



PROSPECTUS

LITTLE FLOWERS BABYHOUSE AND PRE-SCHOOL IS A DUAL MEDIUM, PRIVATE NURSERY SCHOOL FILLED WITH LOVE FOR BABIES AND CHILDREN.

The owner and staff of Little Flowers strive to provide a loving home away from home for your babies and toddlers, and pride ourselves in nurturing and stimulating children during their most crucial developmental period. We aim to develop a whole child, a child who is physically, emotionally, cognitively, socially and spiritually ready to face and meet the challenges of formal learning.

Our teachers have both passion and love for children and all our staff are trained in child care. We believe that our high staff to child ratio will ensure that the best care and attention is given to each individual child. The school accepts children aged 3 months to 5 years.

Our menu is based on the belief that children should maintain a balanced, healthy diet to ensure optimal energy levels and health. We provide a natural, nutritionally responsible menu and aim to exclude MSG, preservatives, colorants and processed food from all our meals. Your toddler will eat their 5 fruit and vegetables a day without even realizing it!

We offer breakfast, a cooked lunch, morning and afternoon snacks, natural juice and rooibos tea throughout the day.

The school is conveniently situated in Rossouw Street, The Willows on route to the N4 highway (just off Simon Vermooten drive). The property is fully secured with electric fencing, controlled access and armed response.

We also assist our busy moms by arranging on-site consultations with a physiotherapist, occupational and speech therapist, hairdresser as well as our on-site baby clinic. We also supply healthy packed meals to take home (baby and toddler food).

We offer the following in-house activities as part of our curriculum (included in the school fees)

Baby massage (3-12 months) once a week

Kinderkinetics: gross motor activities (1-5 years) once a week

Little Flowers Jive: music & movement classes (1-5 years) once a week

LANGUAGE, CLASS DIVISION & EXTRA-MURAL ACTIVITIES

Language of instruction:

Instruction is conducted mainly in English but Afrikaans is also spoken at school. All assessment progress reports are prepared in English.

Progress reports:

3-12 months: Bi-Monthly, up the age of 12 months
Ages 1-5: Twice per annum (June and December).

Class division: (Milestone development will indicate when a child is ready to move to the next class; therefore the ages below are used as a guideline only.)

Ladybug class	(3-12/15 months)
Jasmin class	(12/15 months - 2)
Daisy class	(Potty training class - 2-3 years)
Honeybee class	(Post potty training class - 2-3 years)
Dragonflies (RRR)	(3-4 years)
Dragonflies (RR)	(4-5 years)

In-house activities

(refer to page 7 for detailed information on our “Jive music classes”)

In addition to the extra-mural activities offered at most pre-schools, the following activities are included in our school fees.

Baby Massage

Our 3-12 month old babies receive a weekly massage, practiced by a trained practitioner. Touch is a very powerful element in early development and has numerous benefits for the baby, including:

- Promoting better sleep
- Boosting the immune system
- Sensory stimulation
- Improving skin condition and blood circulation
- Helps improve digestion
- Relaxation and making the baby feel loved
- Facilitates body awareness
- Stimulation of Oxytocin (a hormone which can be produced during massage. It is a useful painreliever and has a calming effect on children and adults)
- Relief for teething pains
- Balances respiration

We recognize that the ideal situation would be for a parent to massage her own baby to enhance the bonding process, and therefore welcome any of our moms who wish to join the massage class for instruction by our therapist. (Information quoted from the International Association of Infant Massage website)

Kinderkinetics

This activity is offered in all classes except the baby class. It is a fun-orientated programme that helps develop a child's motor skills. It plays a vital role in identifying and minimizing learning difficulties within children and helps to prepare for their scholastic endeavours. Effective sensory and motor control is the foundation for school readiness.

The classes include a wide variety of components such as sport development, balance, hand-eye and foot-eye coordination, general coordination, body and spatial awareness, locomotor abilities, midline crossing and touch stimulation.

CURRICULUM

Stimulation programme: 3 months - 3 years

We aim to create an environment rich in stimulation, comfort and loving attention, to enhance your Baby's development. We believe that each child is an individual, and may meet their milestones a little earlier or later than their peers and therefore encourage the baby to develop at their own pace with our guidance and support.

The process of development involves learning and mastering skills like sitting, walking, talking, skipping and eventually tying their own shoes laces. Children learn these skills, known as developmental milestones, during predictable time periods.

