



Little Rascals Pre-School

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Admissions Policy 2018

Welcome to Little Rascals! This document will provide you with all the information you will need to make the important decision of placing your precious child in our hands.

We undertake to provide the very best care and love for your child and will cherish your child as an individual.

We hope your child's time spent with us will be as memorable and special to them as it is to us.



“All our handling of the child will bear fruit, not only at the moment, but in the adult they are destined to become.”
Dr Maria Montessori

Aims and Intent



Little Rascals exists to provide a safe, developmentally appropriate environment for preschool aged children. Our focus is to provide the child with an excellent and stimulating early care and education experience, which promotes the child's social, emotional, physical and cognitive development. Our goal is to ensure that the child's mind is opened up to ensure their life-long learning.

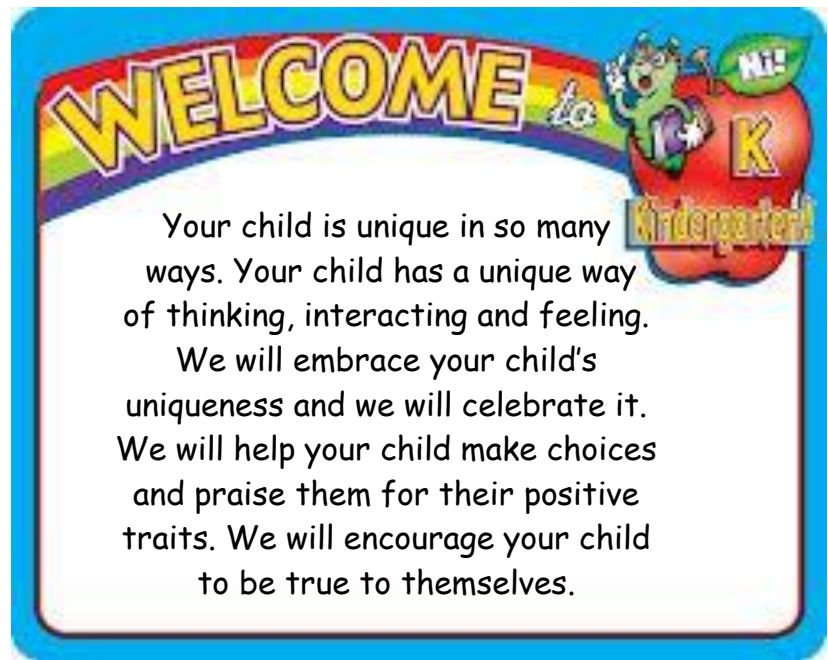
The aim of Little Rascals is to make our preschool accessible to, and inclusive of, all children and families from all sectors of the local community through open and fair practices.

Key Facts

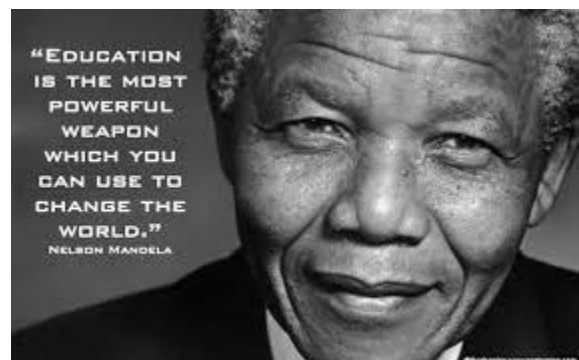
Little Rascals is an English medium school, which accommodates all languages and races. We have been educating the youth since July 2001. Our aim is to provide a high standard of individual and group care. Children are supported in various ways; by good role modelling, interaction, observation and assessment. We also focus on working one on one and setting up meaningful activities to support children's learning. A warm and welcoming atmosphere awaits your child. There is a wide range of excellent resources; well-planned activities and scope for adventurous and imaginative play both indoors and outdoors. Children are encouraged to learn through play. Parents are encouraged to participate in topics, activities and are generally made to feel that the school is for you and your children. We create an atmosphere where every child feels secure, valued and confident. We acknowledge parents in their role as children's prime educators and seek to promote a partnership with them that develops a shared understanding with mutual respect and dialogue. We develop a positive learning environment by providing good resources/materials. We ensure no child is excluded or disadvantaged because of his or her race, culture or religion, home language, family background, special educational needs, disability, gender or ability. Our policy is that all children should feel included, secure and valued. All the teachers work closely with each other and your children, this promotes the healthy progress of your child from one age group to the next. We have had over 3065 children through our school gates. 65% starting when they were 6 months old right up until they graduate at the end of Grade RR. They have become a part of our family, we watched them grow up right in front of our eyes and there is nothing on earth better than that! We accept children from 3months – 5 years old (Grade RR)

