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## RULES AND REGULATIONS

### HISTORY

Welcome to our school.  
We hope your child will have many happy and fulfilling moments here with us.

Cleverdon Preschool (previously called Bryanston Pre-Primary Nursery School) has been in existence since 1963, evolving from a little playgroup into a fully operational pre-primary school. The classes range in size from 8 to 20 children per class.

Debra Wallace has owned the school since 1996. Debra runs the school on a daily basis, with the help of the invaluable teachers, and support staff.

### PRINCIPAL AND TEACHERS

The principal and teachers are all duly qualified in addition to being first aid trained, as are our aftercare and holiday care teachers.

The teachers play a very important role in your child's life, and it is important that a good communication channel is established between the teachers and parents. We encourage our parents to inform the teachers if there are any changes in their lives that could have an impact on their child's behaviour or well-being. It is vital to always discuss any concerns with the class teacher first, as they have the most knowledge about your child.

The principal meets weekly with each teacher. Each child is then discussed, as well as any other developments or concerns the teacher may have about their class or children in general. The teachers write observations about each child in their class continuously, which is then also reviewed by the principal. This interaction allows both the teacher and the principal to keep a close eye on your child's development and progress.

Your child will receive two school reports during the course of the year.

Throughout the year, there are 'teacher & parent' interviews planned to allow all parents the opportunity to speak privately with their child's teacher to discuss progress and any concerns, should they not already have had this opportunity.

### ROUTINE

Routine is an essential part of your child's development and security. Following a routine at home greatly increases a child's confidence and trust. At Cleverdon Preschool the whole school follows the same **basic daily routine**.

Children are expected to be in their classes by no later than 08h30 and finish the formal school program at 13h30. We offer two later collection times in our aftercare program.

We encourage parents to arrive by 08h20 to give your child an opportunity to start his/her day in a relaxed manner. This is very important to ensure that your child has a settled morning.

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The day begins with a toilet routine for the younger age groups and then goes straight into the **morning ring** for all groups. During this time, we discuss the days of the week, the weather, the weekly theme and any news told by the children. Each child is given the opportunity to stand up in the circle and tell the class some of their own news. Parents are encouraged to talk to their children at home about events that happen to help build their vocabulary and sentence structure as well as their confidence.

**Creative activities** follow. This consists of varying creative activities, using a variety of media. The process of completing these tasks is where the focus lies and the encouragement of using the children's own creativity. This is where the process rather than the product is important. Through this many preschool skills are developed including problem solving, fine motor, visual perceptual, sensory integration, auditory perceptual etc. We encourage parents to talk to their children about the weekly theme, various topics and children can bring in relevant objects of interest where applicable. These activities are a vital and fun part of your child's day.

**Mid-morning snack** is followed by a **perceptual ring**. These rings include perceptual games and puzzles, gross motor skills, baking, drumming, science experiments and percussion instruments to cover the different areas of perceptual development. There are two periods of outside time that are a very important part of your child's socialisation. Before they go outside, each child must put on their school hat and the teacher applies sunscreen to their faces, given the ever-changing climates we live in today, we feel that the earlier your children are able to establish this routine the better.

**Music class** is held once a week by a professional music teacher, developing rhythm, music appreciation, instrument usage, auditory perceptual skills and gross motor movements.

**X-Fit** take each class once a week to further develop gross motor skills.

**Special shows** are done about once a month. These include puppet shows from outside puppeteers as well as visits by various types of animals (farm and wild animals, birds, hatching chicks etc.) science shows and other exciting shows.

**Lunch** will be served to the younger groups from 11h45 and from 12h30 for the older groups. The younger groups then have an afternoon nap (rest) from 12h00 – 13h30.

#### CAR PARK

When entering the car park, always drive through in a clockwise direction and ensure that you park in a designated space, ensuring that the flow of traffic is not obstructed. Please ensure you do not park anyone in when parking directly outside of the office.

You may enter the school through the main front black gate at reception or through the small black gate at side of the school.

The black gate at side of the school will only be open in the mornings for drop-off from 7:45-8:30.

The main front gate at reception will be open for drop-off and afternoon collections.

