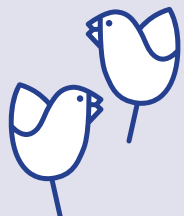


Prospectus

2019



lea pre-primary school

2 arcadia road | rondbosch | 7700 | tel/fax: 021 689 1607

e-mail: info@leapreprimary.org.za | website: www.leapreprimary.org.za

Welcome

Welcome to the LEA PRE-PRIMARY SCHOOL Association. The Association was formed in 1972 and you are a member while your child is a pupil at the school.

The Lea is an independent pre-primary school, established in 1972. It is centrally situated near the Rondebosch Common and feeds all the schools in the surrounding area.

The school has a governing body known as the EXECUTIVE COMMITTEE. This team is responsible for the financial administration of the school, including the maintenance of the property and equipment.

The property is owned by the LEA PRE-PRIMARY SCHOOL Association, of which the parents/guardians of every enrolled learner are a member and cannot be sold to profit any individual.

The EXECUTIVE COMMITTEE employs 6 STAFF members:

PRINCIPAL/LADYBIRD CLASS TEACHER Mrs Marlese Naudé	TEDDIES CLASS TEACHER Mrs Debbie McLaughlin	ADMINISTRATOR Mrs Carina van der Spuy
LADYBIRDS TEACHER ASSISTANT Mrs Pumla Mpafa	TEDDIES TEACHER ASSISTANT Ms Lily Tsutsu	AFTERCARE SUPERVISOR Ms Kirsten Stevens

2019 School Calendar

Term 1	Wednesday 16 January – Friday 15 March
Term 2	Tuesday 2 April – Friday 14 June
Term 3	Tuesday 9 July – Friday 20 September
Term 4	Tuesday 1 October – Wednesday 4 December

The Lea School Day

The Lea opens at 07h45 for the Early Birds. The daily programme starts officially at 08h30 with outside activities and we request that all children arrive at school by 09h00 for the start of our morning ring.

Ladybirds Mrs Naude	Pickup times: 12h30
Teddies Mrs Mac	Pickup times: 12h35
Aftercare Ms Kirsten Stevens	Please refer to aftercare timeslots



The mission and aim of the Lea

Mission

The mission of the Lea is to educate children:

- to value themselves as individuals, whilst learning to show respect and consideration towards others.
- to develop both a sense of fun and a sense of responsibility.
- to grow into flexible, self-motivated and adaptable people in a competitive, demanding world.

Aims

- We aim to work with you, the parent/carer, in offering your child the best possible start in life.
- We aim to endeavour with you to ensure your child's potential is reached and that the education process is carried out jointly, thus cultivating family involvement in the school activities.
- We aim to provide teachers who are well trained, motivated and enthusiastic about the development of young children.
- We aim to make all children feel happy and confident at school by offering both challenge and support in a stimulating environment.
- We aim to build on what your child has learnt previously and to extend his or her interest by introducing him or her to new activities and concepts.
- We aim to encourage children to discover and learn for themselves through various methods from "free" play to problem-solving games.
- We aim to provide varied approaches to learning by offering a variety of different experiences.
- We aim to recognise children's feelings by encouraging them in positive ways whilst allowing them to explore their own emotions.
- We aim to offer equal opportunities to all children in our care by recognising each one's needs and respecting differences in language, culture, religion and individual development.
- Notwithstanding the Christian ethos of our school, we aim to make provision for each child to develop their own spiritual values.



The Daily Programme

Our programme is designed to give every child the opportunity to develop the skills, perceptions and concepts that will enable him or her to be well prepared for school.

The teachers plan the school curriculum which meets all the NELDS (National Early Learning and Development Standards) requirements along with the activities and outings.

07h45 - 08h30	Arrival and Free Play
08h30 - 09h00	Outside Play
09h00 - 09h25	Morning Ring / Poems / Maths Groups / Literacy Groups / Show & Tell
09h25 - 10h15	Art Activities, Literacy Area / Handcraft Area
10h15 - 10h35	Snack Time
10h35 - 11h30	Outside Play
11h30 - 11h45	Movement / Music / Obstacle course
11h45 - 12h10	Quiet Play / Educational Toys, Work & Whisper
12h10 - 12h30	Story Time
12h30 - 12h35	Ladybirds Home Time
12h35 - 12h40	Teddies Home Time

Both classes have 2 compulsory extramural activities during school time. (included in school fees)

WEDNESDAYS	MOVEMENT TO MUSIC Class given by Ms Karen Butler
FRIDAYS	MUSIC CLASS given by Mrs Sally-Ann Spooner

The Aftercare Programme

The Aftercare programme compliments the daily programme of the Lea. The learners who stay for longer have the opportunity to rest, play and develop in a structured, balanced afternoon programme.

