



Information Booklet

"Learning Through Play"



Our Vision:

Fostering Self Growth in the Formative years.

Our Mission:

New Hanover Pre-Primary inspires learners to maximise their unique potential in a Christian environment. Dynamic facilitators develop essential foundational skills, thus enabling children to meet the challenges of the future.

Our Core Values:

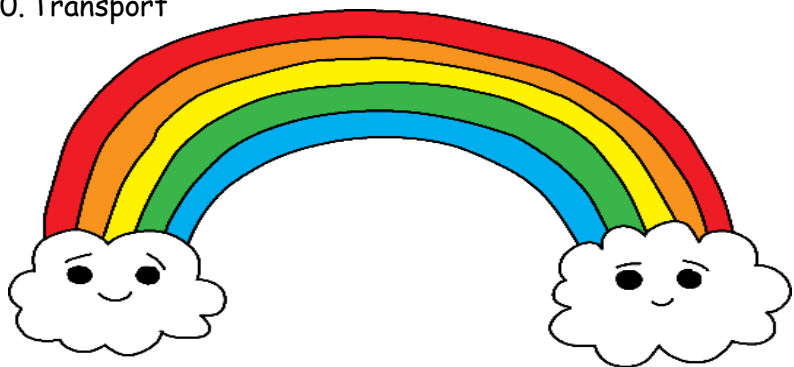
* Christian Faith

- * **Sense of self** (feel loved and valued, knows own potential, unashamedly unique, content, self-confident, fostering independence and perseverance)
- * **Integrity** (respect, truthfulness, trust, consideration, discipline, courtesy, loyalty, dedication, commitment)
- * **Sense of Belonging** (community, gratitude, family, home, good morals, kindness, appreciation, responsibility, service)

SELF GROWTH IN THE FORMATIVE YEARS

CONTENTS:

1. Contact Details & School Times
2. Absenteeism
3. Aftercare
4. School Board, Parent Committee & Annual General Meeting
5. Lunch, Snack Time and Water-Wednesday
6. Birthdays
7. Show and Tell
8. Themes
9. Active Owlets
10. Free Play
11. Assessments
12. Parent-Teacher Meetings
13. Reports
14. Class Moms, Functions, Fundraising
15. Finances, Stationery
16. Notice of Termination
17. Newsletter and Communication
18. Open-Door suggestion/Query Procedure
19. Public Holidays
20. Transport



1. Contact Details and School Times.

Pre-Primary HOD:

Angelika Hiestermann

E-mail- preprimaryhod@newhanover.co.za

Headmaster:

John Love

E-mail- headmaster@newhanover.co.za

Admin Office:

Telephone: 071 670 142

Address: PO Box 55, New Hanover, 3230

E-mail: admin@newhanover.co.za

D6 Communicator: <http://www.school-communicator.com/>

Social Media: www.facebook.com/newhanoverprep

www.instagram.com/newhanoverprepschool

School Times.

Children can arrive from 7:30 onwards and have free play outside until 8:00. The formal school day is from 8:00 to 12:00.

There is aftercare from 12:00 to 17:00, which is overseen by the Pre-Primary and other staff. (See details on Aftercare under number 3.)

Days attending school:

Grade R: five days per week. (compulsory.)

Grade RR: Term 1, 2,3 four days per week and Term 4, five days.

Grade RRR: 3, 4, or 5 days per week.



2. Absenteeism

If your child is sick, we ask you to inform your child's teacher privately. It is advisable to keep your child at home if he/she is sick, to avoid possible infection of other children at school. If your child is unable to attend school for a different reason, please let your child's class teacher know in advance.

3. Aftercare

Aftercare facilitator - NHPP HOD

Aftercare teachers are NHPP staff and other staff.

Aftercare for our pre-schoolers takes place at the Pre-Primary School from 12:00 - 13:30. All children must be fetched at the Pre-Primary entrance until 13:30.

