



Ladybird

Pre-Primêre skool Pre-Primary school
 67 Oliewenhout laan
 Val de Grace
 012 804 2583

Ladybird Nursery School Application form

Application date:		Start date:	
		Class:	
Where did you hear about us?			

Child's information

Surname:		Home Address:	
First Names:			
Nicknames:			
Date of birth:		Programme required:	Half day:
ID No:			Full day:
Age at start date:			Extended day:
Gender:		Preferred language:	
Nationality:			

Details of parents/guardians

	Mother	Father
Name(s):		
Surname:		
Marital status		
ID/Passport No:		
Home tel no:		
Cell no:		
Email address:		
Postal address:		
Residential address:		
Occupation:		
Company name:		
Work address:		
Work tel no:		

Siblings currently in Ladybird

1. Name		Class:	
2. Name		Class:	

Next of kin

1. Name		Contact no:	
2. Name		Contact no:	

Medical information

Medical aid:		Medical aid no:	
Doctor's name:		Doctor's tel no:	
Allergies:			
Surgery history:			
Any other conditions:			

Previous school care

Name of School:			
Years attended:			
City:		Contact no:	
Has your child ever been assessed by a Psychologist/occupational/speech therapist?			
Yes (evaluation attached):		No:	
Has your child ever had an ear test?		Date:	
Yes (evaluation attached):		No:	
Has your child ever had an eye test?		Date:	
Yes (evaluation attached):		No:	
What language(s) is your child exposed to at home?			

Any additional information we should be aware of:

We need the following to accompany this application:

- Copy of the inoculation certificate
- Copy of the birth certificate
- Copy of the parents'/guardians' IDs
- Previous report (if applicable)

Financial information:

1. Once-off registration of R1000 per child (Ladybird t-shirt included)
2. School fees are payable upfront. Please use the child's name as reference.
3. School fees are payable over 11 months.
4. If children are registered after August, a 50% payment will be necessary in December.
5. R300 discount if you have more than one child in Ladybird.

Day option	Hours	Discount		
		2.5% Discount	6.5% Discount	
		11 x payments	4 x payments	1 x payments
		Maandelikse fooi	Kwartaal fooi	Jaar fooi
Half day	7:00 - 14:00	R3 020	R8 790	R30 910
Full day	7:00 - 17:30	R3 840	R11 180	R39 270
Extended day	6:30 - 18:00	R4 100	R11 940	R41 910

Bank details:

Ladybird kleuterskool FNB - Cheque account Account no: 6251 728 9311

Please use your child's name and surname as reference

Signature
(parent/guardian)

Date

Contract

1. I, the undersigned, agree to pay school fees to Ladybird Nursery school for my child, _____, whom I registered for _____ (half/full/extended day).
2. I will pay the school fees monthly in advance on or before the seventh (7) day of the month.
3. I agree that I will discuss any and all financial problems with a member of staff.
4. I agree that Ladybird Nursery school has the right to suspend my child if fees are outstanding (arrears fees will still be payable).
5. I agree that I may be penalised for dropping my child off early, or fetching my child late (outside my allocated day program).
6. I agree that I will give one (1) month's written notice to the school when I am removing my child from the school and I agree that I am responsible for one (1) month's school fees should I not give notice as described above.
7. I agree that my child may be taken to a doctor and/or hospital by the personnel of Ladybird nursery school should there be an Emergency, and I agree that the school will not be held responsible for the cost of the doctor and/or hospital.
8. I agree that Ladybird nursery school, its owners or personnel will not be held responsible for the following:
 - Injuries incurred on school premises, although we do our best to prevent any incident;
 - My child when I left him/her on the school grounds without the supervision of any personnel; and
 - Lost clothing and/or items
9. I agree to allow Ladybird nursery school to post pictures of my child/ren on the school's social media pages and/or the school website. If I do not allow this, I agree to inform the staff of Ladybird nursery school in writing.
10. Both parties agree that this agreement can only be amended in writing when both parties have reached consensus and signed

11. The consumer/debtor consents to and authorises Ladybird pre-primary, the supplier, service and/or credit provider,

as the case may be to:-

- a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the consumer/debtor; and
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer/debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier/credit provider

Signed at _____ on this _____ day of _____

Full names: _____

Signature: _____

Administering of Medication

I, _____, parent of _____
 in the _____ (class), give permission that a senior staff member
 of Ladybird Nursery School may give my child the following medication if it's necessary and
 cannot get hold of myself or anyone on my contact list.

