



134 RONALD AVE CNR 1ST RD LINBRO PARK
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Dear Parents,

It is with great pleasure that we welcome you to The King's School Linbro Park Preschool and we trust that it will be the beginning of a happy and beneficial association.

We would like to ask for your co-operation in observing the following:

1. **School Hours** : **07:45 – 13:00**
 - Arrival : 07:15 – 07:45. Our School Programme starts promptly at 08:00. Please do not encourage bad habits by arriving late. For security reasons the gates are locked at 08:00.
 - Please notify the school telephonically before 09:00 should your child be absent.
 - Parents are requested to deliver their children personally to the teacher on duty. Children may arrive from 07:15 onwards. The informal activities from 07:30 to 08:00 form part of their development. The programme for the day begins at 08:00 and late arrivals are disruptive to the rest of the class. Regular attendance is essential to a child's progress.
 - Departure : The doors will be opened at 13:00. Children collected later than 13:15 will be included in Aftercare supervision and parents will be notified of the extra fee incurred after 13:30.
 - The teacher must be notified should another person need to collect their children on the parents' behalf.
2. **Toys**
 - Please ensure that your child does not bring toys to school – they get lost and broken, quite apart from creating unnecessary rivalries and tears!
3. **Food**
 - Children are expected to bring a mid-morning snack and a plastic bottle with juice or milk. We recommend two small sandwiches with a healthy type spread and if desired a piece of fruit or raw vegetable. Please **clearly mark** all containers with your child's name – **NO SWEETS, CAKES OR CHIPS PLEASE!!!**
 - Tuck day – Children are invited to purchase food from the tuckshop on a Tuesday only. If desired, please send money as on the tuckshop price list sent out at the start of each term, or R5.00 just for sweets or chips to eat with their lunch.

4. **Clothing**
 - Comfortable, practical and preferably old! Children are encouraged to use aprons for messy play but paint and glue etc. still seem to have a knack of finding their way onto clothing. Clothing should be easy for the child to manage him or herself. Children are encouraged to play barefoot while at school, but they must have a pair of flat / enclosed shoes in their bag each day. Please do not let children wear jewellery – rings, chains, etc. No make-up should be worn to school.
 - Please could you mark **ALL** clothing, hats and shoes, with your child's name. Please send your child to school with a spare set of clothing in their case – accidents do happen.

5. **Health**
 - Please do not send your child to school if he/she is not well or is receiving a course of medicine. The school programme is designed for active, alert and healthy children. Please notify the school if your child is ill or if he/she will be away for any period of time.

6. **Outings and Theatrical Productions**
 - These are organised each term to enrich the children's education and experience. You will be notified of these events in advance. The fee will be debited to your account. Lunches on these days need to be sent in disposable containers.

7. **Events**
 - Please look out for and support these fun-filled events: Camp Out, Fun Days, Dress-up Days, Cake sales, Bike-athon
 - Compulsory Saturdays: Swimming Gala, Athletics, and Open Day

8. **Homework Diaries, Stationery and Supplies**
 - We supply an official school diary at the beginning of the year for Grade R. An A5 notebook, included on the stationery list, will be used as a diary by all other classes. The diary is a useful link between school and home and should be checked daily. Please sign any messages or notices received. Please look out for the weekly Newsletters.
 - Stationery orders: Lists are sent out in the fourth term for the following year. Please budget for and purchase these items before the new term starts. All stationery should be individually marked with the corners of the boxes taped, and sent to school on the first day.
 - At the start of the second term, parents are asked to donate 2 boxes of tissues and 2 soap bars which will be used during the course of the year.
 - New children will be provided with a hand towel and facecloth, which will be debited off your account.

10. **Baking**
 - We incorporate baking into our programme on a Friday.

11. **Birthdays**
 - Please could you supply a birthday cake or cupcakes with candles on your child's birthday. Your child will be made to feel very special on his / her birthday.

12. **Messy Day**
- Please could your child wear old clothing on a Thursday as this is the day we set aside for sensory development play (water / mud)
 - Supervised swimming shall occasionally happen in the first and fourth terms. Please provide correct swimming kit with any necessary floatation devices on those days. (No goggles)
13. **Library**
- Each child will receive a library bag and book every Wednesday. Children must be taught to respect all books and not to damage them in any way. Scribbled or torn books are unacceptable and parents will be held responsible for the replacement of them.
14. **Aftercare**
- Everyday from 13h00 – 17h30. Supervised rest and play time. Lunch and snacks provided. A daily fee is charged according to the hours the child stays at aftercare. Forms available from the office.
15. **Parent Meetings**
- There is a general Parent's Evening on the first Monday of every term.
 - Individual Parent meetings are held in the first and third term. We do however encourage continual parental communication.
 - Please look out for details in your weekly newsletter and diarise these important dates.
16. **School Programme**
- MONDAY** : Show and Tell (something of interest to talk about – no toys)
Ballet (Optional extra)
- TUESDAY** : Grade R assembly 07:45 (subject to change)
Tuck
- WEDNESDAY** : Library
Physical Education
Gym Kids (Optional extra)
- THURSDAY** : Messy Day
- FRIDAY** : Baking
17. **Extra Curricular**
- Ballet Monday 12:30
 - Gym Kids Wednesdays 12:30
 - Applications available from the School office.
18. **School Fees and Term Dates**
- Please see attached or visit our website at www.kslp.org.za .