

Welridge Academy



Welridge Academy

Information Brochure

Pre-School

2018

12 Months to Grade 00



ADMISSION CRITERIA 2018

GRADE	YEAR OF BIRTH	AGE
Tiny Tots	2016	12 months to 2
Toddlers	2015	2 turning 3
Grade 000	2014	3 turning 4
Grade 00	2013	4 turning 5



SCHOOL POLICY

Central to our policy is our nurturing environment, the belief that every child is valuable and the uniqueness of each individual is appreciated. We believe that the responsibility for a child's education comes directly from God to parents.

We focus on instilling a culture of learning in all our students that not only ensures they will become valuable members of our future society, but will encourage them to become life-long learners. Our school is committed to provide education of the highest quality and we pledge a standard of excellence.



OUR PRE-SCHOOL CURRICULUM

Producing the finest curriculum for children requires adherence to high standards.

Weiridge Academy allows for parents, with the means to do so, an opportunity to provide their children an education of outstanding quality.

Pre-school is a preparation for life itself and probably the most important stage of all as it is where the foundation of the child's future is laid.

Entering school is one of the most important steps in a child's life. If a child is school-ready, the chances of a successful school career are greatly increased. School readiness begins at birth and goes hand in hand with the normal developmental stages of a child. It is very important that a child is school ready by the time they reach compulsory school-going age. The young child learns through their interaction with their environment, something they do through the use of all of their senses i.e. seeing, hearing, touching, tasting and smelling. Experimentation within a safe environment is vital for learning at this stage.

Our pre-school and primary school curriculum provides exposure to all learners in the different learning areas, supporting their development, ensuring that all lessons are relevant to the needs of learners and time is allocated fairly to the different learning areas. Learners are assessed on a continuous basis.

Letterland is a phonics-based system. The **Letterland** system, used by our preschool educators, lays the foundation for formal reading and writing and prepares children for Literacy in the primary school. Combining phonics teaching with storytelling, we aim to provide the perfect way to teach letter shape and sound recognition, and to establish correct letter formation. Phonics form an integral part of the National Literacy Strategy, and it is therefore essential that pre-school learners are given a solid foundation in phonics before they progress to primary school.

Perceptual development is an aspect of cognitive development which allows a young human being to start interpreting and understanding sensory input. In the first year of life, perceptual development proceeds extremely rapidly. As parents are undoubtedly well aware, development occurs in leaps and bounds for many children at this age as they engage with the world around them and learn more about what they touch, see, smell, hear, and taste. A **Perceptual Development** book has been compiled to explore all the sensory and fine motor areas and to assist the learner in developing all areas of learning.

The uniqueness of each individual is appreciated and through inspired and innovative teaching, every learner is encouraged to reach his or her goals, develop talents and actively take part in our unique educational process.

Our children have the advantage and privilege of individual support and attention, ensuring that every learner in our care has the opportunity to gain a maximum amount of assistance from their educators. It is our policy to encourage close teacher-learner interaction. The emphasis is on individual attention, socially and academically.

We have adopted an inclusive approach creating opportunities for all learners to learn successfully. Provision is made for learning support for learners who might experience barriers to learning. Where necessary, learners will be referred to specialized therapies. This will be done in conjunction with parents, monitored by the school and charged by the therapists to parents at medical aid rates.

Our curriculum aims to create a lifelong learner who is confident, independent and creative, innovative, literate, numerate and multi-skilled.

SCHOOL OBJECTIVES

- 📖 We aim to provide a solid foundation for each individual
- 📖 We aim to provide quality education for all children
- 📖 We have adopted an inclusive approach creating opportunities for all learners to learn successfully
- 📖 We aim to encourage all children to respect human value and dignity
- 📖 We aim to uphold high standards of professional integrity
- 📖 We aim to support the educator's professional growth in teaching and nurturing children
- 📖 We aim to generate a spirit of excellence in all we do



PARENTAL INVOLVEMENT AND PARENTS MEETINGS

The quality of your child's education is greatly supported and enhanced through your active involvement at school. Parent Evenings will be held once a term in order to discuss your child's progress. Progress reports, Perceptual Workbooks and your child's creative work will be given to you at Parent Evenings.