12h50	Hands wash/ toilet routine
13h00	Lunch
13h20	Getting ready for rest
13h30	Story
13h40	Rest
14h05	Wake up & toilet routine
14h10	Outside play
15h00	Inside Activity
15h30	Home

- We offer Aftercare but not Holiday care.
- Regular Aftercare fees are payable over 10 months. Regular Aftercare children will not be charged for Aftercare during January and December. Kindly take note that the Regular Aftercare Fee is payable for the full month irrespective if part of the month falls in the school holidays. The same principle is followed with the payment of school fees.
- If your child is still at school by 12h45, they will be booked into aftercare and you will be billed for this time at the end of the month.
- Parents who fetch their child after closing time (15h30) will be charge R60.00 per half hour.
- Kindly pack your child a HEALTHY lunch in a SEPARATE LUNCHBOX FOR AFTERCARE...the children often eat everything in their lunchboxes at tea time and then have nothing for Aftercare lunchtime (13h00).
- PLEASE ENSURE THAT ALL FOOD IS HEALTHY FOOD, no junk food (chips, sweets, chocolates, biscuits, cakes, puddings, custard, jellies, chocolate flavoured products etc) or fizzy cool-drinks will be allowed. Please provide a spoon when sending yoghurt and ensure that your child is able to eat yoghurt independently.
- Please provide a clearly marked pillow and small blanket for rest time for the Regular Aftercare children. We do have extra pillows and blankets for the Ad Hoc (casual) children.
- For security reasons parents will be expected to sign their children out when fetching them from Aftercare. Your co-operation will be greatly appreciated.

Information for parents

Absence from School

Please inform the school administrator if your child is ill and is not attending school. Sick children may not come to school. Please keep ill children at home, thus giving everyone (especially the staff) a chance to stay healthy! You will be contacted if your child becomes sick at school, he or she must be fetched immediately and kept at home until the condition has cleared up. (We refer you to our Medicine Policy)

Ad hoc Aftercare

On arrival at school please inform your child's teacher/Administrator when intending to make use of the Ad Hoc Aftercare. This does not apply to regular Aftercare users.

Assessments

The teacher's will give verbal feedback in June and a written report will be compiled in December on your child's progress. Please feel free to make an appointment to see them if you would like to discuss the report or any other concerns. If at any stage the teachers feel that a child should consult a paediatrician/paediatric neurologist, physiotherapist, occupational therapist, speech therapist or child psychologist, or need any extra help, they will discuss this with you. Again, please don't hesitate to get in touch with your child's teacher should you have any concerns.

Bakerman

Every Friday we have a fundraising event called "Bakerman". Each child has one turn a year to supply about 60 small biscuits/ cupcakes (or whatever they and their parents wish to make) in order to sell to all the other children. Each child takes home their "Bakerman purse" on Thursday, to return the next day containing R5 for "Bakerman". This system enables us to buy Christmas gifts for the children's Christmas party.

Birthdays

- We have a special Birthday Ring at school for each child – the best way to share the birthday with the whole class. The birthday child brings a treat for each of his or her classmates. Preferably cup cakes, or a slab of cake to cut into squares, or biscuits.
- No chips, sweets, lollipops, chewing gum, ice cream cones or party packs. Please keep it simple: the children have their own lunches to eat as well.
- Please discuss arrangements for birthday ring celebrations with the class teacher before you bring the birthday goodies. Fridays are usually avoided because of Bakerman.
- Party invitations (in sealed envelopes) may be placed in children's message pockets or you can send them electronically. The children are quick to identify invitations and there is inevitably disappointment on the part of those who are not invited, so we would prefer the invitations to be opened at home.
- Donating a book to the Pre-primary library to mark this happy occasion is optional, but greatly appreciated!

Breakup Day

School closes at 10h30 on breakup day. No Aftercare on last day of term.

Communication

The Ladybirds and Teddies classes have their own message bags in the Dress up Corner. Kindly check your pocket daily. The Lea newsletter is distributed electronically and a hard copy of this newsletter is pinned to the Parent Notice Board in the Dress up Corner.

