



## Pre-Primary School Pre-Primêre Skool

Situated in Urban Voice Church  
C/o Sir Lowry's Pass & Schapenberg Roads  
Somerset West, 7130  
Tel: 078 140 7654  
Email: [kari@littlestarspreprimary.co.za](mailto:kari@littlestarspreprimary.co.za)  
Website: [www.littlestarspreprimary.co.za](http://www.littlestarspreprimary.co.za)

Viewing times are: Tuesday to Thursday 13:00 to 13:30.

Morning viewing times are Monday, Wednesday, Thursday from 10:45 - 11:10.

You may also view us at the above website or on our Facebook page.

**For children aged 2 (turning 3) to 6 years**

### Let us tell you about our school!

At Little Stars we believe that children are unique individuals that develop at their own pace through exploration and discovery of their environment and the people around them. Children are active seekers of knowledge with a natural curiosity to learn about themselves and their surroundings. They need security, love, affection and strong relationships with their parents and teachers to thrive and develop to their full potential. At Little Stars, we create this joyful, loving and safe environment, giving our children the chance to develop their self-confidence, social skills through playing with friends, as well as helping them to develop all the pre-school skills necessary for them to sail through their first year of formal schooling in Grade 1. We encourage children to be caring and sharing individuals; and to develop and sustain their spirit of enquiry. We also believe in physically working on the level of the child, even though it means going down on our haunches or knees and thus having direct eye contact with the child.

Our environment is carefully planned and organized to maximize your child's opportunities to explore and learn using all their senses. We promote self-expression, exploration, experimentation; critical thinking and opportunities to problem solve and practice new and already mastered skills. We have 4 classes: 12 children in the green class (2-3 year olds), 18 children in the red class (3-4 year olds), 22 children in the yellow class (4-5 year olds) and 24 children in the blue class (5-6 year olds; Grade R), each with a qualified teacher and assistant (one English and one Afrikaans).

We use a structured program. There will be times to do things together as a group and times to work independently. Because young children like to know what is happening and when, they benefit from a schedule that is familiar and predictable, yet not rigid. Our daily classroom routine is on display.

## Our daily program

Our day begins with outside playtime and the children have a wide variety of equipment to play with. We have a large grassed area, a water play area, and a covered area for push bikes, scooters and wagons. We also have a large sandpit, stilts, step & catch and many more! Large muscle control, motor coordination and balance are developed at this time through climbing on the jungle gyms, riding the scooters, pulling the wagons and jumping around! We provide well-equipped and maintained facilities; excellent supervision at all times during school hours (07:45-13:00 & aftercare), and a safe environment. Our facility is fully fenced with an intercom system to gain admission. We have another outside play time at the end of the day.

We then have morning ring. During this time we are all on the carpet. We take register, look at the weather and the calendar and learn about our theme for the week. Our school is a bilingual Christian school. We begin and end each day with a prayer and all lessons are done in both English and Afrikaans (with the exception of phonics, where we separate the children so as not to confuse their letter sounds). Each week we read a bible story, e.g. a baby for Sarah, and then we have a bible topic, e.g. patience, that ties in with our story. Each week the children are taught a rhyme, alternating English and Afrikaans, which ties in with their theme.

During creative art time we ensure, and if necessary, correct their scissor and pencil grips and also ensure correct body posture when working at the tables during art. Our artwork is always about our current rhyme. We ensure that the children do drawing, painting, cutting, pasting and play dough every week. We want to develop their creativity and their awareness of colour, texture and patterns. We then have snack time (which we call crunch & munch).

We give practical phonics (letter sounds) and maths lessons. Each week we learn about a letter name as well as the sound it makes. The Grade R's will learn to read & write. In maths we look at topics like colours, shapes, numbers, patterns, sorting, time, adding and taking away, sizes, measuring, etc.

Our PE lessons include gross motor activities using beanbags, hoops, obstacle courses and gross motor games. In music we look at playing music loud and soft; high and low; slowly and quickly and many more musical concepts. We also offer Playball lessons (Wednesdays) and an extensive Music and Movement program (Tuesdays). These take place during school hours and they are included in the school fees.