COMMUNICATION

Please check your child's communication book on a daily basis for newsletters, notes from teachers, permission slips etc. If you have any concerns regarding your child's education or welfare please contact us immediately.

The Principal and educators are always available and ready to meet with you should you have any queries or should you wish to discuss your child's progress. However, it is necessary to arrange an appointment. We need updated email address of both parents. We send out both accounts and newsletters in this way.

SCHOOL COMMUNICATOR

The School Communicator keeps you up-to-date with what's happening at the school. It updates automatically, and brings you all the latest news and calendar events. In addition, it also contains a photo gallery, contact list and a range of useful links and documents.

You may download it from the link below – select “Welridge” from the drop down list.

<http://www.school-communicator.com/download.php>

<http://schoolcommunicator.mobi>



Photographs taken during school events may be added to the School Communicator, Welridge Facebook Page, Welridge website etc. as a form of keeping parents updated as to what is happening during school events.

CONSISTENCY IN ATTENDANCE

As with punctuality, this is a very important aspect of building confidence and security into your child. In the case of absence, we would appreciate a note or telephone call giving us the reason for absence. The school hours are 06h30 to 17h30 (a late collection penalty will be charged from 18h00).

EMERGENCY INFORMATION

It is necessary that you notify the school immediately whenever there is a change in address and contact details. We cannot be held responsible for misinformation if we are not notified of changes. You can contact the front office telephonically on (011) 476-5216 or via email info@welridge.co.za

NOTIFICATION OF ACCIDENT / INJURY

When a child appears to be ill and is considered unfit to attend school, parents will be notified and expected to collect their child immediately. Immediate collection is very important for your child's health and comfort. There is also the danger of a sick child infecting other children. A child who has an infectious disease must stay at home until they have recuperated.

ACCIDENTS

Accidents can happen. However, we do our utmost to ensure that your child is cared for in an environment which is free from obvious and potential hazards. We also maintain good safety standards indoors and outdoors and a safety check of all areas and equipment is carried out on a daily basis before the children arrive. Constant supervision is vital so as to ensure that our learners do not get hurt. Should an accident happen, an incident report must be completed by the teacher on duty, even when it's a minor injury (abrasions and grazes, bite wounds etc), Parents will be notified via the communication book, telephone call or on arrival in the afternoon. First Aid treatment is vital and our staff are all trained as to what to do in an emergency. All staff receive First Aid training so that they are able to do the following:

- ❏ Mouth to mouth resuscitation (to restore breathing)
- ❏ Do cardiac-massage (to restore heartbeat)
- ❏ Perform the Heimlich Manoeuvre (to dislodge an obstruction lodged in the windpipe)



FUND RAISING

Finances are a major concern for most schools. Because of our commitment to keep our fees as affordable as possible and yet meet the needs of our school, additional funds are required. We would like to encourage parents to become involved in our fund raising projects. Your help and support in this area would be greatly appreciated and it is vital in maintaining our school's high standards.



SCHOOL FEES

Fees are payable monthly in advance. No refunds will be made for absences. One calendar month's written notice is required if contract is terminated. Notice is to be emailed to our Accounts Department on accounts2@welridge.co.za and a copy is to be emailed to the Principal on info@welridge.co.za . Alternatively written notice of termination must be hand delivered to Welridge Academy for attention of "The Principal". Notice of Termination may not result in the last day of attendance being in the month of November.

Parents who fall into arrears will automatically be handed over to our attorneys and your child will be suspended from school until such time as fees are up to date. Learners whose fees are not up to date will not receive their progress reports.