Medication	Yes	No
Antiseptic cream		
Arnica oil/gel		
Antihistamine		
Buscopan/generic		
Panado		

Please complete and send back with application form.

A child should not attend school if he/she is ill.

Signed:.....

Date:.....

Medical indemnity form Parent/Guardian consent form for emergencies

As a parent/guardian I, _____ give consent to have
 my child, _____ to receive first aid by Ladybird Nursery School and
 and staff. I also consent to them being transported by car or ambulance to receive emergency
 medical care if necessary. I understand that I will be responsible for all charges including
 medical transport, etc. I give consent for the emergency contact person listed below to
 act on my behalf until I am available. I agree to review and update this information whenever
 a change occurs, but at least every 6 months.

Signed:.....

Date:.....

Contact Number:.....

Ladybird daily programme	
07:00	Arrival
07:45	Toilet routine
08:00	Religion
08:15	Breakfast
	Theme discussion
	Weather chart
08:30	Free play
8:45-10:00	Creative activities
10:00-11:00	Free play
11:00	Theme discussion
	Music and movement
	Story time
11:20	Toilet routine/wash
11:30	Lunch
12:00	Nap time
14:00	Toilet routine
14:30	Sandwich and cooldrink
14:45	Free play
16:00	Tidy up/wash
16:00-17:00	Going home

Classes			
Age	Class	Teacher	Assistant
3 - 18 months	Tortoise class	Michele	Johanna
18 months - 2 yr	Penguin class	Ellen	Ruth
2 - 3 yr	Hsie class	Ellen	Mavis
3 - 4 yr	Bokkie class	Elmarie	Maria
4 - 6 yr	Owl class	Gwen	Girly
Tuesdays	Play area	Gardener	Ozwell
Early & late	6:30 to 7:00	16: 00 to 18:00	Liesbeth

Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Miellepapp	Oats	Miellepapp	Oats	Miellepapp
Morning snack	Savoury Biscuit	Fruit	Savoury Biscuit	Fruit	Savoury Biscuit
Lunch	Chicken + pasta + mixed veg (a la king)	Pap + Sauce + Fish fingers/Bacon/Meatballs + Peas	Mince + Rice + Mixed veg (Bolognese)	Potato mash + Pie/Fish cake + Sauce + Mielles	Venna + Tomato sauce + Roll
Babies Lunch	Butternut Mash	Broccoli + Sweet potato mash	Gem squash mash	Potato + Carrot mash	Sweet potato mash
Afternoon snack	Sandwich - Peanut butter	Sandwich - Jam	Sandwich - Jam + Peanut butter	Sandwich - Peanut butter	Sandwich - Jam
Dinner	As lunch	As lunch	As lunch	As lunch	As lunch

Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Oats	Miellepapp	Oats	Miellepapp	Oats
Morning snack	Fruit	Savoury Biscuit	Fruit	Savoury Biscuit	Fruit
Lunch	Macaroni + Mince + Mixed veg (Bolognese)	Potato mash + Pie/Fish cake + Sauce + Mielles	Pap + Sauce + Fish fingers/Bacon/meatballs + Peas	Rice + Chicken + Mixed veg (a la king)	Egg + Tomato sauce + roll
Babies Lunch	Broccoli + Sweet potato mash	Potato + Carrot mash	Butternut mash	Sweet potato mash	Gem squash mash
Afternoon snack	Sandwich - Jam + Peanut butter	Sandwich - Peanut butter	Sandwich - Jam	Sandwich - Jam + Peanut butter	Sandwich - Peanut butter
Dinner	As lunch	As lunch	As lunch	As lunch	As lunch

Vision and Mission:

Our motto is: "If I think I can, I can!"

We strive to provide a loving, warm environment for your child to grow up and learn in!

Our mission is to have each and every one of our students leave school with a sense of determination and confidence in the future, We are focused on giving individual attention to each and every single child, so they can develop all the core emotional competencies needed to go to primary school.