1. Little Rascals key concepts

Our aim is to develop confident, independent and happy children. We are able to do this by introducing each child to the joy of learning in a stimulating, loving, and carefully prepared environment. Each child is able to work with the specialised learning materials at his own pace according to his own skills and needs. Each child is taught individually with the materials therefore meeting the child's individual needs. The children learn that school can be an unending adventure, one that inspires a life time of discovery. The school is here to nurture your child and to help you with the important work of guiding your child's intellectual, emotional and physical development.



We are with your child every step of the way, always supporting them, encouraging, loving them and praising them. When your child walks through our school gates in the morning they must feel like this is their second home, they should feel safe, free to express themselves, loved, free to experiment with their emotions, our learning equipment and whatever else they wish to try. We don't judge children or try to make them something they are not. We love them for who they are. We encourage them to learn good values and manners as it is very important to us. We always teach them manners as I feel this is something that is really lacking in our world today. There is nothing more beautiful than a child with good manners. This is an English medium school so we always encourage our children to speak English when they are school. We concentrate on grammar as well as pronunciation. We have had so many children join us who couldn't speak or understand a word of English. But, after just a few weeks they are speaking fluently. We really encourage some extra English at home.



2. Little Rascals Key practises

Little Rascals Pre-School is committed to promoting quality education for all children based on these key concepts:

- ♥ To foster competent, confident, independent and responsible adaptive citizens who are lifelong learners and problem solvers.
- ♥ Learning occurs in an inquiring, co-operative, and nurturing atmosphere.
- ♥ Learning takes place through the senses. Children learn by using the different learning materials and equipment as well as interacting with others.
- ♥ The child is considered as a whole. The physical, emotional, social, moral, and cognitive needs and interests are inseparable and equally important.
- ♥ The most important years of growth are the first six years of life, when unconscious learning is gradually brought to a conscious level.
- ♥ Children are to be respected and treated as individuals. Building a child's self-esteem is paramount. Only with high self-esteem will a child develop the inner motivation for thinking and acting independently and responsibly.
- ♥ We have daily 'grace and courtesy groups'. These groups demonstrate positive social behaviour which help the children adapt to life in a group and arm them with knowledge of socially acceptable behaviour. For example
 - 'How to say please and thank you'
 - 'Respect for others'
 - You may not hurt others or disturb another child's work.
 - Respect for self - you may not do things which might endanger your safety.
 - Respect for equipment - you must use the equipment with care and return it to its place ready for someone else to use.



3. In our prepared Little Rascals environment

Our classrooms are an environment carefully and thoughtfully prepared daily by our teachers for the children. It contains all the essentials for optimal learning. Attributes of a prepared environment include order, beauty, and simplicity. Everything is child sized to enhance the children's independent functioning.