PERSONAL BELONGINGS

Parents must please provide a big enough school bag for their child for their belongings to fit in. We appeal to you and would appreciate it if you would mark all items with your child's full name. This includes juice bottles, cups, shoes, clothing, hats, lunch boxes etc. We cannot take responsibility for any articles going missing or for the breakage of such articles.



MEETING YOUR CHILD'S NEEDS

It is important for the school to be made aware of any "out of the ordinary" occurrences in your child's life (e.g. death of a relative, pregnancy, pending move, trauma etc.) so that we are able to support your child accordingly.

MEDICATION

Medication must be clearly marked and handed in at the front office and the medicine register must be completed. It is the responsibility of the parents/guardians to notify the register teacher or alternatively please send an email to info@welridge.co.za should your child require medicine. **No medicine** whatsoever (including natural remedies) may be left in a child's bag.



TOYS

No toys may be brought from home to school. It causes a great deal of unhappiness amongst the children, resulting in fighting. Any toys brought from home will be confiscated and we cannot take responsibility for any toys going missing or for the breakage thereof. We welcome items for "Show-and-Tell", which relates to the theme of the week and carries educational value.

BIRTHDAYS

A birthday is a great event in every child's life and others love to share in it. Parents may arrange beforehand to bring refreshments on this day and they are welcome to stay and enjoy the party.



PHOTOGRAPHS

Individual school photos as well as class photos are taken annually in the second term. You will be notified in advance as to the dates the photographs will be taken.

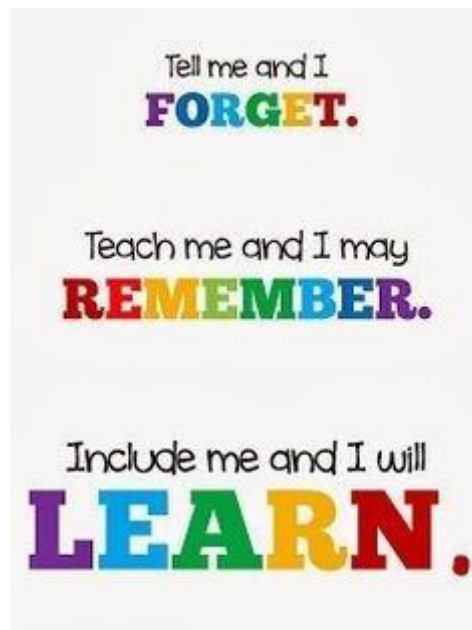
Should your child participate in an extra mural activity outside of school and win any prizes, please send in the photographs so that we can post these on our Website and Facebook pages.

APPLICATION PROCEDURE

- 📖 An Enrolment Agreement must be completed for each individual child.

- 📖 The following documents must accompany your application:
 - Parents ID Books
 - Student ID / Birth Certificate
 - Immunization Card
 - Copy of medical aid card
 - 4 x ID Photos of Learner
 - Proof of Residence
 - Three months bank statements
 - Current Work Permit (if applicable)

- 📖 All prospective learners may spend a day at the school, prior to admission



2018 Registration Fees

Pre-School Registration Fee (non-refundable) R 1,200-00

Family Registration Fee (non-refundable) * R 1,650-00

* Applies to registrations for siblings regardless of whether both/all children will be in the Pre-School / Primary School / in Pre-School and in Primary School.






Annual Levies and Requirements


The annual Educational Resources Fee, Shows & Outings Fee and the Sleeper Levy are all payable at the beginning of the year.

2018 Educational Resources Fee

Tiny Tots	-	R 615,00
Toddlers	-	R 615,00
Grade 000	-	R 885,00
Grade 00	-	R 1080,00

This fee includes:

-  Books
-  Printing
-  Paper
-  Arts and Crafts Supplies
-  Educational Toys (Tiny Tots)

 Please ensure that all books and materials are clearly marked with your child's name and surname.