Children that have not been collected by 13:30, will be taken to the aftercare room, next to the Pre-Primary, where Marika Bold will look after them. They must be fetched from the top parking area. Please ensure that you sign your child out, on the aftercare sheet, when you collect your child. Children are to be collected from aftercare by their parent or care-giver. Please inform your child's teacher if there is someone else collecting your child on a specific day. This is important for safety reasons.

Aftercare rates and options are available on request. Aftercare is still offered on our mid-term break up day, until 17:00.

On the end of term days, aftercare is from 12:00 - 14:00.

There is no aftercare on public holiday afternoons.

Children need to bring extra food for a snack. Play activities take place and are supervised.

4. School Board, Parent`s Association Committee and Annual General Meeting.

- The members of these committees are made up of various representatives from the Pre-Primary, Church council, the Headmaster, HODs and parents. Please feel free to offer your expertise to assist on the PA committees.

4.

- The School AGM is held in the 4th week of the first term and parents/guardians are encouraged to attend.

5. Lunch, Snack Time and Water-Wednesday

Lunches are so important for a healthy balanced day at school. Please ensure that you pack healthy lunches and plenty to drink for your child to have throughout the day, including for the time spent at aftercare.

Please do not pack in any fizzy cool drinks, chocolates, biscuits with icing, sweets or chips.

Water

In order to create greater awareness of the importance of drinking water we request that you preferably, only send water to school and no juice! It is important to get the children into healthy habits and remind them to drink more water, especially during the hot summer days.

6. Birthdays

Birthdays are important and every child deserves to feel extra special on their birthday. As a class we will celebrate with a birthday ring and crown. If you would like to send some cupcakes or cake, you are more than welcome to. *Please don't send party packs*, rather save those for the celebration at home. If you would like to send out birthday invitations to a party, you can invite the whole class on the WhatsApp group, or you can send invitations in a sealed envelope with the child's name on.

7. Show and Tell

Children are welcome to bring interesting items, such as items from nature to put on our treasure table and then tell the class about it. Preferably no toys.



5.

8. Themes

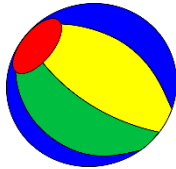
Themes are chosen that are applicable to each child's life and world. Discussions on themes help build general knowledge and vocabulary. They change every week and a list of the themes for the term is placed on the painting room door as well as the NHPP Term Calendar, which is sent out via WhatsApp. Please feel free to discuss the themes with your child and help expand their knowledge on each theme. Art work is inspired by themes and where possible, themes will be incorporated into school readiness or other activities too.

9. Active Owlets (Sport) and Extra Mural Activities

Sport at the preschool is called "Active Owlets" and is taught by a sport's coach. These sessions are presented in a fun, non-competitive, age appropriate manner to help develop basic skills and strengthen their fine and gross motor skills.

We also have swimming lessons once a week, for our Grade RR and R classes, in the first and fourth term.

Extra Mural Activities: Tennis, Playball, Swimming and Gymnastics are offered as private lessons.



10. Free play

We have two free play sessions during our school day. During this time the children can choose to play outdoors, in the fantasy area, in the sandpit, the fairy garden, read books, build with blocks, go down the zip line, or do some creative art work on the veranda etc. This is an integral and crucial part of the day.

11. Assessments

Your child's progress is continually monitored and if necessary we may request an Occupational Therapy, Speech or Psychological assessment. We do believe in sensible, early intervention to address the children's needs timeously. We adopt an inclusive approach, where teachers, therapists and parents work together to support the learner. Each child is respected and treated as an individual and taught according to their specific needs.

12. Parent-Teacher Meetings (Term 1 & 3)

A "Parent Information" evening is held at the start of the year, the date of which is on the Term calendar. We encourage all parents to attend this information meeting, so that you get to meet your child's teacher, have an opportunity to hear about the daily routines of your child's day and know what is expected of your child at that age.

Parent and Teacher meetings are held at the end of Term 1 and Term 3. We encourage you to attend these meetings as the development and progress of your child will be discussed. You will be notified of your appointment days in advance.

