

Reports and Parents Meetings:

Teachers do an assessment at the end of each term. Report cards will be issued at the end of term 2 and 4. During February Grade R parent/teacher meeting is held to discuss the year ahead and enrolment for Grade 1. We strongly encourage parents to attend this meeting. Base line assessments will be done though the year to track our children's progress.

Occupational\ Speech Therapy\Play Therapy:

We have built a beautiful OT/Speech therapy room and have HPCSA registered therapists on our team who work out of our school offering additional support to children who may need this. Parents and teachers will meet to discuss the needs their children may have and then an assessment will be conducted. We are an inclusive preschool and recognise the need for non verbal or non neurological children to integrate into a mainstream preschool to assist their social and emotional needs. Each case is taken on merit and discussed with parents to see if we are the right fit for your family and child. Therapy fees are NOT included in the school fees and these are payable directly to the therapists on their invoiced date.

Carousel Classes: Autistic \ Neurodivergent children \ Remedial needs

We started our journey towards inclusion 5 years ago. Enrolments for this are taken on a case by case basis and discussed in depth with parents and specialists to ensure that our school is the right fit for the child on their school journey. The child\ren are supported by our therapists with weekly feedback sessions to ensure we meet the program goals set out for each child. Parents enquiring for this class must book an appointment with the school office and bring all supporting documents along with them with their little one. Parents will download and use an app called Special TTM which will allow feedback and seamless communication between therapists, parents and the school. This ensures that our children get the best support they need at school.

Extra Murals:

We have at least 1 extra mural per day at Little Leaders during the school hours. All extra mural activities are done in the morning. A list of the offered extra murals are available from the office should parents be interested in enrolling their children. The cost of these is paid directly to the extra mural and not to the school. Report and feedback are the sole responsibility of the extra mural and their service providers. All coaching and support staff are all have police clearances to work with young children and can be obtained from the extra murals directly. Please note none of the extra mural classes clashes with learning time. If you like your child to participate in any of the above, please contact your child's teacher or the office.

Homework:

Homework will only be done for our Grade R class. Homework will be sent out on Mondays and must be returned on Fridays. Everything you need to know will be in the homework pack given to each child, including a pencil and roll-ups. Homework should be fun and exciting to complete. Its not worth going to war with your 5 year old!! Rather pop a note on the homework and we can take it from there.

Holiday Programs:

The school does not close over the government holiday periods other than over December when we take a well-deserved break. Holiday programs are included in the aftercare fees for children enrolled at homework club, and available to parents for older siblings at an additional daily rate. Fun activities are planned daily and an updated holiday program schedule is sent out closer to the start ofthe holidays for parents to plan. Children enrolled at our school do not pay for the holiday programs.

Functions:

Little Leaders host a number offunctions throughout the year. Parents will be notified a few weeks in advance of upcoming events with invitations sent out on the WhatsApp groups and directly to parents. . Please be sure to diarise these events and support our school and your child. We send a calendar at the beginning ofthe year to help remind you. Keep an eye out for all the exciting things we have planned.

We are so excited to welcome your family to ours. Please feel free to contact us on 031-5640733 or 0844997783 if you have any further queries.

Lots oflove

Sarah and the team