Clothing Requirements

The Lea has no prescribed uniforms, however kindly take note of the following:

- Wear suitable play clothing that the children can manage themselves.
- Girls are asked to wear or bring shorts or long pants for Ms Butler's Movement to Music classes on a Wednesday.
- We encourage you to mark all clothing (name tags or laundry marker).
- Hats are compulsory wear for garden play. We prefer hats with a brim and chin elastic or strap. These stay at the Lea and we will ensure that they are worn during outdoor activities.
- Each child must also have a complete change of clothes clearly marked in a plastic packet in their schoolbags AT ALL TIMES.
- A schoolbag big enough to hold shoes, jersey, lunchbox, and change of clothes. No bags on wheels; they do not fit in the lockers.

Equipment

Kindly return all puzzle pieces or other bits of the school's equipment that come home in your child's bag or pocket. At this stage, taking something that does not belong to you is not viewed as stealing, but if you condone the action of not returning the items, a real problem could develop later on.

Extramural Activities

AFTER HOURS (group times to be confirmed)

Playball (Both groups)	Tuesdays/Thursdays/Fridays @ Lea	Anne / 083 270 4904
Heart Matters Emotional & Social Development (only Teddies)	Wednesday afternoon @ Lea	Shanley / 082 497 0447

PLEASE NOTE: Above mentioned Extramural activities are optional and payable directly to the various providers.

DURING SCHOOL HOURS (Compulsory and included in school fees)

Movement to Music class	Wednesdays	Ms Karen Butler
Music Class	Fridays	Mrs Sally-Ann Spooner

DURING SCHOOL HOURS (Not compulsory and not included in school fees)

Curious Cubs (only Teddies)	Wednesday morning @ Lea	Rebecca / 021 697 2636
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Language Enrichment Classes

The Language Enrichment classes at the Lea aim to provide support and assistance to any learner who may experience difficulties relating to language development. The classes are run by Ms Zahrah Price, a qualified speech therapist on Friday afternoons.

Lost Property

Lost property is kept in a red crate in the Aftercare room and displayed weekly. Unclaimed items will be donated to charity at the end of each term. Kindly mark all clothes, hats, shoes, bags, lunchboxes.

Lunchboxes

Please pack a healthy lunch for school. We suggest a lunchbox containing a healthy mid-morning snack: sandwich/fruit / cut up vegetables/ biltong/ cheese/ dried fruit and fruit juice/ water.

Please provide a spoon when sending yoghurt and ensure that your child is able to eat yoghurt independently.

PLEASE ENSURE THAT ALL FOOD IS HEALTHY FOOD, no junk food (chips, sweets, biscuits, cakes, puddings, custard, jellies, chocolate flavoured products etc) or fizzy cool-drinks will be allowed.

Medicine Guidelines

We refer to the Lea school policy: Medicine Guidelines that is available upon request from the Lea Administrator. In a nutshell; Only Chronic medication will be administered by a staff member. Parent must give written permission. Record will be kept in the Lea Medical Register.

Notices and Reply Slips

We greatly appreciate prompt replies to circulars. Please hand the slips to the Administrator. Reply slips with money (correct amount please) should always be returned in an envelope, marked with the name of the child, the class, the correct amount and what it is intended for. E.g. JOE BROWN, LADYBIRDS, R20-00, KIRSTENBOSCH OUTING

Open-Door Policy

If you have any concerns, no matter how insignificant, please communicate this with the school. Kindly make an appointment with your child's teacher or with the administrator for financial queries.

Orientation Day

You and your child will be invited to a tea party in the Lea Garden. It will give you and your child the opportunity to familiarise yourselves with the Lea. We will forward the relevant information to you.

- Daily programme
- What to bring to school: Daily Personal requirements/Daily Class requirements
- Fees
- Extra murals
- How you can be involved ...
- The First Day. Please take careful note of the particular day that your child has been assigned to come to school. This facilitates our staggered intake.
- A staff member will be on duty from 7:45 each morning. If your child is settled, please avoid lingering unnecessarily.
- Pickup times: Ladybirds Mrs. Naude Junior group at **12:30** pm, Teddies Mrs. Mac Senior group at **12:35** pm
- Parent Interviews

Outings

Due to the young age of the Lea children, we limit outings to one outing per year. Parents transport the children and each child is strapped in with a seat belt. However, we do invite various organisations and people to our school as part of our education programme.