During the course of the year, parents may make appointments with any teacher to discuss their children's progress. Please make use of this throughout the year.

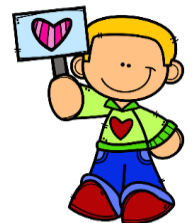
13. Reports (Term 2 & 4)

Reports are issued at the end of Term 2 and 4. Initial adjustment reports are issued in the first term to children who have started at New Hanover Pre-Primary that year.

The overall healthy development and emotional well-being of each child is directly linked to the involvement of the parents at this very young age. We therefore encourage you to be involved as much as you can in all the activities, events and daily routines of your child/children. It is also important not to expect too much of your child at such a young age, but rather encourage your child, through constant and positive nurturing. Believe in your child, always!

14. Class Moms, Functions and Fundraising

Each class has a mother that volunteers for the year. Her responsibilities are varied, including being a coordinator of volunteers from her "class", for various functions or fundraising events. She does not do everything herself.



15. Finances, Stationery

School fees are payable in advance and may be paid in cash, through Internet banking, or by direct deposit into the school account - given below. Payment is due by the 7th of the month.

Please note that "extras" may appear.

Account Name: NH School Activity Fund
Bank: FNB
Branch: Dalton (Code: 220231)
Acc no: 62024843296

Deposit slips are to be emailed (see contact details) to the school with the learner's account number/name as reference.

Stationery - Parents will receive a stationery requirement list towards the end of the year, for the following year. Parents may purchase their stationery from their preferred supplier. Please ensure that your stationery is clearly marked.

16. Notice of Termination of Enrolment

Written notice must be submitted one term in advance of the learner leaving the school. Should one term's notice not be given, the parents will be responsible for payment of one term's fees.



17. Newsletters and Communication

Most messages to parents are sent via WhatsApp. Each class has a WhatsApp group. You will receive a group invitation, which you can choose to accept in order to receive any messages pertaining to the parents. However, some important notices are sent home from time to time in the A5 plastic folder. Please help us by completing and returning all reply slips timeously. Please monitor your child's plastic folder on a daily basis. Please send a personal message on WhatsApp should you wish to communicate something personal or confidential about your child to the class teacher. You can also put a confidential message into your child's plastic folder, sealed in an envelope, and mark it as such.

A NHPP Newsletter, "News from the Nest", will be issued per WhatsApp/email, three times a term.

18. Open Door Suggestion/Query Procedure.

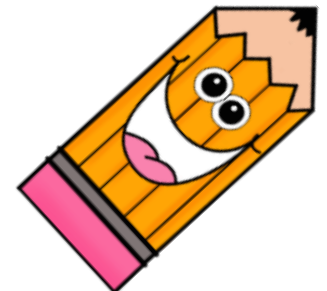
If you have something that you would like to bring to our attention, inform us about, or have a suggestion to make, we always have an open door to listen.

We would like you to follow the following procedure:

Step 1: Make an appointment to see your child's class teacher and bring your query in writing.

Step 2: If your query or suggestion has not been resolved make an appointment to see the HOD of the Pre-Primary, Angelika Hiestermann, who will assist you further.

We are always willing to listen to your suggestions and ideas as it is in partnership with you, the parents that we try to provide the best education for your child.



19. Public Holidays

Generally, if a public holiday falls on a Tuesday, Wednesday or Thursday, this is regarded as a normal school day. The following year's calendar is published well in advance, outlining all of these dates.

CHILDREN'S DAY



20. Transport

Daily transport routes are offered to and from Pietermaritzburg and surrounding areas including Wartburg, Seven Oaks and Dalton. Transport fees for the various routes on offer are available on request. If the need arises to run a bus from another surrounding area, please feel free to discuss this possibility with us. We would need sufficient pupils from that area to make it a viable option. An indemnity form needs to be signed by parents making use of the school's daily transport.



Each child is a gift

from God,

A precious individual

Growing and unfolding

To become what

God intended him or her to be....



