

GENERAL INFORMATION

APPLICATION PROCEDURE

Enrolment in the school is only confirmed after an interview, payment of a refundable deposit (1 month's school fees) and the completion of the Eco-School Application form. Only once the completed application form has been returned and a deposit has been paid, will your child's place be confirmed.

FIRST DAY REQUIREMENT

Each parent, **without the knowledge of their child**, is asked to please donate a toy for our outside play area. When your child leaves the school, they get to choose their favourite toy to take with them to remember their journey with us. Due to our ethos we ask for no plastic please. The toy **must be** a wooden or metal car or a fairy or a small doll no bigger than your hand. We add the toys to our collection and all the children play with these during outside play.

TERMLY REQUIREMENTS

Each child must provide the following items each term:

A box of tissues and a bar of soap.

On their first day they are to bring the following items that are to be labeled and left at the school:

A face cloth, sun hat, gum boots, wet wipes and nappies (if not toilet trained) and a spare set of clothes.

DAILY REQUIREMENTS

Shoes for hiking

Backpack

Water bottle

Change of pants and a warm top.

A fruit for the fruit bowl.



MID MORNING SNACK:

School fees include a mid morning snack prepared by The Old Nick Village Restaurant.

Menu is as follows:

	MONDAY	TUESDAY	WEDNESDAY	THURDAY
SUMMER/ SPRING	Yoghurt, nuts & honey, cucumber and carrots	Corn on the cob and salad	Sour dough bread & cheese	Humus, carrots, cucumber, boiled egg
WINTER/ AUTUMN	Soup and sourdough bread	Pumpkin fritter and salad	Sour dough bread & cheese	Pesto pasta with feta

Each day children will also be offered portions from our daily fruit platter.

No cooldrinks will be permitted at school. Only water is allowed in a water bottle.

container.

-

Bank details:

The Village Eco-Preschool

FNB – Plettenberg Bay

Branch Code: 250655

Account Number: 63077032670

Business Account

Please put your child's name as a reference eg: Susan Brown –Deposit

Ages:

Toddlers : 21 months -3yrs

Preschool (includes grade R): 3 -6yrs



Office Time:

All payment of fees, enquiries and other administrative matters made in person are to be made either before school from **8h00—8h30** or after school between **12h45-13h15**. Administrative matters are not to take place in the classroom as this is the children's space and they are priority during school hours

-

AFTERNOON ACTIVITIES:

Our afternoon activities and clubs take place weekly. Please ask for an application and info form should you require more information for these activities.

-

MONDAY - NATURE-CLUB:

Time: 12:45 – 2:15pm

TUESDAY - MUSIC, MOVEMENT, DANCE AND DRAMA:

Time: 1:15 – 2:00pm

WEDNESDAY - ART CLUB:

Time: 1:15 – 2:00pm

THURSDAY - SCIENCE/SPORT CLUB:

Time: 1:15– 2:00pm

-

COMMUNICATION:

Should parents wish to discuss their child's progress and development, they can do so at any time by making an appointment with the teacher.

Please read the notice board outside the classrooms as well as the blackboards outside the gate. Important notices are displayed here and it is in your interest to read the notices and news. We communicate via newsletters which will be emailed or via our WhatsApp group. Please ensure to advise us if you are not on the WhatsApp group.

The WhatsApp group is there for teachers to communicate important information. Any additional information, e.g. if your child will be absent from school, must be sent to the teacher in a private message.

BIRTHDAYS:

To commemorate your child's birthday and to build up our book corner and develop our garden, each child is encouraged to donate a book or a plant on this day. Each child's birthday will be a special day at school celebrated with a special birthday circle and story. Due to our Health Food Policy, we do not allow birthday cakes at school.



OFFICE TIMES:

All payment of fees, enquiries and other administrative matters made in person are to be made either before school from 8h00—8h30 or after school between 12h45-13h15. Administrative matters are not to take place in the classroom as this is the children's space and they are priority during school hours

AFTERNOON ACTIVITIES:

Our afternoon activities and clubs take place weekly. Please book in advance with your class teacher.

MONDAY - NATURE-CLUB:

Time: 12:45 – 2:15pm

TUESDAY - MUSIC, MOVEMENT, DANCE AND DRAMA:

Time: 1:15 – 2:00pm

WEDNESDAY - ART CLUB:

Time: 1:15 – 2:00pm

THURSDAY - SCIENCE/SPORT CLUB:

Time: 1:15– 2:00pm

COMMUNICATION:

Should parents wish to discuss their child's progress and development, they can do so at any time by making an appointment with the teacher.

Please read the notice board outside the classrooms as well as the blackboards outside the gate. Important notices are displayed here and it is in your interest to read the notices and news. We communicate via newsletters, which will be emailed, or via our WhatsApp group. Please ensure to advise us if you are not on the WhatsApp group.

The WhatsApp group is there for teachers to communicate important information. Contact numbers for the school are at the bottom of this page.



BIRTHDAYS:

To commemorate your child's birthday and to build up our book corner and develop our garden, each child is encouraged to donate a book or a plant on this day. Each child's birthday will be a special day at school celebrated with a special birthday circle and story. Due to our Health Food Policy, we do not allow birthday cakes at school.

SCHOOL TIMES:

8h30-12h30 A teaching assistant will however be at the school at 7h45 for parents who have to be at work by 8am. Teachers leave their classrooms at **12H45** . **All children not collected by 12h40 will be cared for in aftercare and billed according to the aftercare daily rate. Children who are dropped at school before 7h45 will be cared for in the early bird class and charged the early bird fee.**

Aftercare: Aftercare is available from **12:30 – 4:30 p.m.** Monday to Friday.

Children rest and participate in outside play, reading, drawing, colouring and playing with puzzles, blocks and lego.

Early Bird: Early bird care is available from 7h15. Please ensure to book in at the beginning of the term.

SNACK POLICY:

Children are not permitted to bring their own snacks to school. We provide a wholesome mid morning snack to all children. Please refer to the snack menu above and should your child have any dietary requirements, please advise us in advance as to how we can adapt the menu to suit your child's requirements.

WASTE FREE POLICY:

No polystyrene, plastic bags and packaging , yoghurt tubs, foil or processed food in individual wrapping will be permitted at school. Food packaged in the above items will be returned and your child will be offered fresh fruit and a biscuit for their lunch.

Brown paper bags may be used to wrap sandwiches.



LUNCH:

Children staying for aftercare are to bring a packed lunch that adheres to our waste free policy above. No sweets, chocolates, chips, carbonated drinks or food full of preservatives and other harmful additives will be permitted.

TUCK SHOP:

Friday tuck operates as a fundraising initiative. Each child will be asked to donate tuck for each child at the school. Tuck is then sold to the children for a nominal amount. Each child is to bring tuck money to school every Friday to buy his/her tuck. Tuck must be healthy, e.g. popcorn, crunchies, date balls, pizza slices, home made biscuits and bakes. Please do not send items with too much sugar or harmful preservatives.

Please check the notice board and the whats app group at the start of each term to see when your child's tuck day is.