A staff member will always be on duty to monitor the safety of the children during drop-off and collection times.



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## COMMUNICATION

Our monthly newsletter is emailed directly to you. In addition, we have WhatsApp groups for each class. This informs you of the weekly theme as well as any upcoming special events or important information.

Class Notice boards are outside each classroom. Please ensure to check these notice boards for important information and/or any changes to your child's schedule.

We hold an open-door policy and always welcome any suggestions and feedback from parents.

A Term calendar of events will be given to you at the start of each new term. This calendar will provide you with an overall idea of upcoming weekly themes, important dates and events. Please note that this calendar is subject to change.

## SPECIAL SCHOOL DAYS

Apart from our daily routine, which offers the children a broad play based and educational platform, we also celebrate special days throughout the year, where we encourage family participation and involvement.

**Parent's evenings** involve a guest speaker who discusses relevant and interesting topics pertaining to children and their development. These evenings are preceded by a 'cocktail hour', which is an opportunity for all the parents to get to know each other.

**Class coffee mornings** are held at the beginning of the year, the idea behind these mornings is to allow parents an opportunity to get to know each other, as well as an opportunity for the teacher to give you an outline of what to expect during the course of the year.

In the second term **Bakerman** begins. The children each have a chance to be the "bakerman/lady" which entails bringing in cupcakes, treats, or the like to "sell" to the other children in the class. Children are given an apron and baker hat to wear and collect money from the other children to put into the charity tin. Each class sponsors a different charity of their choice. This is purely a voluntary contribution.

**Father's Day, Mother's Day, Grandparents Day and Caregivers Day**, as well as fun days are held in the middle of the year. Lastly and most definitely a highlight for all the children are the school concerts which take place in the final term.

In addition to our special days, throughout the year we host various **fund-raisers** in the form of book sales, cake sales, raffles, fun-walks etc. We have a dedicated Parent's Committee, open to all parents, who assist us tremendously and provide invaluable support with all the planning and organisation of these special days.

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## IMPORTANT - SCHOOL REGULATIONS

It is imperative that the following sections are carefully read, and regulations adhered to, to ensure the efficient operating of the school and maintaining of school standards.

### SCHOOL FEES

Please refer to the Fee structure.

Note that:

- Fees are payable on the first day of each month in the form of a debit order or electronic funds transfer.
- Fees are calculated over 12 months.
- Electronic funds transfers are payable to:

Bank:	Nedbank
Account name:	Bryanston Pre-Primary T/A Cleverdon Preschool
Account number:	1469140543
Account type:	Business
Branch code:	146905

- There is a 5% reduction offered on your second child's school fees when both children are in attendance.
- There is a 5% reduction on annual school fees when paid by the January of that year.
- Interest will be charged on overdue accounts.
- A once off, non-refundable enrolment/registration fee of R1200.00 is payable on registration.
- No reduction in fees will be applied if your child is absent for an extended period of time due to illness or holiday.

Late collection fees:

After 17h30 a fee of R80.00 per 15 minutes or part thereof will be charged.

Note that all extra murals are an additional fee over and above the annual school fees and are to be paid directly to the organisation and/or teacher. The school will not accept payment for any extra mural activities.

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## HOLIDAY CARE

The school offers a holiday programme which is run by the teachers at the school. This is from 7:30-16:00. We ask that parents pack a picnic lunch for the children and the school provides two snacks through the day. The teachers put together a fun, educational programme to keep the children entertained and engaged during the holidays. This is included in your school fees. There is no holiday care during the short mid-term breaks or Public Holidays.

## NOTICE OF WITHDRAWAL OF PUPIL

One **full school term's written notice** must be given to the school on the first day of the term in which you are leaving, or a full term's fee in lieu of notice will be applied.

There is no exception to the above rule.

The school undertakes to give a full term's notice should the school require a pupil to be removed due to unforeseen circumstances e.g. major building alterations etc.

The school reserves the right to refuse a pupil's attendance should fees be unpaid and no notice of refusal of admittance will be given to the parents, who are still liable for the fees accrued.