- ☺ We recognise that each child learns at his/her own pace. It is a child centred approach and through our daily written observations and record keeping on each child, we are able to direct the child's daily activities based on their needs, strengths, and developmental stages.
- ☺ The learning materials in our classroom offer concrete, multi-sensory experiences, which actively engage the child, correcting, giving feedback and increasing the child's opportunities for self-directed work. The materials contain many aims or goals and can often be explored at different levels.
- ☺ Little Rascal's programme develops a positive attitude towards school and gives the child a feeling of security, sense of order, curiosity, concentration, persistence, an ability to make decisions, a sense of independence, self-confidence and sense of responsibility towards others
- ☺ There are six distinct areas that make up the Prepared Environment: Toddler, Practical Life, Sensorial, Mathematics, Language and Culture areas.
 1. **Toddler area** has many self-help activities that help the child to be more independent
 2. as well as basic activities such as threading, matching, puzzles and sorting. This area is simpler and slower pace than the rest of the classroom. Since this is also the age of very strong imitation, the adult in the classroom constantly models appropriate social skills,
 3. good manners and consideration of others
 4. **Practical life** exercises are purposeful activities that build on the child's natural interest
 5. in what is around him, relating to the world he knows best- his home. The basic motor skills required for writing are found in this area as the child masters the 'pencil grip' and learns
 6. to work from left to right. The activities also enhance the development of concentration,
 7. co-ordination, task completion, cognitive order and grace and courtesy. Examples are: pouring water, dressing frames, squeezing oranges, tweezer exercise, and care of environment activities.
 8. **Sensorial area** - enables the child to order, sequence, classify and describe sensory impressions in relation to length, width, weight, and colour. Each scientifically designed material isolates a quality found in the world such as size, shape etc and isolation focuses
 9. the attention on one aspect. Examples in this area are cylinder blocks, knob less cylinders, geometric solids, and red rods.

10. **Mathematics** - through the uses of didactic materials in the classroom the child is able to internalise concepts of numbers, symbols, sequence, operations, and memorization of facts. Examples of these would be: number rods, spindles boxes, cards and counters and golden bead material.



11. **Language area**- this includes oral language development, written expression and reading. Basic language activities linking sounds to letters and expression of thought through writing. Examples of some of the language materials would be sandpaper letters, metal insets. Pink, blue, and green reading boxes.
12. **Culture** - this exposes the child to the introduction of geography, history, and the sciences. Music, art and creative movements are part of the integrated cultural curriculum. Some examples are the coloured globe, land/water forms, insect folder, magnetic / non-magnetic activities, and the musical instruments.



Childhood is not a race to see how quickly
a child can read, write and count.
Childhood is a small window of time to
learn and develop at the pace which is right
for each individual child.

Make me a Little Rascal



4. Operating Days and Opening Hours:

- The school year at Little Rascals is from January to December.
- We follow a four term school calendar.
- We are open during school holidays.
- We are closed on all public holidays and long weekends.
- If the public holiday falls on a Thursday or Tuesday, the school will be closed the next day, Friday, or on the preceding day, Monday.
- From mid-December to mid-January each year the school closes completely for maintenance and so that our hard working staff can have a good rest with their families.

5. Little Rascals offers the following services:

- Half day care with lunch (06.45 am – 13.30 pm)
- Full day care (06.45 am – 17.15 pm)



6. School Fees

- Little Rascals operates on a fixed month/yearly fee structure.
- The required CPA (Consumer Protection Act) documentation forms part of the legal agreement to be signed between Little Rascals and the parent/s.
- Fees are payable monthly over 12 months or annually, on or before due date.
- There is a 10% discount for fees paid annually.
- There is a 12% discount on the fees of the second child, and any subsequent children, that the family has in the school at the same time.
- There is a once off non refundable registration fee of **R 500.00** for the year.
- Fees are due for 12 months of the year (January to December). We are open for two weeks in December.

Care	Monthly (over 12 months)	December (50% discount)	Total for the Year	Total <u>less</u> the allocated discount <u>if paid on or before</u> <u>the 01/01/2018</u>
Half Day	R 1 350.00	R 675.00	R 15 525.00	R 13 970.00
Full Day	R 1 650.00	R 825.00	R 18 975.00	R 17 080.00
2 Children Half day	R 2 500.00	R 1 250.00	R 28 750.00	R 25 875.00
2 Children Full day	R 2 900.00	R 1 450.00	R 33 350.00	R 30 015.00

