



Weltevreden Park: 011 475-6867  
Radiokop: 011 679-2931

## INFORMATION BOOKLET 2020 – GRADE 000 & GRADE 0000

### WELCOME

The first few years of a child's life are the formative years of childhood.

They should be filled with love, play, fun and laughter. Nothing on earth is more precious than a smile on your little one's face. You'd give your child the world if you could, but a happy and secure homely environment, a teacher who enjoys giving her love and attention, consistent support by all our staff, a strong foundation, a well-rounded education and positive self-esteem are an excellent start. That's exactly what your little one will receive from us at LITTLE BEAN.

We understand the anxiety you feel about choosing the perfect childcare facility for your LITTLE BEAN. We also understand that you're wondering what your little one is doing while you are at work. We realize that you'd like to share in all their special moments. At LITTLE BEAN we make the most of every precious moment with your little one - all in a warm, nurturing and safe environment.

### ABOUT LITTLE BEAN

We focus on teaching skills, concepts and knowledge required for further learning. We offer a vibrant, loving and homely atmosphere where the children can acquire a love for learning that will sustain them throughout their school years. We acknowledge the potential in each child to reach their optimum ability; therefore, there is less emphasis on competitiveness and more emphasis on individual achievement.

### OUR DAILY HOURS

Half Day (Children that nap)	06:30 - 14:00
Half Day (Children that don't nap)	06:30 - 13:00
Full Day	06:30 - 18:00



### OUR FEES

Registration Fee	R550.00
Re-registration Fee	R350.00

Half day 06:30 - 13:00	Grade 0000, 000	R3000.00 per month paid in advance on or before the last day.
Full day 06:30 - 18:00	Grade 0000, 000	R3800.00 per month paid in advance on or before the last day.

Monthly fees are payable over 11 months of the year, (January to November). Monthly fees are strictly payable before the last day of the preceding month. Please note that there is a penalty fee if school fees are paid after the last day of each month. (For more information please consult your financial contract)

### PAYMENTS

School fees are payable through the following methods:

1. Internet transfer (Proof of deposit required) (Cash deposit fee will be for your account)
2. Cash to the office (Please insist on a receipt)
3. Debit order that runs on the last working day of the month



### ADDITIONAL PAYMENTS

	ACTIVITIES	MUSIC	WORKBOOKS	STATIONERY
GRADE 0000	R400.00 per year	R400.00 per year	R350.00 per year	R879.50
GRADE 000	R400.00 per year	R400.00 per year	R370.00 per year	R975.00

Stationery to be paid directly to the suppliers - CAPMOR STATIONERS, Randridge Mall, 011 792 8751, admin@capmor.co.za

Music, Activity fees and Workbook fees need to be paid in cash directly to the school office. Workbooks/copies will be handed directly to the class teacher.

### LATE COLLECTIONS

13:00 - 15:30	R50.00 per afternoon
13:00 - 18:00	R85.00 per afternoon
18:00 - 18:15	R85.00 or part thereof
18:15 - 18:30	R140.00 or part thereof
After 18:30	R140.00 per every 15 min. or part thereof

## BANKING DETAILS

Little Bean, Standard Bank, Clearwater Branch (code 001206), Account no: 402216105

## NOTICE OF TERMINATION

One (1) calendar month's written notice is required, to be acknowledged in writing by the accounts department (via e mail). Please do not give notice letters to your child's teacher.

## SCHOOL UNIFORM

Our school uniform consists of:

Summer - Navy blue shorts, Little Bean golf shirt, white socks and takkies and a Little Bean sun hat in summer.

Winter - Navy jeans/tracksuit pants, Little Bean golf shirt, white socks and takkies, navy blue Little Bean jacket and Little Bean hat.

*These can be purchased at Student's Schoolwear and Sports at Trinity Village Shopping Centre, Randpark Ridge, 011 795 4335.*



## PROGRESS REPORTS

These are issued in March, June, September and December. Parents meetings are held once a term. Should you wish to discuss your child's progress or well-being at any other time, please don't hesitate to phone the office for an appointment with the class teacher/Principal.

## EMOTIONAL AND ACADEMIC PERFORMANCE

We have an Educational Psychologist, Occupational Psychologist and Speech/Language Therapist who would be able to assist you and your child with any school related problems.

## EDUCATION

Our structured Early Learning Education & Dev. program and Montessori Practical Program is presented during school terms. During the school holidays we offer a holiday program at no extra cost.