Children develop skills in five main areas:

1. Cognitive development (the ability to learn and solve problems)
2. Social and Emotional development (the ability to interact with others and to learn self-control)
3. Speech and Language development (the ability to understand and use language)
4. Fine Motor Skill development (the ability to use small muscles, especially the hands and fingers)
5. Gross Motor Skill development (the ability to use larger muscles)

Our daily stimulation activities are aimed at achieving these developmental milestones. The parent receives a bi-monthly progress report in the babyclass and a bi-annual report from 1 years onwards, as well as activities to perform at home, should certain areas need further attention.

(Stimulation programme & activities developed by Sonja Whitthaus, Occupational Therapist: How to enhance your child's development)

Curriculum: Toddlers (3-5 years)

Our focus is to develop our toddlers' basic skills. We play and learn while developing movement, sensory and tactile skills. Fun is the key word in all daily activities.

Our curriculum is fully integrated with the curriculum and standards set by the Department of Education and contain all eight learning areas. Subjects such as science, math, language skills, cultural- and social development as well as art, motor skills and perception are incorporated throughout the year's program.

Our program is based on Christian Ethics and the Bible stories were written especially for young children. Children are not only taught learning skills but educated in the values of life.

During our creative activities (art), we strive to develop the child's creativity, thus emphasis is placed on the discussion and exercise and not the final outcome of the artwork. The idea is not to create a perfect artwork, but to focus on the child's development. The end product is therefore less important than the process of creativity, the discussion and the child's enjoyment. (Outcome based teaching).

Activities and exercises are planned in order to improve and develop motor movements and are repeated twice every week.

Fun with Food activities takes place once a week during which time the toddlers are encouraged to produce their own food item.

The programme is divided into forty themes throughout the year. We do not teach children to read or write in a formal way but exercises for preparatory math and writing are included throughout the year.

Our children still have years of formal schooling ahead of them, so we aim at teaching in a playful manner, where they gradually get used to classroom ethics. The lessons and stories are aimed to encourage participation by means of questions and discussions in such a way that toddlers don't even realize that they are being taught.

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FINANCIAL INFORMATION

1. School fees (valid until 31 December 2022 and payable for 12 months of the year)

Full day	R3 892.00 per month	(Monday – Friday 6h45-17h30)
Half day	R3 600.00 per month	(Monday – Friday 6h45-14h00)

* Please note that penalty charges will be levied if school hours are exceeded.

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School fees include:

- Breakfast, cooked lunch, mid-morning and mid-afternoon snack
- Juice and tea at snack times
- All In house activities

Important notes:

- School fees are **payable over 12 months**, charged monthly and payable in advance by the 7th.
- School fees are **payable during Public Holidays, in the event of illness and during December & Easter school holidays** (see page 4, point 2 below).
- School fees are revised annually and new rates are **effective on 1 January** of each year.
- The increase will be communicated in writing two months prior to the increase date.

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2. Deposit and registration fees:

- A **refundable deposit equal to one month's fees** is payable upon enrolment.
- A registration fee of **R850.00** is payable upon enrolment and thereafter annually at the end of January.
- There will be no refund of the registration fee in the case of cancellation of a reserved place.
- No interest is payable on the deposit amount.
- Refer to point 3 below for notice of withdrawal. Should said notice be given, Little Flowers will refund the deposit within 30 days after the notice month has ended, with the following exception:
- Deposits of children leaving the school at the end of the year will be paid back by the end of January.

3. Notice periods for withdrawal of a child:

Notice for withdrawal for period **1 January – 30 September** : One (1) calendar month written notice.

Notice for withdrawal any time after **1 October** : Three (3) calendar months written notice

Please take note of the following:

- For withdrawal during the period 30 January and 30 September, **1 calendar month** notice is required.
- For withdrawal any time after October, parents will be **liable for school fees until the end of the school year** regardless of whether or not the child attends school and regardless if notice was given before 1 October.
- For withdrawal at the end of the school year, **1 October is the last date on which notice** can be given.
- Should notice be given during the period 2 October and 31 December, January will automatically be the notice month and fees will therefore be payable until end of January.
- Full payment for the notice month(s) will still be made; the deposit will not be kept as payment for the last month, unless agreed upon by the sole discretion of the owner.

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4. Non-payment:

- Should a parent default on payment, penalties and the cost of debt collecting may be added to the debt
- Little Flowers reserves the right of admission and may refuse any child whose school fees are not paid by the seventh of each month.

