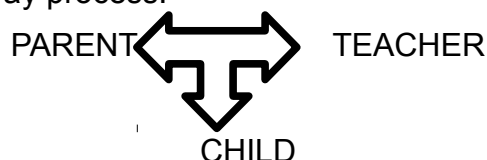


Manor Pre-Primary Prospectus

Manor Pre-Primary School aims to help fulfil your child's God-given potential through quality education. 80% of a child's brain is developed by the age of 4 – therefore activities are presented in such a way as to maximize a child's development, following the Play-With A-Purpose programme. Our Christian foundation makes us believe that every child is unique and important and thus we strive to lay a solid foundation for the child's future. What a child thinks of him/herself influences everything they do; they need assurance that they are special, created in the image of God and worthwhile as individuals.

Education is always a three way process:



Consequently we endeavour to work closely with parents in the development of their children.

Admissions

1. Children between the ages of 2 and 5 shall be eligible for admission.
2. Children with disabilities will not be eligible for admissions because of the unsuitability of our facilities and staff training. Please discuss your child's disability with our staff before enrolment.
3. On admission, an enrolment form is to be signed by both parents/guardians. Copies of the child's Birth Certificate, Parents/Guardian ID documents and clinic card are required.
4. Admission shall be at the discretion of the school.
5. With the child's interest at heart, it is recommended that a settling in period of one month be allowed in order for the child to adapt to his environment before any decision is made concerning continued participation.
6. Admissions need to be completed in full with the School Administrator before children may enter their respective classes.

School Hours

1. Children must be in class at 08:00 sharp, as late children disrupt their peers who are busy concentrating on an activity. Encourage children to carry their own bags and walk into the class themselves.
2. All half-day children must be picked up by 14:30. A late fee of R50.00 could be charged for every fifteen minutes that the parents are late.
3. Full-day / Aftercare closes at 17:30 sharp – Monday to Thursday! Please note Full-day / Aftercare closes at **17:00** sharp on Fridays. A late fee of R50.00 could be charged for every fifteen minutes that the parents are late.
4. Please call the school and talk to the staff on duty to notify them that you are running late and your expected arrival time for late pick-up of your child. Otherwise our staff may call you to determine the reason for your delay.

Manor Pre-Primary Prospectus

5. If anyone else is to pick up your children other than parents/guardians, please let the teachers know about your arrangements before hand.
6. Please deliver and collect your child from the teacher on duty. Children should not arrive or depart without adult supervision.
7. The school adheres to the Gauteng Education Department's school term dates.
8. The School does not close during school holidays with the exception of December/January. Please be advised that during school holidays we do not follow a formal curriculum but instead only offer a holiday care program.
9. School will be closed for all Public Holidays.

Sleep

All children (both the Full-day and Half-day children) will sleep after lunch. Half-Day children need to be fetched before the children sleep during lunch time (12:15 to 12:45), or between 14:00 and 14:30. If you fetch your children during nap times it disturbs all the children who are sleeping.

Fees

1. The fee structure of the school is reviewed annually.
2. Fees are payable in advance and payable before the 10th of each month. After the 10th of each month a R50.00 service fee will be charged due to costs incurred by the school administrator to investigate non-payment.
3. There will be no refunds in the event of absenteeism.
4. One calendar month's notice of termination is required or one month's fees in lieu thereof.
5. **Please note that in December no monthly fees are payable.**
6. **For parents who are unable to pay fees via the internet (EFT), an additional R30.00 service fee will be charged for cash deposits.**

BANKING DETAILS

Name of Account:	MANOR PRE PRIMARY SCHOOL
Name of Bank:	First National Bank - Rivonia
Type of Account:	Call Account
Account No.:	62498254144
Branch Code:	250355

Manor Pre-Primary Prospectus

Fee Discounts

The following fee discounts are available:

1. A 7,5% discount is offered to parents who pay the total amount due for the following year's **annual** school fees in full by 31 December of the current year.
2. A 5% discount is offered to parents who pay their **annual** school fees in full by 31 January.
3. A second sibling enrolled will receive a 5% discount on their annual or monthly fees.
4. Third and subsequent siblings enrolled will receive a 10% discount on their annual or monthly fees.

Toys

Please do not allow your child to bring toys to school. No responsibility will be taken for any loss or breakage thereof.

Food

A healthy lunch is provided for all children (half-day and full-day) at 12:00. All children must arrive at school after eating a substantial healthy breakfast as it helps your child concentration and to learn. **Breakfast is not supplied by the school.**

Please send two items for mid-morning snack time in a lunch box, e.g. juice and sandwich; fruit and sandwich; juice and fruit. Please do not send sweets, chips, biscuits or other 'junk' food to school for snacks except on the occasion of your child's birthday.

In our school it is the practise of parents/guardians to provide a cake or cupcakes enough for their whole class on the occasion of their child's birthday.

Clothes

Your child is going to be painting, pasting and be playing in a sandpit – do dress them appropriately. During summer time children are required to wear hats and sun tan lotion. Please **NO HIGH HEELED SHOES** – these are dangerous and put others at risk. Due to the nature of play, please keep an extra set of clothes in a packet in your child's bag. **Ensure all clothing is marked with your child's name!**

School Bag

All school bags must be large enough to fit an A4 exercise book, lunch box and an extra set of clothes in a plastic packet.

Chick Class and Ducks Class (2-3 years) bags should have at least four disposable nappies and two sets of clothing in a plastic packet.

Toiletries and Stationery

Please consult the Toiletries and Stationery List for school requirements in this regard.

Manor Pre-Primary Prospectus

1. All the toiletries must be delivered directly to the School Administrator or left with your class teacher labelled with your child's name at the start of school. Toiletries are critical for the ongoing health, hygiene and disease prevention in our school.
2. The Stationery listed should be delivered directly to the Class Teacher. Class teachers will communicate to parents in regards to your child's ongoing stationary requirements as the school year progresses.

Waste

We encourage re-cycling, so please send us certain re-cycling material for art activities. Examples are cardboard boxes, bottle tops, egg boxes, toilet rolls, magazines, old Christmas and Birthday cards, white scrap paper (A4 or larger with one blank side), coloured paper and any other materials which may be useful. Teachers might request specific items from time to time which will be required for certain educational activities. However please note we are not a recycling station and make sure the material given in are clean and empty of food remains.

Creative effort

Please make a point of prominently displaying your child's art at home. Recognition of their efforts is very important.

Reports

Written reports are given mid-year and at the end of the year. Verbal reports are given at parent/guardian interviews arranged at the end of the first and third terms. Please make us of these times to discuss your child's progress with their class teacher.

Change of telephone number or address

Please notify us immediately of any change of address or telephone number (home or work). We need your correct details in case of an emergency.

Messages

Should you wish to relay a message to the teacher or school, please do so verbally face to face with the staff responsible, otherwise in writing or by phone. **Please do not communicate with us through your child.** We do not believe everything your child tells us about your family, and we hope you will give us the same courtesy!

Discipline

Please help us to create a loving and safe learning environment for children of all ages by maintaining good discipline at home. Discipline starts with you, and your child's development of self-control, respect and obedience at home will only help them to make best use of the educational opportunities afforded them at school. Our teachers are trained in maintaining an orderly classroom, and they will support your discipline efforts at school, thereby making the classroom and safe and happy place for learning.