## REWARDS

We believe in acknowledging praiseworthy behaviour and performance, and we make use of the following incentives: Gold stars, Stickers, Certificates and a lot of praise.

## SCHOOL HOURS: 06:30 - 18:00

Breakfast is served until 08:20. We request that children arrive at school by no later than 08:30.

Classes start at 08:30 and children arriving late disrupt the other children. Please note that half day is up to 13:00 for children that don't have a nap and 14:00 for children that do have a nap. Children collected after these times will be billed for late collection.

## CLOTHES

Each child should have a clearly marked school bag and an extra set of clean clothes and underwear each day. Please send your child to school without shoes during the summer months. Remember to mark all items sent to School.

## SNACK

Please pack a healthy snack (no sweets, chips, fizzy drinks and sweet biscuits) for your little one to have at 9:30 break. Toys, sweets and chips must not be brought to school as this causes dissension amongst the children. These will be sent back home. A snack from school will be provided at R20 if a child does not have a snack.

## BIRTHDAY

When a child has a birthday, it is usual for them to bring a cake or some cupcakes enough for their class. You are welcome to discuss having a birthday party at school with your child's teacher.



## PARENT INVOLVEMENT

All parents are encouraged to participate in our activities as much as possible. This includes, but is not limited to sharing special talents with the children, assisting with scheduled activities, etc.

## HATS

The Little Bean hats in summer are compulsory. Please ensure that your child has a sun hat and sunscreen that stay at school every day which is clearly marked. Please make sure your child has got sunscreen on before coming to school.

## SCHOOL ATTENDANCE

It is extremely important that the children attend school regularly. We request that parents' phone in if the child is sick or notify the class teacher if they will be absent from school.

## WE HAVE AN OPEN-DOOR POLICY

Please feel free to discuss your child with the class teacher after 13:00 (Not in the morning when she is occupied with the class please). Alternatively, contact the school secretary to make an appointment to discuss any ideas or problems with the Principal or Teachers.

## SICK CHILDREN

A child with a runny 'yellow or green' nose, a bad cough, and a temperature, contagious illness or a child that feels sick is not allowed to be left at school. A sick child needs a lot more care, and we are not equipped to take care of a sick child.

(see *Illness Report*)

## MEDICATION

All medication that your child needs administered must please be written in the medicine book and signed by the parent. No medicines will be administered without a parent's signature. If a child is on Anti-Biotics he/she should remain at home. Little Bean does not administer Anti-Biotics and Vitamins to pupils.



## CHANGE OF DETAILS

Kindly notify us of any change of address, telephone numbers and any other information that you think we should know. Should your child be going home with a lift scheme please notify us beforehand by telephone or send a note. We **will not** allow any person to take your child out of Little Bean grounds without your permission.

## SECURITY

On enrolment, your fingerprint will be registered to grant you access to the property. Please escort your child into the property and hand him/her over to the teacher on duty. Do not allow your child to enter the premises unaccompanied. Please do not allow anyone to enter the premises with you. We have a security guard on duty during school hours.

## ADMINISTRATION PROCEDURES

- Little Bean Early Learning Centre must be notified immediately of ANY CHANGE IN YOUR ADDRESS OR TELEPHONE NUMBERS.
- Please ensure that all medicines are marked and discussed with the relevant teacher. Little Bean does not administer Anti-Biotics and Vitamins.  
Please do not leave medication in your child's bag. Children will not be given any medicine (including pain and fever medication e.g. Panado, Stopayne etc.) if the medication file has not been filled in, signed and dated by the child's parent or guardian.
- For the safety of all concerned - no children with contagious illnesses may come to school. Should a child with a contagious illness arrive at the school, the school shall have the right to refuse the child entry or if the child is already at the school, the school shall have the right to phone the parents or guardian to collect the child immediately. The child shall be kept in the office until collected. Also, children with head lice will be sent home immediately.
- Your child's vaccinations must be up to date. **Proof of vaccinations to accompany enrolment forms.**
- Please let us know when someone else will be collecting your child, by phone call or written notification. Only a phone call from parents will be accepted, not from aunts or grandparents etc.
- Please ensure that your child brings his/her school bag and books to school every day.
- **All fees for shows, activities, outings etc. MUST be paid for in cash to the office and NOT as part of school fees.**

## DAILY REQUIREMENTS - GRADE 0000 & GRADE 000

School bag & extra set of clothing and underwear (Clearly marked)

Snack and juice (No sweets, sweet biscuits, chips or fizzy drinks)