7. COMPULSORY STATIONERY REQUIREMENTS

We will need the following when your Little Rascal starts please:

Bees and Ladybugs (Children born in 2016/2015)

- A file, this will hold their work for the whole year, please no flip files. ONLY LEVER ARCH FILES
- 1 bar of soap per term (the children use this soap to wash their hands after going to the toilet)
- 2 rolls of toilet paper (this will be required only once a term)
- 1 box of tissues (this will be required only once a term)
- 1 packet of wet wipes provided every term (even if your child is not in nappies, we use these wet wipes to wipe your child's face as it is the most hygienic way of keeping their little face clean.)
- Baking requirements will be specified in the newsletters.

Butterflies, Caterpillars, Snails and Grasshoppers (Children born in 2014/2013)

- A file, this will hold their work for the whole year, please no flip files. ONLY LEVER ARCH FILES
- A pencil case (we provide the crayons and this is kept at school)
- 1 bar of soap per term (the children use this soap to wash their hands after going to the toilet)
- 2 rolls of toilet paper (this will be required only once a term)
- 1 box of tissues (this will be required only once a term)
- 1 packet of wet wipes provided every term (even if your child is not in nappies, we use these wet wipes to wipe your child's face as it is the most hygienic way of keeping their little face clean.)
- Baking requirements will be specified in the newsletters.



9. Nutrition

Little Rascals employs a chef who prepares the meals. We are thus fully prepared to take religious eating considerations and food allergies into account.



Babies:

- Little Rascals does not provide food for babies who are on formula and/or specialised baby foods. These are brought to school by the parents each day.
- A fresh bottle is made up before each feed so parents of children on formula supply it in powder form together with clean bottles every day.
- Breast milk in bottles may be provided daily and will be stored in the refrigerator and be warmed up before a feed.
- As soon as the child is able to eat solids, as prepared by the school kitchen, the parent stops bringing baby food to school.

All other children :

- **Breakfast:** A breakfast of mielie meal or maltabella is provided every morning (Monday to Friday) from 8.00 am – 8.30 am.
- **Morning snack at 10.15 am** – Seasonal Fruit and juice
- **Lunch** is provided every day (Monday to Friday) from 12.20 pm.
- **Mid-afternoon snack at 15.30 pm** – brown bread sandwich with a filling of jam, marmite, syrup or honey and juice.



The lunch menu is as follows:



Week 1	
Monday	Mince with rice, butternut and seasonal vegetables
Tuesday	Tuna, cheese sauce and macaroni with mixed vegetables
Wednesday	Beef stew and seasonal vegetables with pap
Thursday	Chicken with rice, beetroot and seasonal vegetables
Friday	Mince with spaghetti and mixed vegetables

- Periodically we give the children a braai for lunch, especially during the Heritage theme week.
- During our different nationalities theme week we will ask you to send a plate of traditional food from the nation your family is from and the children will experience the different tastes and textures from other countries.
- Little Rascals also takes cognisance that dairy is not always that good for children and for this reason we use minimal dairy products.
- Cool, fresh water is available to the children every day, in their classrooms and also on the playground.

10. Extra-Mural Activities

- Little Rascals accommodates the following extra-mural activities:

Description	Age Group
Swimming	2 – 5 years
Ballet (Karen Drake)	3 – 5 years
Computers (AlcoKids)	3 – 5 years
Juggle Bugs	2 – 5 years
Gymnastics (Zani's)	3 – 5 years



- The organisers of the extra-mural activities sub-contact to the school and as such raise their own invoices and collect their own fees.
- The extra-mural invoices will be emailed to the parents by the organiser/delivered to the parents in the children's school bags.
- Play time is more important and it is not recommended that children do more than three extra-murals, nicely spaced out, so as not to overwhelm them.