 Kindly note that lost or damaged books and materials will **need to be replaced at your cost.**

2018 Shows & Outings Fee

Toddlers	-	R 325,00
Grade 000	-	R 700,00
Grade 00	-	R 700,00

 This covers all shows performed at Welridge Academy by 3rd parties and all outings to 3rd party venues.

 The shows and outings have been scheduled and booked for the year.

 **Learners will not be permitted to attend any shows and outings if the annual Shows & Outings Fee has not been paid**

2018 Sleeper Levy

Tiny Tots	-	R150-00
Toddlers	-	R150-00
Grade 000	-	R150-00
Grade 00	-	R150-00



- ✎ Mattresses are provided by Welridge Academy.
- ✎ This levy is used for the cleaning of the mattress covers and the beds as well as for the replacement of the beds, mattresses, cots and/or covers as required.

2018 Stationery Requirements

- ✎ A list of the stationery items to be purchased will be available from the office during the 4th term.
- ✎ Please ensure that all items are clearly marked with your child's name and surname.
- ✎ Kindly note that lost or damaged items will need to be replaced by the parent/s or guardian/s.

Other School Requirements

- ✎ A school bag for your child's belongings
- ✎ 4 boxes of tissues, 4 bars of soap and 4 packs of wet wipes must be sent to school at the start of the year.
- ✎ Tiny Tots (12 Months to 2 Years) monthly requirements are:
Extra set of clothes and Jacket/Jersey, Disposable nappies for the month, 1 pack Wet Wipes, Formula and any special meals if applicable (School offers Breakfast, Lunch and a snack each day), cream/ointment, baby bottles if applicable, 1 box tissues, Sun hat, Facecloth, 1 bar soap

The annual Educational Resources Fee, Shows & Outings Fee and Sleeper Levy are all payable at the beginning of the year

SCHOOL TIMES

Pre-School and After Care

06h30 – 17h30

Please note that we do expect all pre-primary school learners (Toddlers - Grade 00) to arrive no later than 08h00. Classes start at 08h00 and it is imperative that learners are on time so that they do not miss valuable lesson time.

Our After Care Centre closes at 17h30

If you are delayed, please contact the school telephonically on (011) 476-5216 to inform us of your delay. However, a Late Collection penalty will be imposed should you fetch your child after 18h00.

It is very unfair on the staff to remain at school after closing time. During winter time it gets dark early and most of our staff members have family responsibilities. Small children become very frightened when they are collected late and they are the only ones left at school.

We appreciate your co-operation with regard to this matter.

EXTRA-MURAL ACTIVITIES

We offer a variety of external extra-mural activities. Please enquire at the front office should you be interested. Please note that these are not included in the school fees.

Other Activities

- ♪ Music: Singing and vocal development; Expressive and creative movement, exploration of percussion instruments.

2018 School Calendar

Public and School Holidays 2018

1 January: New Year's Day
 21 March: Human Rights Day
 30 March: Good Friday
 2 April: Family Day
 27 April: Freedom Day
 30 April: School holiday
 1 May: Workers' Day
 16 June: Youth Day
 9 August: National Women's Day
 10 August: School holiday
 24 September: Heritage Day
 16 December: Day of Reconciliation
 17 December: Public holiday
 25 December: Christmas Day

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	Duration	Number of weeks	Number of days	Number of public holidays	Actual number of school days
1	17 (15) Jan - 28 March	11	51 (53)	1	50 (52)
2	10 April - 22 June	11	54	2 + 1	51
3	17 July - 28 September	11	54	2 + 1	51
4	9 Oct - 12 (14) Dec	10	47 (49)	0	47 (49)