At Ladybird we believe that children need to play to learn. We encourage as much play as possible every day.

What we offer:

We are a registered nursery school and we follow the NCF Curriculum as prescribed by the Department of Education, but we have supplemented it with our own private curriculum. We follow a new theme every week and all our pictures, discussions, songs and books are centred around this theme.

We are open during school holidays, but we do not do any academic work during this time. We close for approximately 3 weeks over December.

We also close on public holidays, and some extra days when a public holiday falls on a Tuesday or Thursday.

"Walk-ins" are held every term and it is related to a theme in that term. Payment for this will be established when the walk-in is announced, and needs to be paid before it takes place.

We also have photos taken every year, an annual concert with a Grade R graduation ceremony and lots of extras for any special occasions such as Easter or spring day.

We offer many extra-curricular activities. Please enquire for a recent list.

Safety:

At Ladybird, we believe safety is paramount. The school has excellent security features including CCTV cameras, electric entry, neighbourhood watch, as well as armed response.

We require that you always inform us if someone other than yourself or the regular person will be collecting your child from school.

Our teachers are trained in first aid and we have a clearly marked, well stocked first aid kit on the premises.

The whole building is entirely fire compliant, and we practice safety drills with our children on a monthly basis.

Communication with parents:

Our main source of communication is a WhatsApp group that belongs to each individual class. We will inform you of events coming up, tuck shop, themes of the week, or anything else of value that we feel you might need to know. We kindly ask that these WhatsApp groups are only active during business hours.

We also have a very active Facebook page that we update on a regular basis. All photos taken at any event at school will be loaded on our Facebook page:

<https://www.facebook.com/LadybirdKleuterskool>

We are always available for any parent with questions or concerns. We have a total open door policy.

Arrivals and departure times:

Children who are signed on for the extended day can start arriving at school from 6:30, and the rest from 7:00. Parents must hand children over to a staff member.

On collection, children who are signed on for the extended day can stay up until 18:00, and the rest need to be picked up by 17:30. Please adhere strictly to these time frames.

The extended day option is valid if the child is being dropped off early, OR collected late. For example:

if the child is dropped off at 6:45, but collected at 15:00, the extended fee is still payable. Similarly, if the child is dropped off at 8:00 but is collected at 17:45, the extended fee is still payable.

Ladybird's illness protocol:

• Children that are showing any of the following symptoms will not be allowed to come to school, and we ask that parents please fetch sick children as soon as possible should they show any of the below symptoms:

1: Fever

2: Any respiratory illnesses, coughing

3: Diarrhoea, vomiting, or stomach cramps

4: Rash on any part of the body

5: Any eye infection or illness

6: Mouth sores

7: Head lice

- Children are not allowed to come to school if they are on antibiotics.
- Please note, since sick children are not allowed to come to school, that we will not administer ANY medication.
- Parents must ensure that they are always available telephonically should we need you to fetch your child from school. Please let us asap should your contact details change.
- Please do not send lunch boxes to school - It leads to sharing of food, and faster spreading of illnesses. The school provides breakfast, lunch, and two snacks every day, so the little ones do get enough food at school.
- School bags will be sent to school on Mondays with enough clothes, nappies, milk and wet wipes for the whole week, then bags will come home again on Fridays. Please make sure your child has a fitted sheet and blanket (in winter) - the school will not be allowed to supply sheets, and kids are not allowed to sleep on a bare mattress.
- Please always pack a spare set of clothes for your child. This is not only for toilet slips, but also if they get wet or dirty from water play.

Toys:

Children are not allowed to bring any toys to school. Please adhere strictly to this rule as it causes conflict amongst our kids.

Clothing:

Children can wear comfortable clothing that can get dirty and that they can take off by themselves (to encourage independence). Please always send an extra set of clothing to school - not only for little accidents, but also for sand and water play.

NB: During potty training, please send enough extra pairs of clothing and underwear to school.

Please mark all your child's clothing clearly.

Birthdays:

You are welcome to send treats or cupcakes to class on birthdays but it is not compulsory.

Assessment:

We are constantly assessing the children throughout the year, and a report is sent home in June and December.

We look forward to every new Ladybird :)

Contact numbers:

Tel: 012 804 2583

E-mail: info@ladybirdkleuterskool.co.za