1 Cot mattress with mattress protector

1 Small blanket in winter

2 Fitted sheets

Disposable nappies and nappy cream (If needed)

5 Panties/underpants (If potty training)

Small plastic bag for dirty clothes

Water bottle, sun screen and Little Bean sun hat (To stay at school)

Plastic apron for Art

400 Wet Wipes

**\*PLEASE** mark your child's items. Little Bean will not take responsibility for lost items that have not been marked.



## OUR DAILY ROUTINE

### **06:30 ARRIVAL**

Free Play  
Communication Books

### **08:00 BREAKFAST**

Breakfast  
Toilet Routine

### **08:30 MORNING RING**

Welcome and Attendance register  
Daily devotion  
Weather discussion

### **08:40 LANGUAGE DEVELOPMENT**

Theme Discussion  
Language Activity  
Fine Motor and Educational Equipment Tables  
Rhyme and Song

### **09:10 MATH DEVELOPMENT AND BAKING**

Mathematics Practical and Activity  
Fine Motor and Educational Equipment Tables

### **09:40 SNACK**

Tidy up  
Toilet Routine

### **10:00 OUTDOOR PLAY & EXTRA MURALS**

### **10:30 MUSIC AND MOVEMENT AND MOTOR ACTIVITIES**

Music Curriculum (Tuesday & Thursday)  
Large Motor Activities (Monday, Wednesday & Friday)  
Toilet Routine

### **11:00 LIFE SKILLS, STORIES, SONGS AND RHYMES**

Toilet Routine

### **11:45 LUNCH & NAP**

### **14:00 AFTERCARE STARTS**



## OUR CURRICULUM



### Language Arts

This core content learning area covers areas of linguistic development, comprehension skills and language. Little Bean has also developed a phonics program that includes a program from the UK called Letterland.



### Socio-Emotional

Social and emotional skills are crucial aspects of interpersonal development. We aim to harness individual characteristics while reinforcing positive actions that can improve confidence, leadership, team involvement and self-reflection. At Little Bean we have developed and embedded activities throughout its programs that prompt learners to interact, think and reflect with an objective of providing a well-rounded child that is fully prepared for life ahead.



### Numeracy

Numeracy incorporates sequential patterning, geometry, basic algebra and problem solving.



### Science

Ranging from mechanics and physics to biology and environmental science, our programs are packed with deeply enriching science experiments and inquiry-based activities.



### Creative Arts

What some children view as fun can be serious learning. We promote this through many avenues of art, from your fine arts (painting, coloring, molding) to music and role-playing. Creative Arts is the greatest area for children to start developing their imagination.



### Motor Skills

Motor skills are broken into two categories, fine and gross. Fine Motor Skills include cutting, finger painting, and hand control. Gross Motor Skills range from balancing to team play. Little Bean also believes that play-based activities are often the most exciting method in achieving a learning objective and is therefore among the most effective. We have incorporated play-based learning into all our programs.

## ILLNESS REPORT

- **Cold.** Mild, no temperature, feeling okay. If there are no other symptoms, and if discharge from the nose is clear, then your child may attend school.
- **Fever.** A warning that all is not right with the body. If your child has a fever of 37.5 degrees or higher after adding a degree under the arm, then you must keep your child at home for 24 hours or until the fever subsides (without medication).
- **Sinus Infection.** Greenish discharge from nose might be a sign of infection. Child needs to stay home until gone or return with approval from your doctor.
- **Coughing.** If the cough is chronic, deep, or hacking, it might mean an infection. Child needs to stay home until gone or return with approval from your doctor.
- **Sore Throat.** Child may appear to have one of the following: Swollen Tonsils or glands, white spots in throat, hurts when swallows and/or complains of not feeling well. You might need to seek advice from your doctor. Child needs to stay home until gone or return with approval from your doctor.
- **Rash.** We are unable to determine what it is. Child needs to stay home until gone or return with approval from your doctor.
- **Stomach Ache.** Vomiting, severe cramping. Must be kept home for 24 hours after last episode.
- **Diarrhea.** After the third loose stool or if hard cramping, child must stay home 24 hours after last episode.
- **Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. Very contagious. Your child will need to be on medication for 48 hours and have a doctor's note.
- **Ear Infection.** Needs to be on medication and have a normal temperature without pain before returning or return with approval from your doctor.
- **Head Lice.** If we detect the nits or lice you will be required to collect your child. Child may return after he/she has been treated with a medicated shampoo and ALL THE NITS ARE REMOVED.
- **Allergies.** Clear runny nose and slight congestion. Your child may remain in school.
- **Flu.** Keep your child home for 24 hours after the last symptom.
- **Vomiting.** Your child vomited more than 1 time today. You must keep your child at home until 24 hours after he/she vomits.
- **Medications.** A medication release form must be filled out with your name, amount and dates to be administered. All medications must be kept in their original container. Ask your child's teacher where the medical release forms are located.