During puzzle time, we encourage the children to build puzzles or complete educational games. It is during this time that the teachers work with individuals or small groups of children teaching them or assessing them on certain skills every week. We end our fun-filled day with a story to calm us down.

So, as you can see, at Little Stars, we understand that selecting a pre-primary school is one of the most important and stressful decisions you will make. We want you to know that you can be certain you have made the best possible choice for your child. We can assure you that your child will have fun in our stimulating environment while he or she is developing physically, intellectually, emotionally and socially.

The teachers at Little Stars have a passion and great love for children and will always strive to enable each child to reach his or her full potential. At Little Stars each child is given the opportunity to shine and to be the very best they can.

# little STARS Pre-Primary

## Rules and Regulations

Little Stars Pre-Primary offers your child a time of learning in a safe, happy environment. Small classes ensure your child gets the much needed individual attention which he or she deserves. We offer a structured educational program which is planned to stimulate your child in all aspects of their young lives and to prepare them for Grade 1. All children will be supervised at all times during school hours (07:45-13:00 & aftercare).

**HOURS:** The school hours are from 08:30 to 12:30, Monday to Friday. Arrival time is from 07:45. Departure time is between 12:30 and 13:00 and NOT later. These hours must be strictly adhered to at all times. Children must please be brought to their teacher in the morning. All children must please be collected by 13:00. We close at 11:00 on the last day of every term. We have an aftercare until 15:00. The cost is R30 per child per day if you collect them by 14:30; and R40 per child per day if you collect them by 15:00.

**TERMS:** We work according to the government school terms. We are closed during the holidays.  
**FEES:** A non-refundable admission fee of R800 is payable when you first register your child and a yearly re-admission fee (for children already in the school) of R200 must be paid by the end of October to secure your child's place for the following year. (The stationery fee for the following year will also be added to this amount). Acceptance is only granted once this fee has been paid; the admission form has been fully completed, signed and returned, and we have a certified copy of your child's birth certificate. School fees are still payable whether or not your child attends school in that month, due to illness or holiday. School fees will increase by approximately 10 % year on year. **If fees are not paid, I reserve the right to allocate your place to another child. If you wish to take your child out of the school, please inform me one month before he or she leaves. Please note that one month's notice must be given or you will be held liable for one month's fees.** Playball and Music & Movement fees are included in the school fees. They take place during school hours on a Wednesday and Tuesday. School fees are paid over 11 months (January to November). School fees must be paid by the 5<sup>th</sup> of each month. Cash fees may be paid when the school opens again after the holiday (if the 5<sup>th</sup> is during the school holidays). The school bank account details are as follows:

K A van Antwerpen

Bank: First National Bank

Branch name and town: Strand

Branch number/code: 200-612

Account number: 62095713600

Please do not deposit cash (the service charges are very high). You may pay the cash directly to me. Thank you.

**ILLNESS:** If your child is very sick please do not send them to school. Should your child have a contagious disease (for example a tummy bug) please keep him or her at home until he or she has recovered.

**SNACKS:** Please provide your child with a healthy snack & a water bottle every day. No juice, fizzy/gas coldrinks; sweets, chips or chocolate flavoured items are allowed.

**BAKER DAY:** Every Friday we have baker day. Each child will have a turn to be the baker. This entails them bringing to school some snack, which they have made, to sell to the other children in the class. Each child can then buy the item for R4 (this may be paid weekly or R40 for

the term). It needn't be anything too fancy, bags of popcorn, marie biscuit faces, anything simple. We will send out a class list which will tell you when it is your child's turn to supply the goodies. Thank you in advance for your support with this fundraiser.

**BIRTHDAYS:** Unfortunately no party bags/drinks will be allowed at school. If your child has a birthday we ask that you would please supply a small cupcake / biscuit / treat, one for each child in the class, on that day. Something small that we can enjoy as we celebrate your child's birthday, only one item per child please! We want to remain as healthy as possible!