Parking and Gates

Parking outside the school is very limited, especially early in the morning. Please keep the staff parking bays clear (2 bays under the shade and 1 bay in front of the garage). It is very important for us to keep on good terms with our neighbours who are very good about watching the school property during weekends and holidays. Please don't park in/across their driveways or use their driveways for turning. Rather go round the corner or into Grosvenor Road, alongside Rustenburg Girl's High School, or wait until there is a space if you want to stop nearer the school.

Personal Toys

Children are permitted to bring their own toys, games or books on certain days. SHOW AND TELL only on Fridays and INTERESTING BOOKS on Tuesdays for the Teddies and Thursdays for the Ladybirds. Only one item per child allowed, clearly marked and to be placed in the SHOW AND TELL box.

School Classes

There are two groups at the Lea, with a maximum of 24 children in each group. They are referred to as the TEDDIES (senior group/ 4-5 years) and the LADYBIRDS (junior group/ 3 – 4 years).

Our programme is designed to give every child the opportunity to develop the skills, perceptions and concepts that will enable him or her to be well prepared for future schooling.

Security and Safety

For the security and safety of all our pupils, kindly ensure that you always close and latch the small gate and the big blue gate at the entrance of the school. The Lea has an Evacuation plan in place and you will be accordingly informed.

Supplies

At the beginning of the year:

- 6 toilet rolls
- 1 box of tissues
- 1 container of wet wipes

At the beginning of the 3rd term:

- 8 toilet rolls
- 1 box of tissues
- 1 container of wet wipes

Terms and Times

Most of the times the Lea school terms follow the WCED school calendar. Advance notice will be given when it is not the case. School hours are officially 8:30 to 12:30, but the gates open at 7:45 (kindly take note not before) for the early birds. An Aftercare service is available until 15:30 at an extra fee per month.

Towels

The school provides small hand towels for the children. Each child has one or two turns a year to take these home for laundering on a Friday, to be returned to school by the following Thursday.

The first day

- Please take careful note of the particular day that your child has been assigned to come to school. This facilitates our staggered intake.
- A staff member will be on duty from 7:45 each morning. If your child is settled, please avoid lingering unnecessarily.
- Pickup times: Junior-Ladybird group at 12:30, Senior Teddy Group at 12:35. Please be punctual – the child who has to wait may feel insecure.
- Inform your child's teacher/ Administrator if your child will be attending Aftercare on a regular basis.

What to bring to school

Annual Class Requirements

- New pupils only: A once off fee of R300 is required.
- The following will be purchased for your child with the R300 payment you have made: Art bag, Bakerman Purse, Lea Pre-Primary Apron and liquid soap.

Daily Personal Requirements

- A lunchbox containing a healthy mid-morning snack (Please mark containers. Bring own spoon for yoghurt.)
- A full change of clothing to be kept in a plastic packet in your child's schoolbag.
- A sunhat is compulsory during the summer terms for outdoor play. Please provide one to stay at school.
- Please mark every single possession and item of clothing that your child brings to school.

Daily class requirements



**LADYBIRDS CLASS
TEACHER**
Mrs Marlese Naudé



**LADYBIRDS TEACHER
ASSISTANT**
Mrs Pumla Mpafa

MONDAY	Check Message pocket Interesting books / Apron / Art bag
TUESDAY	Check Message pocket *Playball (extramural)
WEDNESDAY	Check Message pocket Girls- shorts/long pants for Ms Butlers Movement class
THURSDAY	Check Message pocket *Playball (extramural)
FRIDAY	Check Message pocket / Show and tell R3 for Bakerman/Bakerman Purse Music class with Mrs Sally-Ann Spooner *Language enrichment classes

Daily class requirements



**TEDDIES CLASS
TEACHER**
Mrs Debbie McLaughlin



**TEDDIES TEACHER
ASSISTANT**
Ms Lily Tsutsu

MONDAY	Check Message pocket Interesting books / Apron / Art bag
TUESDAY	Check Message pocket *Playball (extramural)
WEDNESDAY	Check Message pocket Girls- shorts/long pants for Ms Butlers Movement class Curious Cubs (extramural) *Heart Matters (extramural)
THURSDAY	Check Message pocket / Clean hands for baking (Every second Thursday) *Playball (extramural)
FRIDAY	Check Message pocket / Show & Tell R3 for Bakerman/Bakerman Purse Music class with Mrs Sally-Ann Spooner *Language enrichment classes