Note that should the school have to close due to damage as a result of natural and unnatural disasters (fire, lightning, explosion, storm/water, (including vehicle or animal impact and aircraft damage), malicious damage (excluding theft), pandemic and earthquake/earth tremor the full school fees are still payable by all parents.

## SCHOOL HOURS

Cleverdon Preschool adheres to the Independent School Council of South Africa (ISASA) term dates with three terms per year.

Our school hours are as follows:

- 07h00 to 13h30, which includes a cooked lunch.
- 07h00 to 15h30, which includes a cooked lunch and a snack.
- 07h00 to 17h30, which includes a cooked lunch and two snacks.

Class teachers are on duty from 07h45. If children arrive before 07h45 they must please be taken to the morning/aftercare classroom, where they will be supervised by our assistants until the class teachers are on duty. Parents may take their children to their classrooms to put their bags in their lockers, and then taken to the morning/aftercare classroom and not left unattended on the playground.

Note that Cleverdon Preschool accepts no responsibility for children dropped off before 07h30 or collected after 17h30 as no class teacher will be on the premises.

Our trusted support staff are at the school from 07h00 until 18h00 but they accept no responsibility for children out of official school hours.

All children must be at the school by 08h30, when the planned daily routine begins.

In the case of an emergency relating to collection times we ask all parents to please contact the school office so that special arrangements may be made with relevant staff members.

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## SIGNING OUT

It is compulsory for all children to be signed out from their classroom if they are collected before 13h30. The school must be informed of all early collections or changes to your child's collection schedule. Please ensure your child says goodbye to the teacher as a common courtesy and as an additional safety measure.

## AFTERCARE

The aftercare staff are on duty from 13h30 – 17h30. There are two aftercare options available to children.  
Option 1: 13h30 – 15h30 includes an afternoon snack.  
Option 2: 13h30 – 17h30 includes two afternoon snacks.

Aftercare children will receive an aftercare sunhat for outside playtime unless the child's own hat is provided.

If you go beyond the 13h30 collection time (within a 15 min grace period) it will be presumed that your child is staying for aftercare, and he/she will be billed as per the casual rates referred to in the Fee structure.

If your child is collected after 17h30 he/she will be charged a late-collection fee, as per the Fee structure.

It is compulsory to notify the school of any changes to your child's collection routine. In addition to notifying the school, changes must be written on the school whiteboard in the main reception area.

## HEALTH

We request that parents keep their child at home if he/she has the flu, a cold, cough, earache, or any other illness. It is not fair on your child to have to partake in the daily routine when he/she is not feeling well. It is also not responsible to pass this sickness/infection onto the other healthy children at the school.

In addition, should your child be on medication such as antibiotics, antihistamines etc., we request that they are kept at home as some of these medications cause drowsiness and your child is thus prone to accidents on the playground or in the classroom. We do not allow medicines of this nature to be brought to school.

Note that should the school be temporarily closed due to an epidemic/pandemic, the full school fees will still be applicable.

If your child is absent due to illness, especially contagious or infectious infections, please notify the school accordingly.

The Sandton Health Department requires a parent to furnish the school with a "Return to School" certificate should your child have contracted any infections e.g. Lice.

For your child's safety, as well as all other children at our school, we encourage him/her to have had all the required inoculations prior to attending school.

### CLOTHING AND TOILETRIES

School is a full on-going experience for all children and wholehearted participation by children in activities such as; clay modelling, chalk drawing, painting and general outside playtime etc. can be messy/ untidy.

Please ensure that your child wears comfortable, manageable, and appropriate clothing.

Although the children do wear aprons during such activities, paint, or the likes there of, inevitably gets onto their clothing.

Children are required to have a school case or bag in which to carry a lunch box and a spare set of clothing as, irrespective of age, accidents do happen.

The wearing of school sunhats is compulsory during outside playtime. Sunhats are to remain at the school throughout the year.

Cleverdon Preschool clothing is optional for daily wear but encouraged for school outings for the older groups. These items can be bought from the office.

Note that the school will not be held responsible for lost, damaged or misplaced property.

Please label/mark all clothing and school items clearly, in addition please check that your child takes home his/her clothes and shoes everyday as this will result in less lost property and misplaced items.