**CLOTHES:** Children come to school to play and learn. Please dress them in old, unrestricting clothes. A spare set of clothes must please be kept in their bag (water play in summer and muddy mishaps in winter happen so quickly). Please mark all clothes, shoes, lunch boxes, bottles.

**TOYS:** Children may not bring toys or jewelry to school. We will not be held responsible for any personal items, which might get lost or broken.

**BOOKS:** Your child will be provided with a message book. Every week a letter will be sent home in the message book telling you what work we will cover the following week. This gives our children the opportunity to contribute to our theme table by bringing relevant materials from home. It will often include very important school notices. All messages should be signed so we know you have received them. Books must please come to school every day.

#### WHAT YOU NEED TO SUPPLY:

1. A certified copy of your child's birth certificate (for the education department).
2. Your medical details in case of an emergency: please supply - A photocopy, back AND front of your medical aid card as well as a copy of the ID or driver's license of the main member as well as the person responsible for paying the account.
3. A clear photo of your child, which we can put up on our birthday chart. This photo will also be photocopied, attached to the birth certificate and sent to the education department so the child's head must please be more or less the size of an ID photo and the child must please be looking at the camera. It must be a recent photo. Thank you for your cooperation with this.
4. A box of plasters and a large box of 200 2-ply tissues. Thank you.
5. R150 per term for our outing, visitors & baker days. This is due at the beginning of each term.

Green class (2-3 years) parents please also supply: 2 packs of wet wipes if your child is on nappies or 1 pack of wet wipes if your child is off nappies - to be given to your child's teacher on their first day.

- Also important to pack in: Nappies for the day + 3 extra which will be kept in your child's locker for use if extra are needed or if nappies are not packed in for the day. (You are welcome to mark these extras with your child's name). If your child wears nappies then you also please need to supply a box of nappy bags when they start in January. Thank you. Extra set of clothing including socks and multiple underwear & pants for those not wearing nappies. Accidents happen when little ones get very absorbed in their play activities! ☺

Once your R800 admission fee has been paid, your child will receive the following stationery:

- An A5 hardcover book which will be their message book. An A4 ring binder file (the year's work will go into this file). A packet of turnouts. A packet of kokis - green, red & yellow class use thick kokis. Blue class use thin kokis. 2 x Artline 70 black permanent markers (for artwork). A 2L ice cream tub that has your child's name on it (their stationery will go into this).

Should you have any queries or special needs please contact me and I will try to accommodate you as best I can. My cell number is 078 140 7654. My email address is [kari@littlestarspreprimary.co.za](mailto:kari@littlestarspreprimary.co.za). I trust that the above is acceptable and I look forward to having your child / children join us at Little Stars Pre-Primary School. Kind regards, Kari van Antwerpen

# **little STARS** Pre-Primary School Admission Form

Child's name and surname \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Home language \_\_\_\_\_  
Will your child be going to an English or Afrikaans Grade 1 class? \_\_\_\_\_  
Religious Denomination (Church) \_\_\_\_\_  
Doctor's name \_\_\_\_\_  
Phone no. \_\_\_\_\_  
Blood group \_\_\_\_\_  
Known allergies \_\_\_\_\_  
Other medical problems \_\_\_\_\_  
Anything else I should know \_\_\_\_\_  
How did you hear about our school? \_\_\_\_\_

Father / Guardian's name \_\_\_\_\_  
I.D. number \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Marital status \_\_\_\_\_  
Physical address \_\_\_\_\_  
Home phone no. \_\_\_\_\_  
Work phone no. \_\_\_\_\_  
Cell phone no. \_\_\_\_\_  
Email address \_\_\_\_\_

Mother / Guardian's name \_\_\_\_\_  
I.D. number \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Marital status \_\_\_\_\_  
Physical address \_\_\_\_\_  
Home phone no. \_\_\_\_\_  
Work phone no. \_\_\_\_\_  
Cell phone no. \_\_\_\_\_  
Email address \_\_\_\_\_

Please indicate with a tick below if you would be willing to help us with either of the following:

- 1. Able to donate a prize / voucher for our annual raffle in March.
- 2. Help with food preparation / sales for our sports day on a Saturday in March.

