

# Welridge Academy

*Information Brochure*

*Pre-School*

*2012*

*Babies to Grade 00*



*"Quest for Excellence"*

## **ADMISSION REQUIREMENTS 2012**

The Department of Education clearly states that a learner should turn seven in Grade 1. All schools in South Africa should adhere to this policy. Should a prospective Grade 1 learner be younger than the prescribed school going age and his/her birthday is before June, a comprehensive psychological school readiness assessment must be submitted prior to admission. School readiness is very important so as to ensure that a child is ready for formal schooling, socially, emotionally and academically.

Placement of learners will be done according to the above mentioned admission criteria so as to ensure that learners reach their full potential and progress to later school years without impediments.

## **ADMISSION CRITERIA 2012**

<b>GRADE</b>	<b>YEAR OF BIRTH</b>	<b>AGE</b>
Babies	2011/2012	3 – 18 months
Toddlers (Beginners)	2010	19 months + turning 2
Advanced Toddlers	2009	2 turning 3
Grade 000	2008	3 turning 4
Grade 00	2007	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. Our school is a supplementary agency, commissioned to support but not replace home.

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. Welridge Academy would allow parents, with the means to do so, an opportunity to provide their children an education of outstanding quality.

We are equipped to meet the challenges of the new education system. Pre-school is a preparation for life itself and probably the most important stage of all, because it is where the foundation of the child's entire 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 he/she reaches compulsory school-going age. The young child learns through his/her interaction with his environment, something he does through the use of all of his 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.

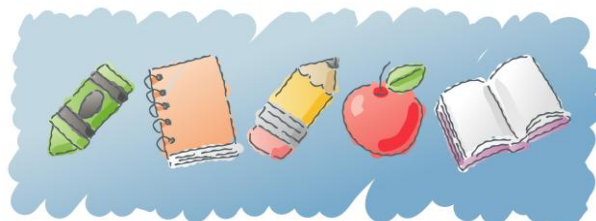
Our curriculum aims to create a lifelong learner who is confident, independent and creative, innovative, literate, numerate and multi-skilled.

### SCHOOL OBJECTIVES

- « We aim to provide a solid foundation for each individual
- « We aim to provide quality of 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

### NON-DISCRIMINATORY POLICY

We believe that every child has something to offer and deserves the right to gain from the assistance provided by our staff, irrespective of race, culture, religion, gender or disability. Welridge Academy has a Christian Ethos, however admits learners of all creeds. We respect all religions.



## 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 Learner Portfolio 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. By the same token, if you do not have an e-mail address, please let us know about this too, so that we don't hound you too much!



### 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 Margaux or Tacita telephonically on (011) 476-5216 or via email [info@welridge.co.za](mailto:info@welridge.co.za)

### NOTIFICATION OF ACCIDENT / ILLNESS

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 month's written notice is required if contract is terminated. Notice is to be emailed to our Accounts Department on either [accounts1@welridge.co.za](mailto:accounts1@welridge.co.za) / [accounts@welridge.co.za](mailto:accounts@welridge.co.za)

## 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 if your child requires 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.

## 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
  - 4 x ID Photos of Learner
  - Proof of Residence
  - Copy of Latest Bank Statement
  - Current Work Permit (if applicable)
  - Previous School Telephone Number (if applicable)
  - Previous School Report (if applicable)
- ☞ A non-refundable Registration Fee of **R600-00** is payable on enrolment (for 2012)
- ☞ All prospective learners may spend a day at the school, prior to admission

## 2013 Registration Fees

Pre-School Registration Fee (non-refundable)	R 750-00
Family Registration Fee (non-refundable) **	R 1,000-00

\* 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 Mattress Levy are all payable at the beginning of the year.




### 2012 Educational Resources Fee

This fee includes:



-  Welridge Academy Communication Book – all grades
-  Educational Toys – Babies
-  Art and Crafts requirements – Toddlers, Grade 000 and Grade 00
-  Letterland and Perceptual Workbooks – Grades 000 and 00
-  Literacy and Numeracy Workbooks – Grade 00

-  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.








### 2012 Shows & Outings Fee

-  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.
-  This fee is not applicable to the Baby class.

### 2012 Mattress Levy

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

### 2012 Stationery Requirements

-  A list of the Stationery items to be purchased is available from the office.
-  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.
-  Stationery items are not applicable to the Baby class.
-  Other School Requirements:
  -  A school bag for your child's belongings
  -  2 x boxes of tissues, 2 x bars of soap and 2 x toilet rolls must be sent to school at the start of every term

## BRIDGED CODE OF CONDUCT

### Undesirable Conduct:

1. Disrespectful conduct.
2. Any practice that may influence other learners detrimentally or harm them in any way.
3. Stealing is considered to be a serious offence.
4. No verbal or physical abuse. No fighting or bullying will be allowed.
5. No dangerous games or play.
6. Vandalism will not be tolerated.
7. Foul language is not acceptable.
8. Respect and politeness are expected at all times.
9. Cell phones may not be brought to school.
10. Learners are expected to be punctual before school.
11. Learners may not tamper with other learners' school bags, lockers or personal belongings.