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GENERAL INFORMATION

1. Documentation required for enrolment:

Signed and completed application forms (an online link will be sent to you via email for quick and easy enrolment)

Signed prospectus

Copies of both parents' ID's

Copy of child's medical aid card

Facebook/social media postings permission slip (see page 5 of this document)

Copy of child's immunization card - *Children without an up to date immunization record will not be admitted to Little Flowers, unless there is a valid medical reason that is communicated in writing by a medical doctor. Such cases will be considered by the owner and enrolment will still be at the discretion of the owner and her medical advisor.*

2. Closing during public and school holidays:

- The school will be closed on all South African public holidays.
- Little Flowers will be closed for 4 weeks during December/January. Exact dates will be communicated in the January of each year. Normal school fees are payable during December.
- The school reserves the right to close for up to 5 additional days throughout the year, depending on the public holidays of that specific year. These dates will be communicated to the parents well in advance.

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3. Health Policy:

Please refer to the Health Policy in our application forms for detailed information. To assist the school in containing the spread of infectious diseases, we ask that you refrain from sending your child to school in any of the cases mentioned in our policy. The school reserves the right to refuse entry to any child with such symptoms and to call the parents in a case where the child becomes ill during the school day.

4. Security

- Please ensure that both gates are firmly closed behind you when entering the school.
- Please inform your child's teacher in advance if anybody other than yourself will be sent to collect your child. We will require such person to sign our collections book, and too produce valid identification on arrival at the school before we will release the child in his/her care.
- Please do not let any child unaccompanied by a parent out of the premises.

5. Physiotherapist, occupational and speech therapist, hairdresser and baby clinic

Please note that these services are arranged on behalf of our parents, only with their express consent.

Payment for these services will remain the responsibility of the parents at all times.

6. Liability and indemnity

Little Flowers assures all parents that it is our top priority that your child is safe and secure whilst on our premises and in our care. Please ensure that your child is personally handed over to a staff member on arrival at the school.

The owner or personnel cannot accept liability in case of any of the following:

- Any injury your child may suffer while in our care.
- Any loss of property.
- Any child that is transported to or fetched from extra mural activities or any type of outing during school hours, regardless of who is transporting the child.
- The parking facilities and driveways are used at your own risk, Little Flower cannot accept responsibility for any injury or damages that may occur to person or property in this area.

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I/WE _____

PARENTS/GUARDIAN OF _____

HEREBY CONFIRM THAT I/WE HAVE READ, AND UNDERSTOOD THE FULL MEANING OF ALL THE CLAUSES SET OUT IN THE PROSPECTUS.

I/WE HEREBY GIVE PERMISSION FOR PHOTOGRAPHS OF MY CHILD TO BE POSTED ON THE SCHOOLS FACEBOOK PAGE, WEBSITE AND/OR RELEVANT MARKETING MATERIAL (PLEASE COMPLETE THE PERMISSION SLIP PROVIDED AND CLEARLY INDICATE YOUR CHOICE.

I/WE HEREBY ACCEPT LIABILITY FOR THE SCHOOL FEES AND ALL THE CONDITIONS AS SET OUT IN THIS PROSPECTUS AND ACCEPT THAT SCHOOL FEES ARE CHARGED FOR 12 MONTHS OF THE YEAR.

I/WE HEREBY AGREE TO PROVIDE LITTLE FLOWERS BABY HOUSE & PRE-SCHOOL WITH THE NOTICE AS SET OUT IN PARAGRAPH 3, PAGE 3

SIGNED AT _____

ON THIS _____ DAY OF _____ 20 _____

SIGNATURE: _____

MOTHER / FATHER / LEGAL GUARDIAN

NAME: _____

DATE: _____

POPIA ACT DISCLAIMER

Whenever we process personal data, we take reasonable steps to keep your personal data accurate and up to date for the purposes for which they were collected. We provide you with the ability to exercise the following rights under the conditions and within the limits set forth in the law.

If you wish to contact us regarding the use of your personal data or want to object in whole or in part to the processing of your personal data, please contact us on sandra@littleflowers.co.za.

If you have provided consent, you may withdraw consent.