11. Communication

Little Rascals uses the following methods to communicate with parents:

- Notebooks:** Our most important method of communication with you is via the notebook system. For communication of newsletters, etc.
- Whatsapp, Sms, Phone calls:** I am always available on whatsapp.
- Email:** At Little Rascals we try to be as green and eco-friendly as we can and wherever possible we communicate with parents through email. Invoices and statements are sent through email, unless there isn't one in which case we'll give the parent a printed copy.
- Newsletters:** These are sent out every week during term time. We either print or email them depending on your requirements.
- Our Website** www.littlerascalspreschool.co.za The website is updated every week and parents will be able to find past newsletters, the diary, menus, and photographs as well as general info about the school.
- Quarterly Planner:** Contains the themes and other activities happening at school. Sent out to parents at the beginning of each quarter so that they know what their child is learning about/doing at any given time.



12. Reports and feedback to parents on their child's development

Reports and parent feedback meetings happen in:

- a. April (end of the first term) – a short written adaption report on how your child is adapting to the school.
- b. June (end of the second term) – detailed written report ;
- c. November (end of the fourth term) – detailed written report.



13. Marking Clothing and other Belongings

The onus is on the parents to mark their children's belongings as Little Rascals is not responsible for lost or missing items. It is almost impossible to know what belongs to who if articles are unmarked. Please ensure that all your child's clothing is marked. We sell Iron on labels at Little Rascals, please enquire should you be interested.

14. Medical Matters

- a. In terms of the National Health Norms and Standards, only children who have been vaccinated, or are in the process of their vaccinations, may be admitted to this preschool.
- b. Children who are **ill may not** be brought to school especially under the following conditions:
 - i. Within 12 hours of a high temperature;
 - ii. Within 48 hours of going onto an antibiotic;
 - iii. Spots and rashes, ringworm and impetigo;
 - iv. Sore throats, especially tonsillitis;
 - v. Infected eyes.
 - vi. Any runny tummy or vomiting.
 - vii. Weeping ears;
- c. When a child has been on an antibiotic for 48 hours and deemed well enough to return to school, the school is **not** allowed to administer the remainder of the medication.
- d. Parents are requested to ask their doctor to prescribe medications that are administered once, or possibly twice, a day and can be done at home.
- e. If a child is on long-term medication, e.g. asthma pump, the parents gives to the school a letter indemnifying the school, management, the staff and everybody at school from any reaction the child might have to the medication.
- f. If a child has allergies and an anti-histamine or Epinephrin auto-injector is kept at school, the parent signs the Medication Administration Control Sheet.
- g. Management will keep an eye on the expiry date of the anti-histamine medication and inform the parents when a new one is needed.
- h. Without the Medication Administration Control Sheet having been properly filled out and signed, no medication will be administered to that child. Instructions will not be taken over the telephone.



15. Involved Parents

Parental involvement is the most important part of a child's development and at Little Rascals we highly value parents and their input. We need to have open lines of communication. Your involvement in certain events will be required. Parents are strongly advised to attend all Parents evenings and functions.



16. Vital Information

Please keep the Pre-School informed of any change of address, physical or postal, change of telephone numbers, and change of legal guardianship.

17. Items to bring to school

At Little Rascals, we strive to be self-sufficient so that parents can get on with the time consuming business of earning to support their families. However, we do need a few articles to be packed in the children's bags as a matter of course. Parents bring the following to school on a daily basis.

Birth to 24 months old	2 – 4 years and older
<ul style="list-style-type: none">• Signed notebook (provided by the school)• 2 sets of clothes• Bottles and or dummies• Nappies• Wet Wipes• Nappy crème• Sunhat	<ul style="list-style-type: none">• Signed notebook (provided by the school)• 2 sets of clothes• Nappies if necessary• Sunhat• Extra Mural apparel



18. Clothing

- Children should be dressed in clothing that they can put on and remove easily. This encourages independence, self-confidence and minimises toilet accidents.
- A spare set of clothing for emergencies must be kept in your Child's bag at all times.

19. Toilet Training

Parents are encouraged to share their toilet training plan with their teacher to ensure a successful training experience between Pre-School and home. Frequent communication on a child's progress is necessary to make this experience comfortable for your child. When your child is ready to be potty trained we will take your child regularly to the bathroom. Please ensure that you send enough panties/underpants as well as extra clothes to school.