## PRE-SCHOOL CALENDAR 2012

Our pre-school is open from **Wednesday 4th January 2012 to Friday 7th December 2012** with the exception of:

- ☞ Weekends and all Public Holidays
- ☞ **Monday 30 April 2012**

The calendar below is the **Primary School Calendar 2012** and is purely shown for information purposes.

N.B: Dates in Brackets ( ) are for Educators only

☞ Inland Provinces: Free State , Gauteng , Mpumalanga , Limpopo and North West

Term	Duration	Weeks	Days	Public Holidays	School Days
1	(16) 18 January - 30 March	11	(55) 53	1	(54) 52
2	10 April - 22 June	11	54	2 + 1	51
3	16 July - 28 September	11	55	2 + 1	52
4	8 October - 07 (11) December	09	(47) 45	0	(47) 45
Total		42	(211) 207	7 (5 + 2)	(204) 200

☞ **Public Holidays and School Holidays falling within the school terms:**



Date	Public Holiday
21 March 2012	Human Rights Day
06 April 2012	Good Friday
09 April 2012	Family Day
27 April 2012	Freedom Day
30 April 2012	School Holiday
01 May 2012	Workers Day
16 June 2012	Youth Day
09 August 2012	Women's Day
24 September 2012	Heritage Day

**NOTE: the 4<sup>th</sup> term ends on 7<sup>th</sup> December, but our aftercare will remain open until Friday 14<sup>th</sup> December and will reopen on Wednesday 9<sup>th</sup> January 2013**

## **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**

### **External Extra-Mural Activities**

We offer a variety of external extra-mural activities:  
*(Not included in school fees)*

-  Ballet
-  Swimming
-  Playball
-  Pottery
-  Sporty Girls (Netball and Hockey)
-  Soccer
-  Kitchen Kids
-  Catrobatz
-  Rugga kids (Rugby)
-  Be Sharp Beetles (music)



### **Other Activities**

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



## **DAILY PROGRAM: BABIES**

<b>School Times</b>	<b>06:30 ~ 17:30</b>
06:30 ~ 08:30	Arrival & meet with parents. Attend to any physical requirements/needs e.g. change Early Morning Activity (Free Play Inside)
08:30 ~ 09:30	Feeding as needed (Breakfast). Individual pampering of babies who are awake. Individual activities. Change nappies as needed
09:30 ~ 10:00	Activities for babies who are awake: Language & Perceptual Change nappies, feeding as needed
10:00 ~ 10:30	Perceptual Activities for babies who are awake (Different Activities every day) Visual Perception Auditory Perception Concepts: Shapes, colours etc. Body Awareness Change nappies, feeding as needed
10:30 ~ 10:45	Physical Exercise + Movement activities (Gross motor development) Change nappies, feeding as needed
10:45 ~ 11:00	Literacy: Story Time, Rhymes + Language Development Songs or Oral work Theme Discussion
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 + Afternoon activities. Individual pampering and attention.
16:30 ~ 17:15	Preparation for going home, check that babies are clean and
17:15 ~ 17:30	Departure

Each baby is seen as an individual and their needs are different. The above daily planner is an indication of our daily programme. We cater for the babies' physical needs and development, social and emotional development and perceptual development.



**DAILY PROGRAM: Toddlers and Toddlers Advance**

<b>School Times</b>	<b>06:30 ~ 17:30</b>
06:30 ~ 07:45	Arrival
	Early Morning Activity (Free Play Inside)
07:45 ~ 08:00	Assembly
	Toilet Routine
08:00 ~ 08:30	Registration – Check Communication Book
	Bible Story + Prayer + Singing
	Weather Discussion
	Daily News
	Toilet Routine
08:30 ~ 08:45	Breakfast
08:45 ~ 09:15	Perceptual Activities (Different Activities every day)
	Visual Perception
	Auditory Perception
	Concept: Shape recognition
	: Colour recognition
	Mathematical Concepts (more / less etc)
	Number recognition
	Counting activities (Every day)
	Body Awareness
	Toilet Routine
09:15 ~ 09:30	Physical Exercise + Movement activities (Gross motor development)
09:30 ~ 09:45	Literacy: Story Time, Rhymes + Language Development
	Songs or Oral work
	Theme Discussion
09:45 ~ 10:00	Toilet Routine
10:00 ~ 10:10	Snack Time
10:10 ~ 10:40	Creative / Fine Motor Activities
10:40 ~ 11:10	Outdoor (Free Play)
11:10 ~ 11:25	Toilet Routine
11:25 ~ 11:35	Lunch Time
11:35 ~ 13:00	Story Time
	Resting
13:00 ~ 13:10	Toilet Routine
13:10 ~ 14:15	Outdoor Play / Free Play
14:15 ~ 14:30	Toilet Routine
14:30 ~ 14:45	Snack Time
14:45 ~ 16:30	Structured Play + Afternoon activities (Outdoor)
	Toilet Routine
16:30 ~ 17:15	Restful free play inside
	Toilet Routine
17:15 ~ 17:30	Tidy up and Departure

**DAILY PROGRAM: GRADE 000**

<b>School Times</b>	<b>06:30 ~ 17:30</b>
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**

<b>School Times</b>	<b>06:30 ~ 17:30</b>
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