You may also request, subject to confidentiality obligations, to:

- *access your personal data as processed by us.*
- *ask for correction or erasure of your personal data; and*
- *request portability, where applicable, for your personal data i.e., that the personal data that you have provided to us, are returned to you or transferred to the person of your choice, in a structured, commonly used and machine-readable format.*

CHECKLIST OF WHAT TO BRING

Babies (3 -12 months)

- Disposable nappies required for a day or week
- Bum cream and nappy rash cream, clearly marked
- 1 Box disposable gloves (approximately 1 box every 2 months)
- Wet wipes, clearly marked
- Adequate number of sets of clean clothing, bibs and vests per day
- Plastic bags for soiled clothing
- Hat, clearly marked
- Sunblock, clearly marked
- 2 clean cloth nappies per day
- Adequate number of bottles for each day, filled with sterile water and clearly marked
- Breastmilk or Milk powder for each day (measured and placed in appropriate container)
- Fitted sheet, pillow case & cot blanket clearly marked. Bedding are sent home for washing every Friday.
- Food for the day including breakfast, lunch and snacks in cases where the baby is not yet consuming food from our menu.

Babies (12 months to potty trained)

- Disposable nappies required for a day or week
- Bum cream and nappy rash cream, clearly marked
- 1 Box disposable gloves (approximately 1 box every 2 months)
- Wet wipes, clearly marked
- Adequate number of sets of clean clothing, bibs and vests per day.
- Plastic bags for soiled clothing.
- Hat, clearly marked - this will be sent home every Friday for washing. **Please wash in hotwater, spray with Dettol and leave in the sun as a preventative measure against head lice.**
- Sunblock, clearly marked
- Milk powder and bottles (measured, filled with sterile water and placed in appropriate container)
- Small blanket and pillow for nap time, clearly marked (will be sent home on Friday for washing)
- One hardcover book for messages (if the parent prefers communication via "What's App" the book can be omitted. Please indicate your choice of communication method with your class teacher)

Toddlers (potty trained to 5 years)

- One bag or suitcase, clearly marked
- Small blanket and pillow for nap time, clearly marked (will be sent home on Friday for washing)
- One set of suitable clothes for a change of weather
- Replacement clothes and underwear, in case of soiling
- Sun-block, clearly marked
- Hat, clearly marked - this will be sent home every Friday for washing. **Please wash in hot water, spray with Dettol and leave in the sun as a preventative measure against head lice.**
- Plastic bag for soiled clothing
- **Please do not bring toys to school, unless for a special reason cleared with the teacher.**

NB: PLEASE MARK EVERYTHING CLEARLY



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“Little Flowers Jive”

Music & Movement classes for ages 1-5



Music Stimulation: the key to your child’s future!

Introduction:

“If you can walk, you can dance. If you can talk, you can sing” (Zimbabwe Proverb).

There is no such thing as a non-musical child; there are just non-musical adults who did not get this practice as children.

Music and Movement develops children not only musically but intellectually, socially, mathematically and creates a cultural awareness through drumming and South African stories, songs and games.

Music forms part of our lives from before we are born. We hear the rhythmic sound of the mother’s heart while in the womb and we use these rhythmic patterns to speak, do sport and write. Music is a way of expressing emotions and the very act of singing is a physical release. Singing gives practice in language, poetry and historical and cultural information.

Research regarding the effects of music:

Music participants receive more academic honours and awards than non-music students and the % receiving A’s and B’s are higher
Music training is more superior to computer instruction as it increases children’s skills in learning math’s and science
School children exposed to 4 weeks of regular Baroque music had improvements in school scores (classical music is played at 60- beats per minute). Baroque music helps with concentration, expanding memory and speeding learning.

Benefits of Music and Movement classes:

- Creates happy children
- Changes the way the child thinks - it stimulates both sides of the brain
- Stimulates a child’s problem solving skills
- Helps the child to communicate and express emotions
- Helps them with listening skills and concentration
- Helps children develop their memory
- Develops language skills
- Teaches a child discipline and boundaries
- Gives children the opportunity to be creative
- Helps children to develop a strong self-esteem
- Develops relationships with others

How do I incorporate music in my child’s life?

- Encourage your child to listen to different kinds of music
- Go to concerts and shows
- Have family time with music - drumming, singing and dancing
- Sing while driving in the car (make turns choosing a song)
- Make sure that the music is age appropriate. Encourage your child to participate in cultural activities at school like the choir, concerts and “bands”
- Encourage your child to play an instrument - the best instrument to start with is the piano.
- Play soothing music at different times of the day especially in the morning when it can be stressful to get ready for school and work

Classes are offered once a week at Little Flowers at no extra cost.... come JIVE with us