Name & phone no. of previous school \_\_\_\_\_

Name & phone no. of another contact person \_\_\_\_\_

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Number of children in family \_\_\_\_\_ Their ages \_\_\_\_\_  
Position of child \_\_\_\_\_

**NB: A certified copy of your child's birth certificate as well as a non-refundable admission fee of R800 (cash or eft. If eft then please only put your child's name and surname as reference) is to accompany this admission form. Acceptance is only granted once this fee has been paid and the admission form has been fully completed, signed and returned together with the certified birth certificate.**

**I have read the rules and regulations and agree to abide by them. I agree to give one month's notice if I wish to remove my child from the school or be liable for one month's fees.**

THUS DONE AND SIGNED

At \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Father / Guardian)

\_\_\_\_\_  
(Mother / Guardian)

## INDEMNITY

This indemnity must be filled in before your child will be accepted at Little Stars Pre-Primary. Your child will not be transported without your knowledge unless there is a medical emergency and I am unable to contact you. If this should occur, I reserve the right to act as I see fit in the best interests of your child. In case of emergency, please include a copy of your medical details with your application form.

We, the undersigned, do hereby indemnify Kari van Antwerpen and/or staff who may be looking after our child, against any accident or injury to the latter, arising from any cause whatsoever. We also accept full responsibility for any public liability claim/s arising out of any action of our child. This indemnity will apply in any geographical area and includes any risk attached to the conveyance of our child or children. Furthermore, we do and hereby indemnify the owners, lessors and lessees of any property for any accident or injury caused to our child or children while the latter may be on such property. We also accept full responsibility for any other risks involved not mentioned above.

THUS DONE AND SIGNED

At \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Father / Guardian)

\_\_\_\_\_  
(Mother / Guardian)

**PARENTS, please read and sign your agreement for the following, which is required by new legislation. POPIA came into effect on 01 July 2021.**

**Protection of Personal Information Act (POPIA) Acknowledgement and Declaration**

**Little Stars commits to:** Only collect and use the minimum information necessary to accomplish our objectives, to maintain personal information accurately, to safeguard information appropriately and to delete or destroy information no longer needed (after 3 years, because we work with young children).

When your child leaves we will return all your admission documents to you.

Little Stars collects personal information such as ID numbers, addresses, telephone numbers etc.

The children are also enrolled at the Western Cape Department of Education, on a national Central Education Management Information System (CEMIS), and we collect information and documents as required for this purpose. Hard copies of the children's data, including a photo of your child, are stored at the MEED (Metro East Educational District) offices in Kuilsriver, Cape Town.

I consent to having my phone number added to the class telephone list for the parents.

**As parent I understand and agree that Little Stars Pre-Primary may collect and store personal information as needed.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SOCIAL MEDIA**

We love to post photos of the children's activities on our FB page & Instagram to help with advertising. Please see the letter below that allows us to do this. If you do not want your child/children on Instagram or our Facebook page then please let us know below and we will make sure that we don't use photos of your child.

If you give us permission and then you change your mind that is fine, just let Kari know. We won't delete photos predating your decision but we will stop posting photos of your child from that day. Thank you very much for allowing us to do this! We are sure that you will enjoy seeing your child/children having fun at school.

**little STARS**

Pre-Primary School

**The sky is the limit!**

Pre-Primêre Skool

**Release form in respect of learner photos/videos**

We as parents of a learner(s) at Little Stars Pre-Primary School, agree that the school may display photos / videos of our child(ren) as indicated below as part of:

- The school's Facebook page, Instagram and social media platforms
- Any printed publication including newspapers

We understand that if we wish to rescind this agreement, we may do so at any time by notifying Kari.

Please tick the applicable box:

- 1. My child/children may be on social media.
- 2. My child/children may only be in a photo that is of their back or with a sticker over their face.

\_\_\_\_\_  
(Father / Guardian)

\_\_\_\_\_  
(Mother / Guardian)