December: Day of Goodwill

DAILY PROGRAM: Tiny Tots

School Times	06:30 ~ 17:30
06:30 ~ 08:30	Arrival & meet with parents Attend physical needs ie. Nappy change (Free Play Inside)
8:30 ~ 9:30	Feeding as needed (Breakfast)
9:30 ~ 10:30	Individual Activities Perpetual Activities for babies who are awake Feeding & Nappies as needed Visual and Auditory Perception Shapes & Colours etc Toilet Routine
10:30 ~ 10:45	Gross motor development
10:45 ~ 11:00	Language Development (Different Activities every day)
11:00 ~ 12:00	Change nappies, feeding as needed (lunch)
12:00 ~ 13:00	Nap Time
13:00 ~ 14:00	Outdoor free play (if weather permits) Change nappies as needed
14:30 ~ 14:45	Snack Time
14:45 ~ 16:30	Structured play and afternoon activities
16:30 ~ 17:15	Preparation for going home – check that babies are Clean and dry, pack clothes & bottles etc – Departure Inform parents about baby's day
17:15 ~ 17:30	Departure

DAILY PROGRAM: GRADE 000

School Times	06:30 ~ 17:30
06:30 ~ 07:45	Arrival
	Early Morning Activity (Free Play Inside)
07:45 ~ 08:00	Toilet Routine
08:00 ~ 08:30	Registration – Check Communication Book
	Bible Story + Prayer + Singing
	Weather Discussion
	Daily News
	Songs and Rhymes
08:30 ~ 08:45	Breakfast
08:45 ~ 09:10	Language Ring
	Theme Discussion
	Letterland Alphabet Discussion
	Numeracy Discussion
09:10 ~ 09:30	Perceptual Activities
	Letterland Workbook
	Perceptual Workbook
09:30 ~ 09:50	Outside Play
09:55 ~ 10:00	Toilet Routine
10:00 ~ 10:10	Snack
10:10 ~ 10:35	Creative/Fine Motor Development
10:40 ~ 11:10	Gross Motor Development
11:10 ~ 11:30	Outside Play
11:30 ~ 11:40	Toilet Routine
11:40 ~ 12:00	Lunch Time
12:00 ~ 13:00	Story Time
	Quiet Time
	Resting
13:00 ~ 14:00	Inside Play
14:00 ~ 14:30	Outdoor Play / Free Play
14:30 ~ 14:45	Toilet Routine
14:45 ~ 15:00	Snack Time
15:00 ~ 16:30	Structured Play + Afternoon activities (Outdoor)
16:30 ~ 17:15	Restful free play inside
17:15 ~ 17:30	Tidy up and Departure

DAILY PROGRAM: GRADE 00

School Times	06:30 ~ 17:30
06:30 ~ 07:45	Arrival Early Morning Activity (Free Play Inside)
07:45 ~ 08:00	Toilet Routine
08:00 ~ 08:30	Registration – Check Communication Book Bible Story + Prayer + Singing Weather Discussion Daily News Songs and Rhymes
08:30 ~ 08:45	Breakfast
08:45 ~ 09:10	Language Ring Theme Discussion Letterland Alphabet Discussion Numeracy Discussion
09:10 ~ 09:30	Perceptual Activities Letterland Workbook Numeracy Workbook Literacy Workbook Perceptual Workbook
09:30 ~ 09:50	Outside Play
09:55 ~ 10:00	Toilet Routine
10:00 ~ 10:10	Snack
10:10 ~ 10:35	Creative/Fine Motor Development
10:40 ~ 11:10	Gross Motor Development
11:10 ~ 11:30	Outside Play
11:30 ~ 11:40	Toilet Routine
11:40 ~ 12:00	Lunch Time
12:00 ~ 13:00	Story Time Quiet Time Resting
13:00 ~ 14:00	Inside Play
14:00 ~ 14:30	Outdoor Play / Free Play
14:30 ~ 14:45	Toilet Routine
14:45 ~ 15:00	Snack Time
15:00 ~ 16:30	Structured Play + Afternoon activities (Outdoor)
16:30 ~ 17:15	Restful free play inside
17:15 ~ 17:30	Tidy up and Departure