## OUR CONTACT DETAILS

Little Bean 1 Secretary: Rita Principal: Candice	Office: 011 475 6867 email: lb1@littlebean.co.za 074 836 1294 - lb1@littlebean.co.za
Little Bean 2 Secretary: Claudie Principal: Debbie	Office: 011 679 2931 email: lb2@littlebean.co.za 084 580 6002 - debbie@littlebean.co.za
Suggestions/Concerns (Debbie)	084 580 6002 email: debbie@littlebean.co.za
Accounts (Anton)	email: accounts@littlebean.co.za email: info@littlebean.co.za
Student's Schoolwear & Sports	011 795 4335
Capmor Stationers	011 792 8751
<b>Transport:</b>	
Rekha	084 607 5502
Jabu	076 553 7494



## OUR SCHOOL RULES

Children must always adhere to school rules.

- Don't take things that don't belong to you
- Be kind to everyone
- Listen to teachers
- Don't break the toys and equipment
- Don't use bad language
- Don't bully your friends (verbally or physically)
- Don't stand on tables and chairs



## EXTRA MURAL ACTIVITIES OFFERED

(Registration forms will be available at the 1st free lesson)

Extra mural fees may not be paid into the Little Bean account - Payment arrangement to be made with extra mural provider.

Music fees must please be paid in cash to the office.

**MUSIC** (Compulsory)

LB1 - 011 475 6867

LB2 - 011 679 2931

**SOCCER**

Coach Nicholas LB1 - 011 475-6867 and LB2 - 011 679-2931

**POTTERY**

Nina - 011 762-1795 or 083 320 4032

**RUGGA KIDS**

Henri - 011 460 0547 or 082 924 5903

**PLAYBALL**

Roxanne Broughton - 078 474 2929

**BALLET**

Lindsey Ollewagen - 083 372 0181

**SWIMMING** (summer)

Candice - 011 475 6867

**NETBALL**

LB2 (Radiokop) - Sweetness - 011 679 2931



## LITTLE BEAN'S HEALTHY SCHOOL SNACK IDEAS

Serving healthy snacks at preschool sets a great example for children and can be simple to prepare.



### Fruits and Vegetables

Bananas - Cut into quarters or halves with peel on for convenience  
Apples and Pears - Sliced into wedges  
Melons - Cubed or use a melon baller for fun shapes  
Berries - Serve as is  
Oranges - Wedges  
Grapes - Serve as is  
Plums, Peaches and Nectarines - Pitted and cut in half  
Sugar Snap Peas - Serve as is  
Broccoli - Cut into small florets  
Cucumbers - Sliced  
Cherry tomatoes - Serve as is  
Fruit bars  
Fruit smoothies  
Applesauce  
Apples with cinnamon

### Breads and Grains

Whole Wheat Crackers or Pretzels	Whole Wheat Breads
Pita Bread	Tortillas
Fruit or Vegetable Muffins	Granola Bars - Choose lower sugar, whole grain
Oatmeal based cookies	Bread sticks

### Protein Foods (Meat / Meat Alternate)

Hard Boiled Eggs  
Nuts - Chop into pieces  
Nut Butters - Spread peanut butter or almond butter on fruit, vegetables, bread or crackers  
Beans - Make bean dips like refried bean dip or hummus  
Yogurt - Try using plain, low fat yogurt and serving with fruit or a touch of honey  
Cheese - Slices of Cheddar or Gouda or Cottage Cheese  
Cheese sticks  
Small pieces of cut up chicken, beef, or turkey

### MORE .....

Cut up fruit and yoghurt	Cheese and whole grain crackers
Half of an English muffin with melted cheese	Fish fingers
Cheese cubes and dry bread sticks	Bananas dipped in wheat germ
Cottage cheese with fruit or vegetables	Whole wheat crackers with tuna
Fruit kebabs - fresh pineapple, orange pieces, apple chunks, etc.	Popcorn
Egg bread & tomato sauce	
Snack mix consisting of items such as non-sugared cereals, pretzels, and dried fruits	

\* If you don't like spreading mayo or butter on your child's sandwiches because of the high fat content, try spreading a thin layer of cream cheese on the bread instead.