

Lanner House Preschool Information 2011

Class allocation and age

Toddlers

Children turning 3 during the year

Grade 000

Children turning 4 during the year

Grade 00

Children turning 5 during the year

Grade R:

Children turning 6 during the year

School times

The Preschool is opened at 7:20 every morning by the teacher on duty. (A roster indicating which teacher is on duty will be placed at the front door) Your child's teacher will be in her classroom from 8:00. If you bring your child to school before 8:00 you are asked to drop them off in the hall with the teacher on duty. If you bring your child to school after 8:00 you are asked to drop them off in their classroom with their teacher.

We start our lessons promptly at 08:30 and end at 13:00. Please have your child at school before lessons start and collect them at 13:00. Parents should wait outside or in the corridor in the afternoon until the children are brought out.

Entry to the Preschool after 8:30

The entrance to the Preschool will be locked at 8:30 so children must please be at school before this time. If you are late, please ring the doorbell and wait for a teacher to open the door.

Appointments with teachers

If you need to see the teacher, please make an appointment with her. We request that parents do not see teachers in the morning or straight after school, especially if what needs to be discussed could take more than 2 minutes. If you drop your child off before 8:00 and need to get a message to your child's teacher, please write a note in the message book. Please do not leave a verbal message with the teacher on duty.

Dropping-off and picking-up

No Preschool children are allowed to leave the Preschool on their own or with siblings. Parents have to drop off and fetch them from the Preschool area. Preschool children are not allowed to open the Preschool gate themselves. This must be done by the parent to ensure that no child leaves by themselves. No parent or child will be allowed to enter the Preschool through the hall / kitchen entrance, this is strictly for staff use.

Absenteeism and going home with a friend.

Kindly phone the secretary (0233475837) if your child is absent. Should your child be diagnosed with an infectious disease, please notify us as soon as possible. If your child has been absent due to fever, vomiting or diarrhoea, they should stay at home for at least 24 hours before returning to school. If your child is on antibiotics, please keep them at home.

If your child is to be collected by someone else, or is going home with a friend, we require a written note or personal confirmation from the parents to the relevant teacher. We **will not** let your child leave the school without this.

Weekly programme

The weekly programme for each week of the year for every class is displayed on the noticeboard in the Preschool foyer. You are asked to encourage your child to bring books, videos, objects, toys, websites or printouts relating to that week's programme to share with the class.

Show and tell

This takes place on a Monday in all classes. Please encourage your child to bring an object to school that they can show to their class.

Snack time

We recommend something nutritious to eat; for example, a sandwich, juice, yoghurt, fruit stick, fruit, etc. **NO** sweets, fizzy drinks, bubble gum, cake, biscuits (sweet or savory) or chips. We have water in the classroom for the children to drink.

Letters / Newsletter

The school sends out letters with the eldest/ only child in each family. These are put into the PVC plastic envelope. You are asked to read the letters and return any relevant reply slips. The newsletters, as well as other news items, can also be found on the school's website. We also encourage parent's to make use of the Communicator tool to be kept up to date with news and events.

Reply slips

We require your permission and consent in order for us to plan any event that involves your child. It is therefore vital that reply slips be returned by the due date. There is a reply slip box in the Preschool foyer, please drop your completed reply slips in there. Tardiness often leads to delays. If we don't receive your reply slip on time your child will have to stay at home on the day of the event.

Outings and transport policy

We do take the Preschool children on relevant outings and believe strongly in the importance that they play. Information regarding the nature and details of each outing will be sent home. Parents may be asked to assist with transport and/ or a nominal fee may be requested. (If we do not have enough assistance with transport, the outing will be cancelled)

We have a transport policy in place that complies with the law regarding the transporting of children. When we go on outings and parents assist us with the transport we will allocate your child to the specific person that they will be transported by and publish this list for you to approve and consent to. This list will be available at school and you will need to sign this off as a way of giving us permission and consent.

Assembly

The Preschool has its own assembly at 8:30 on Friday mornings.

Cake sale

The Preschool has its own cake sale every Friday. Each class has a turn to provide the cupcakes. You will get a reminder from your child's teacher when it is your turn. We ask that you send R3 with your child so that they can buy something at the cake sale. Monies raised go toward the school's fundraising programme.

Uniform

Every child requires a Lanner House Preschool golf shirt. These can be ordered from your child's class teacher. This golf shirt is to be worn every Friday as well as on the days we go on outings. A wide-brimmed hat, play-appropriate clothing and an extra set of clothes are required. Please check the lost property box from time to time.

Items to be supplied by parents

- **Grade R:**

Stationery list

Apron for art that the child can put on without assistance. Please, no ties.

1 Box of tissues

1 Bar of soap

Plastic cup with child's name on it

Wide-brimmed hat

PVC plastic A4 envelope

- **Grade 00:**

Stationery fee (R100 debited on February school account)

Apron for art that the child can put on without assistance. Please, no ties.

1 Box of tissues

1 Bar of soap

Plastic cup with child's name on it

Wide-brimmed hat

PVC plastic A4 envelope

- **Grade 000:**

Stationery fee (R100 debited on February school account)

Apron for art that the child can put on without assistance. Please, no ties.

1 Box of tissues

1 Bar of soap

Plastic cup with child's name on it

Wide-brimmed hat

PVC plastic A4 envelope

Toddlers:

Stationery fee (R100 debited on February school account)

Apron for art that the child can put on without assistance. Please, no ties.

2 Box of tissues

1 Liquid hygiene handwash

Plastic cup with child's name on it

Wide-brimmed hat

PVC plastic A4 envelope

If your child is still in nappies, please supply the following daily:

Nappy/ barrier cream

4 Nappies

1-2 Sets of clothes

1 Packet of wet wipes

Please mark your child's possessions very clearly with a permanent marker.

Assessment

Continual assessment takes place during each term and a report of your child's progress will be handed to you at the end of each term.

Birthdays

The Preschool teachers attempt to make every child feel special on their birthday. Birthday parties are not allowed during school hours. We do however encourage parents to bring a birthday cake to be shared with the class.

We appeal to you **not to hand out birthday party invitations to children at school**, but to rather give the invitation to the parents should everybody in your child's class not been invited to the party.

Recycling

We collect EVERYTHING (boxes, paper, eggshells, wool, cork, sponge, toilet roll, tinfoil, tubs, newspapers, magazines, ear-buds, jik, flour, buttons, macaroni, lids, wood glue...)

Medication Policy

We do not administer oral medication at school. If your child is on a course of anti-biotic or requires oral medication during school hours, please do not send them to school. If your child is at school and requires oral medication, you will be contacted to come and collect your child.

Payment of fees

A debit order or electronic payment is the preferred method of payment. Please contact the office to obtain the banking details.

Envelope payments

When sending in money with your child, please put it in an envelope **marked** with your child's name and the purpose of the money. A receipt will be issued to you once the teacher has received the money.

Compulsory events for parents to attend

Board AGM, General Parent Meetings and Awards Evening (Grade R Graduation).
Please inform the office if you are unable to attend these events.

Contact details

Secretary: 0233475837
Fax: 0233476887

Email: admin@lannerhouse.co.za
Website: www.lannerhouse.co.za