



Little Village Christian Nursery School

Caring Christian Education for the Pre-School Child since 1987

Admission Information

Aims and Intent

Little Village Christian Nursery School exists to provide a safe, developmentally appropriate environment for preschool aged children. Our focus is to provide the child with an excellent and stimulating early care and education experience, which promotes the child's social, emotional, physical and cognitive development. Our goal is to ensure that the child's mind is opened up to ensure their life-long learning.

The aim of Little Village Christian Nursery School is to make our preschool accessible to, and inclusive of, all children and families from all sectors of the local community through open and fair practices.

Cognisance is taken that we have to earn enough money to pay the salaries, and all other school expenses as well as continuing to maintain and even improve the facilities at Little Village Christian Nursery School and, therefore, we charge parents fees for their child/ren to attend this preschool.

Key Facts

1. Little Village Christian Nursery School is licenced to care for and educate children from 4 months to 5 years old
2. The school year at Little Village Christian Nursery School is from January to December.
3. We follow a four term school calendar
4. Little Village Christian Nursery School offers the following services:
 - Half day care with lunch (06h15 – 14h00 – parents may collect from 12h30)
 - Half day care without lunch (06h15 – 14h00 – parents may collect from 12h30)
 - Full day care (06h15 – 17h30)
5. **Operating Days and Opening Hours:**
 - Little Village Christian Nursery School operates on a four term structure.
 - We are open during official school holidays, with the exception of approximately three weeks from the 15th December each year.
 - We are closed on all public holidays and long weekends.
 - If the public holiday falls on a Thursday or Tuesday, the school will be closed the next day, Friday, or on the preceding day, Monday.
 - From 15th December to approx. 7th January each year the school closes completely for maintenance and so that our hard working staff can have a good rest with their families.

- **Opening Hours:**

- i. Half Day, no lunch, Monday to Friday: 06h15 – 14h00
- ii. Half Day, with lunch, Monday to Friday: 06h15 – 14h00
- iii. Full Day, with lunch, Monday to Friday: 06h15 – 17h30

6. School Fees:

- Little Village Christian Nursery School operates on a fixed fee structure.
- Little Village Christian Nursery School will be open during school holidays, during which time full fees are payable to the Nursery School. No fees are payable for December when the school closes for the year-end break.
- No deductions can be made if a child is absent as a result of illness, holidays or any other reason.
- Fees are payable monthly, IN ADVANCE, over 11 months, quarterly or annually, on or before due date.
- There is a discount for fees paid annually.
- There is a R50.00 discount on the fees per child if there are two children, and R100 per child for three children that the family has in the school at the same time. This includes our Aftercare next to Springvale Primary.
- There is an early payment discount of R50.00 for fees paid on or before the 1st of the month
- School fees are increased once a year in January
- Little Village Christian Nursery School reserves the right to ask parents to remove children if fees are not paid

FEES FOR 2021

Monthly rate payable January through November **(11 month schedule)**

OPTION	MONTHLY RATE	EARLY PAYMENT DISCOUNT	TOTAL
FULL DAY	R3750.00	R50.00	R3700.00
HALF DAY	R2840.00	R50.00	R2790.00

UNDER 3 YEARS OLD ONLY –

3 DAYS A WEEK **OPTION** AT PARENT’S REQUEST

FULL DAY	R2250.00	R50.00	R2200.00
HALF DAY	R1700.00	R50.00	R1650.00

Monies paid directly into the Little Village account electronically **must be reflected in the account on the first day of the month to qualify for the discount as well.**

Our Banking details are as follows:
 Little Village Christian Nursery School
 Current Account
 Standard Bank
 Centurion branch
 Account number: 011732458
 Reference: Child’s surname

Discounts available for yearly and half-yearly payments.

- **Additional Charges:**

Service	Amount	Charged When
Registration Fee	R100.00	<ul style="list-style-type: none"> • Payable on the signing of the Enrolment Agreement; • Non-refundable; • Covers the cost of the Enrolment Process, the child's reports for the year and printing costs.
Annual Resource Fee	R250.00	<ul style="list-style-type: none"> • Payable by the end of February • Non-refundable; • Covers the cost of toiletries and stationery for the year

- **After Hours Care:**

- A fine of R15 per 5 minutes will be levied if a child is collected from the school after 17h30.
- This fine will be payable in cash within three days of the child having been collected late.

7. Classes:

- The children are divided into classes based on year of birth.
- Little Village Christian Nursery School provides tuition in English.
- Little Village Christian Nursery School is sympathetic to emergency admissions, if we have space available.
- Children may join the school at any time of year. Where possible we recommend that new children start at the beginning of a month or term.
- Little Village Christian Nursery School operates a waiting list if the relevant class is full and takes the following into account when a child from the list is admitted:
 - Date on which application was made for that particular class;
 - Siblings previously or already in attendance at Little Village Christian Nursery School

8. Nutrition: Little Village Christian Nursery School employs a cook who prepares the meals on the premises.

- Breakfast:** This is optional for all children. A breakfast of jungle oats/weetbix/rice crispies is provided every morning (Monday to Friday) from 06h45 – 07h45
- Snack:**
 - Morning snack at 9.30 am** – Parents are required to send a healthy snack e.g. sandwich, fruit, yoghurt
 - Mid-afternoon snack at 3.00 pm** – provided by the school

- iii. **Lunch** is provided every day (Monday to Friday) between 12h00 and 13h00. The lunch menus are:

MENU	
Monday	Spaghetti bolognaise with veggies. Jelly
Tuesday	Chicken stew with veggies and rice. Fresh fruit
Wednesday	Macaroni cheese. Fresh fruit
Thursday	Baked fish fingers, mash and beetroot. Jelly
Friday	Hotdogs with chicken viennas. Fruit