### TOYS

No toys may be brought to school as loss or breakage results in heartache and tears. During holiday care, this rule is at the discretion of the teacher on duty.

Note that the school will not be held responsible for lost and/or damaged toys.

### BIRTHDAYS

Every child's birthday is considered a special day at the school.

Please contact the class teacher in advance to arrange the celebration of your child's birthday.

A special "Birthday Ring" is arranged for the child's class, to which parents may attend. A simple cake or similar type of treat is often brought to school on such a day.

Please do not bring in "Party Packs" for the children to take home after the celebration, as each child has their own house/ dietary rules that apply.

### SNACK/LUNCH

The first morning snack of the day is to be provided by the parents. We encourage parents to provide children with a healthy sandwich for his/her snack. The school supports healthy eating habits and chocolate bars, chips, sugar biscuits etc. are therefore not permitted.

The school follows a 2 weekly rotation meal plan for lunch in the summer months and a different 2 weekly rotation plan for lunch in the winter months.



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## LIFT / COLLECTION CLUBS

Cleverdon Preschool accepts no responsibility for any lift or collection clubs.

We strongly advise parents not to place their child in a lift club until he/she has settled at the school and feels secure with their classmates.

It is imperative that all lift or collection club arrangements are communicated to the school secretary (in addition to the normal signing-out procedures as stipulated above).

## SCHOOL OUTINGS

School outings are educational and of great social value to the children. School outings apply to grade 00 children only.

In the event of a class outing, parents will be called upon to assist with the transport and supervision of the group. Prior to each outing parents will be notified of the nature and the date of the outing.

Should you not wish your child to be transported in a private car/bus to and from the outing, the office must be notified, and this should also be noted on the indemnity form that you would be required to sign prior to the outing.

In such case, parents may personally assist the class teacher with transport, thereby ensuring that your child does not miss any of the fun.

## SECURITY AND SAFETY

The security and safety of the Cleverdon Preschool pupils is of utmost importance to all staff members.

The school has a magnetic tag system. On enrolment at the school you will be issued a security tag, which is registered in your name. This tag will allow you to access the main black security gate in reception and the small black gate on the side of the school building.

These security tags remain the property of Cleverdon Preschool. You will be charged a fee per tag.

We implore all parents to ensure that no unaccompanied child follows you out of the security gates and that no adult/person follows you through the security gates without swiping their own security tag.

The school will not allow a child to go home with someone who has not been notified / confirmed with the school. We strictly adhere to this rule for your child's safety, and it is often the case that there is a change of plans; the responsible parent is unavailable when contacted.

All areas of the school and car park are monitored by 24hour camera surveillance.

## VITAL PUPIL INFORMATION

The school must at all times be informed of.

- Change of physical and postal address.
- Change of all contact numbers (home, office and mobile).
- Change of legal guardianship due to divorce or remarriage.
- Change of collection arrangements.

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## ENROLMENT APPLICATIONS

When applying for enrolment the following documentation is required:

- All completed enrolment forms signed by both parents and/or legal guardians.
- A certified copy of your child's birth certificate
- A certified copy of your child's immunization records
- A letter from your child's present school stating that all fees, including any which may be required in lieu of notice, have been paid in full to date.

The pre-school years are some of the most important and formative years in your child's life, during which time your child learns to become confident and independent.

They are at an age when they still love their parents to get involved in as much as possible.

We look forward to working together to ensure that the next chapter in your child's life is incredibly fulfilling, as well as very memorable and rewarding for both child and parents.

Warm regards

Debra Wallace

Owner/Principal

083 306 4560

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**PLEASE RETURN THIS PORTION TO THE SCHOOL**

As the above information is vital to operating and maintaining school standards, we ask that you kindly sign the underlined space below and return it to the office.

I, \_\_\_\_\_ mother/father/guardian of \_\_\_\_\_

am responsible for all aspects of the above-mentioned child/children while at Cleverdon Preschool. I have read and understood the "Rules and Regulations" of Cleverdon Preschool and by signing this document agree to abide by the above stipulated criteria

\_\_\_\_\_

Signature

\_\_\_\_\_

Date