Fees

- FEES are payable for ten months. First payment due on 1 February and last (10th payment) due on 1 November.
- The basic monthly fee for 2019 fee R3 450.00 per month, (Including movement classes and music appreciation classes, excluding outings and Nativity Play).
- **TERMS OF PAYMENT:** Fees are payable monthly in advance by the 1st of the month, quarterly within the first week of the term or annually by 31st of January. Please inform Mrs van der Spuy if you prefer to settle the school account term/ annually, within the first week of term. Fees are to be paid directly into the school's bank account. No cash payments will be accepted and a levy of R80.00 shall be charged for cheque payments or cash deposits. Interest of prime plus 2% per month will be levied on any unpaid fees from due date to date of payment.
- Please note that for reasons of safety and security, no cash payments for fees will be received on the school premises.
- **DEPOSIT:** Once your child is ACCEPTED a non refundable Acceptance fee of R1000-00 is payable.

SCHOOLFEES - including mandatory Movement to Music and Music Play classes, excluding the Nativity Play and outings

MONTHLY R3 450.00	QUARTERLY R8 625.00	ANNUALLY R34 500.00
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AFTERCARE

MONTHLY: REGULAR	12H45 – 13H30	R400.00
	12H45 - 14H30	R690.00
	12H45 - 15H30	R950.00
AD HOC	PER HOUR	R48 (or part thereof)

Ad Hoc billing will be forwarded to you on the 25th of every month.

BANK DETAILS:

Lea Preprimary School

Standard Bank, Rondebosch

BRANCH NO: 025009

CURRENT ACCOUNT NUMBER: 07 297 9445

Kindly use your child's name and surname as reference.

How you can be involved

Meetings

- AGM in February
- Executive Committee meetings once a month
- Occasional Special Parent meetings

Executive Committee Portfolios

The Executive Committee consists of 11 parents who meet once a month to facilitate the smooth running of the school. Portfolios are briefly described below. Parents are appointed at the AGM in February. Please nominate a parent whom you know would like to be on the committee, including yourself!

CHAIRPERSON	Chairs the meetings, liaises with the Staff and motivates Committee members in fulfilling their various duties.
TREASURER	Looks after the overall finances of the school and does quarterly figures.
SECRETARY	Takes minutes at all the meetings and acts as Deputy Chairperson if necessary.
SEWING	1 parent required. We constantly need new dressing-up outfits, doll's clothes, etc. During the year the dress-up clothes need to be checked, mended and washed.
FUNCTIONS/ CATERING	2 parents required. To organise refreshments at any school function. Set out tables, crockery and cutlery, flowers and tablecloths. Oversee functions such as the Morning Market and coordinates catering for Fundraising Events and Parent meetings.
LITERATURE / PR	1 parent required. Running of small school library. Organising the covering, cleaning, filing of the books.
FUNDRAISING	2 parents required. Will be in charge of a Sub Committee. Calling on other moms and dads to help organise fundraising events.
MAINTENANCE	1 parent required. To effect minor repairs to the buildings and organise outside contractors when necessary

We look forward to having your child at our school! We hope that you will have a happy association with the Lea.

All I really ever needed to know I learned in pre-school

(by Robert Fulgram)



Most of what I really need to know about how to live, and what to do, and how to be, I learned in pre-school. Wisdom was not at the top of the university mountain, but there in the sandbox at pre-school.

These are the things I learned:

Share everything.

Play fair.

Don't hit people.

Put things back where you found them.

Clean up your own mess.

Don't take things that aren't yours.

Say you are sorry when you hurt somebody.

Wash your hands before you eat.

Flush.

Live a balanced life - learn some and think some and draw and paint and sing and dance and play and work every day some.

When you go out into the world, watch for traffic, hold hands and stick together. Be aware of wonder. Goldfish and hamsters and white mice and even the little seed in the plastic cup - they all die. So do we. Everything you need to know was there somewhere - God, love, basic health, ecology, politics and sane living. Think of what a better world it would be if we all - the whole world - had a basic policy in our nation and other nations to always put things back where we found them and cleaned up our own messes.

And it is still true; no matter how old you are, when you go out into the world,
it is best to hold hands and stick together.