20. No Toys OR Sweets allowed at school

- No toys, sweets, trinkets, money etc may be brought to the Pre-School. Please ensure that your child leaves these at home. These inevitably cause strife amongst the children.

21. Baking Day

We have baking every Wednesday. This gives the Little Rascals a chance to experiment with food goodies, we try to keep the baking as healthy as possible. For the baking we rely on all our parents to send their monthly baking requirements which will be specified in the newsletter. It is normally a packet of Marie biscuits or tennis biscuits, a box of smarties or jelly tots or food colouring. Just one item, once a month and the children thoroughly enjoy their baking day.



22. Birthday Rings

These are celebration days and we would love to make it extra special for your child!

On the day of your child's birthday ring please bring the following: (This is NOT compulsory)

- Birthday Parties need to be arranged in advance
- Birthday cake to arrive NO later than 10:00 or else the children won't eat their lunch
- A birthday cake with candles and matches.
- You are requested to donate **a book** for our book corner. This book will be inscribed with your child's name and will be presented at the birthday ring. (Please wrap the book)
- You are more than welcome to make Party Packs if you want to, but they will be sent home as there is not enough time for the children to eat it at school.
- You can also send juice to school, 2 x 2lt is normally sufficient.



23. Injuries

- Parents will be contacted immediately should their child sustain a serious injury.
- Minor injuries such as a bump or scratch will be recorded in our triplicate injury log book (What injury, place of injury, how it happened, the time, the teacher who witnessed the accident as well as the treatment your child received for the injury); a copy will be sent home for your attention, another copy will be placed in your child's personal file.
- We treat all injuries by disinfecting, putting some cream on or mercurochrome and a plaster if necessary.



24. Subject to change / Right of admission reserved

Fees, conditions, rules and regulations are subject to change without notification.

Please note: The Pre-School reserves the right of admission.

25. What we do in class

During class time, we do all our activities. We paint, colour, glue, write, draw and much more. In class we learn songs, how to count, the alphabet and much more according to your child's age. We have the most modern learning equipment. We take great pride in the work our Little Rascals bring home. We are committed to a high standard of education!



The Admissions Method



Now that you have read all about us, I have no doubt that you want to become a part of Little Rascals! Here is what to do...

1. Please pay your R500 Registration. Upon receiving this payment, we will reserve a conditional space for your future Little Rascal. You will receive the all important enrolment forms.
2. We will schedule an admissions interview with the Principal. Little Rascals operates with an open door policy/only conducts initial interviews by appointment only.
3. Please complete all the forms and bring it along to your interview.
4. Meet the Principal! We get to know you better and learn all about your family.
5. You will receive a letter welcoming you to Little Rascals or a letter to explain why your application was not successful.

Yippie I am a Little Rascal!

6. Important information:

a. **Cancellation of the Registration:**

- i. Once the contract has been signed and a place allocated to a child, if the place is not taken up within one week of acceptance, the school will give the parents adequate notice that it intends to terminate the registration.

b. **Indemnity:**

- i. No child will be accepted into the school unless the Indemnity attached to the Enrolment Contract has been signed.
- c. Acceptance/denial of the registration will be communicated to the parents through a phone call and confirmed with an email.
 - d. If entry is denied, management's decision is final.
 - e. Please remember that the Registration fee is non-refundable
 - f. It is not possible for Little Rascals to "hold" a place for a child.



Please feel free to contact me (083 693 4130) any time with any queries; it is absolutely vital that all Parents have my number on speed dial; I am always here for you, always ready to listen. I believe in an open path of communication. Please don't stress about anything, rather come and talk to me, Aunty Leighan will always be right here, as I know and love every grain of sand in this sandpit, every brick in these walls, it is my everything and therefore my whole life and every fibre of my being is committed to this school and your beautiful children.



Little Rascals

CHANGING THE WORLD ONE TODDLER AT A TIME

Don't Delay - Register your Little Rascal Today!