9. Security:

- i. **Security Guard:** We have a full-time security guard outside the premises
- ii. **Gate:** The front gate remains closed at all times. Parents are to ring the bell and the gate will be opened from the Office, where we have a CCTV camera.
- iii. **Electric fencing:** The premises are surrounded by electric fencing. We have made sure that the outdoor climbing apparatus is positioned in such a way that the children cannot possibly reach the fencing.
- iv. **Armed Response:** We are linked to ADT and have panic buttons in place.
- v. **Registers:** Registers are taken in class at the start of the day by the class teachers and again by the Afternoon Supervisors when they take over duty with the full day children at 13h00.
- vi. Staff are well versed in the security procedures

10. Communication: Little Village Christian Nursery School uses the following methods to communicate with parents:

- **Email:**
 - i. At Little Village Christian Nursery School we try to be as green and eco-friendly as we can and wherever possible we communicate with parents through email, unless there isn't one, in which case we'll give the child a printed copy.
 - ii. Invoices and statements are sent on request, through e-mail.
- **WhatsApp:** We have class WhatsApp groups. Only the Office and Teacher are Admins on these groups. We promise not to spam you. If you would like to contact the school by WhatsApp, please do so directly on the school cellphone 071-2678612 at any time.
- **Newsletters:** These are sent out periodically. We either print or email them depending on your requirements.
- **Our Website (www.lvcnschool.co.za):** The website is updated regularly and parents will be able to find past newsletters, as well as general info about the school.
- **Facebook:** We do have a Facebook page where we post photographs and videos regularly
- **Instagram:** We post pictures regularly – please follow us
- **Open Door policy:** Our Principal and teachers are always available to chat to parents. No appointment is necessary.

- **Meet and Greet:** Within the first month of the year, we have a get-together on a Saturday morning for parents to get to know one another, as well as the teacher and the other children in their child's class.

11. Reports and feedback to parents on their child's development: Reports and parent feedback happens as follows:

- April (beginning of the second term) – parent interview evenings
- June (end of the second term) – detailed written report
- November (end of the fourth term) – detailed written report.

12. Marking Clothing and other Belongings:

- All clothing must be suitable for the prevailing weather conditions.
- The onus is on the parents to mark their children's belongings as Little Village Christian Nursery School is not responsible for lost or missing items. It is almost impossible to know what belongs to who if articles are unmarked.

13. Medical Matters:

- In terms of the National Health Norms and Standards, only children who have been vaccinated, or are in the process of their vaccinations, may be admitted to this preschool.
- Children who are ill may not be brought to school especially under the following conditions:
 - i. Within 12 hours of a high temperature;
 - ii. Within 48 hours of going onto an antibiotic;
 - iii. Spots and rashes, ringworm and impetigo;
 - iv. Sore throats, especially tonsillitis;
 - v. Infected eyes.
 - vi. Any runny tummy or vomiting.
 - vii. Yellow, green or brown noses.
 - viii. Weeping ears;
 - ix. Lice – the child's scalp must be completely clear of any lice or nits.
- Parents must bring the medication into the Office, fill in the form and collect it personally at the end of the day. NO medication may be put into the child's school bag.
- Without the Medication Administration Control Sheet having been properly filled out and signed, no medication will be administered to that child.

14. Items to bring to school: At Little Village Christian Nursery School we strive to be self-sufficient so that parents can get on with the time consuming business of earning to support their families. However, we do need a few articles to be packed in the children's bags as a matter of course. Parents bring the following to school on a daily basis.

Younger than 36 months old	36 months and older
<ul style="list-style-type: none"> • Snack lunch for mid-morning • Nappies or pull-ups (if needed) • Change of clothing 	<ul style="list-style-type: none"> • Snack lunch for mid-morning • Change of clothing

15. Food, Toys and Sweets:

- The midmorning snack must consist of healthy items like a sandwich, yoghurt, fruit etc. No sweets or cakes are allowed in lunch boxes. On special occasions, we have a picnic, we will advise parents and then, usually prohibited items are allowed for that day.
- No toys and sweets from home are allowed. They will be taken from the children and this causes much unhappiness.

16. Birthday Parties:

- Parents are welcome to send a cake or cupcakes for the class, or ice cream and cones or ice-lollies in the summer.
- Please do **not** send party packs
- The birthday party will take place during morning snack time

17. Extra-Mural Activities:

- Little Village Christian Nursery School offers the following extra-mural activities:
- **These activities will all be confirmed in January 2021** – depending on Covid-19 protocols if still applicable.

Description	Duration per week	Contact person	When and where
Swimming	Total time away from school approx. 1½ hours	Swimrite 087-8078404 smeiring@telkomsa.net www.centurion.playball.co.za	Tuesday mornings: at Swimrite premises in Clubview. Transport provided
Dancing	30 min.	Annette Mnyande Dance School Teacher: Annette Mnyande 082-3524041 mnyande@mweb.co.za	Wednesday afternoon At school
Netball	30 mins	Nskills and development www.nsd4kt.co.za dawnita@!nsd4kt.co.za Coach Benise 079 7393761	Thursday afternoon at school
Rugby	30 min.	072-6309091 Coach: Ryan Meyer admin@rsd4kt.co.za www.rsd4kd.co.za	Thursday afternoon at school
Cricket	30 min	Cricket champs 082 5003665 admin@cricketchamps.co.za www.cricketchamps.co.za	Wednesday afternoon
Little Lab Coats	30 min	Dianne Venter Delmari (teacher) 072 8667845 071 3541523 witjassiescenturion@gmail.com	Wednesday afternoon at school 12h30 – 13h00

- The organisers of the extra-mural activities sub-contact to the school and as such raise their own invoices and collect their own fees.