



PROSPECTUS

HAPPY LITTLE FEET PRE-SCHOOL IS A PRE-SCHOOL FILLED WITH LOVE FOR BABIES AND TODDLERS.

All our friendly staff at Happy Little Feet Preschool 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 childcare. 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 6 years.

Our menu is based on the belief that children should maintain a balanced, healthy diet to ensure optimal energy levels and health.

We offer breakfast, a cooked lunch, juice and rooibos tea throughout the day. Two healthy snacks to be provided by the parents each day.

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.

LANGUAGE, CLASS DIVISION & EXTRA-MURAL ACTIVITIES

Language of institution:

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: Four Term Reports

Ages 1-6 years Four Term Reports

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.)

Baby class (3 months to 1 year)

Foxy class (1-2 Years)

Dinosaur class (Potty training class - 2-3 years)

Birdy class (3-4 years) Gr RRR

Under the Sea Class (4-5 years)

Gr RR Jungle Class(5-6 years)GrR

In-house activities

Baby Massage

Our 3-12 month old babies receive a weekly massage. 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
- Relief for teething pains
- Balances respiration

We recognize that the ideal situation would be for a parent to massage their own baby to enhance the bonding process.

Kinderkinetics not included in school fees – contact us for more information.

This activity is offered in all classes. It is a fun-orientated program 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 endeavors. 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 program: 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 termly progress report in the baby class and from 1 year onwards, as well as activities to perform at home, should certain areas need further attention.

Curriculum: Toddlers (3-6 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 contains 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.

The program 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.

FINANCIAL INFORMATION

1. School fees (valid until 30 September 2027 and payable for 12 months of the year)

Babies 03 months – 24 months

Full day	R 3 780.00 per month	(Monday – Thursday 6h00-18h00) (Friday 06h00 – 17h30)
Half day	R 3 250.00 per month	(Monday – Friday 6h00-12h00) (08h00 – 14h00)
Yearly fee – Full day R 40 824.00 (discount 10%)		
Yearly fee – Half day R 35 100.00 (discount 10%)		

Toddlers 2– 6 Years

Full day	R 3 570.00 per month	(Monday – Thursday 6h00-18h00) (Friday 06h00 – 17h30)
Half day	R 3 150.00 per month	(Monday – Friday 6h00-12h00) (08h00 – 14h00)
Yearly fee – Full day R38 556.00 (discount 10%)		
Yearly fee – Half day R34 020.00 (discount 10%)		

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

School fees include:

- * Breakfast, cooked lunch, (mid-morning and mid-afternoon snack to be provided by parents)
- * Juice and tea at snack times provided by school

Important notes:

- * School fees are payable over 12 months, charged monthly and **payable in advance by the 7th.**
- * **School fees are revised annually**, and new rates are effective on **1 October of each year.**
- * The increase will be communicated in writing two months prior to the increase date.

2. Registration fees:

- * A registration fee of R550.00 is payable upon enrolment.
- * There will be no refund of the registration and/or school fees paid in the case of cancellation.

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 January and September 1 calendar month notice is required.
- For withdrawal at the end of the school year, 1 October is the last date on which notice can be given.
- Full payment for the notice month(s) will still be liable.

4. Non-payment:

- * Should a parent default on payment, penalties, cost of debt collecting and/or legal fees be added to the outstanding amount owed to the school.
- * Happy Little Feet reserves the right of admission and may refuse any child whose school fees are not paid by the seventh (7) of each month.

5. Refund of year's upfront payment:

- * Fees are refundable, unfortunately the 10% will fall away and the months will be calculated at the normal fee rate.

GENERAL INFORMATION

1. Documentation required for enrolment:

Signed and completed application forms – www.happylittlefeet.co.za for application form.

Signed prospectus, copies of both parents' ID's copy of child's birth certificate, medical aid card, Facebook/social media postings permission slip

Copy of child's immunization card

2. Closing during public holidays and weekends:

- The school will be closed on all South African public holidays.
- Happy Little Feet will be closed for 3 weeks during December/January. Exact dates will be communicated. Normal school fees are payable during December.

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 the gates are firmly closed behind you when entering/leaving the school.
- * Please inform your child's teacher/reception in advance if anybody other than yourself will be sent to collect your child. We will require such a person to sign our collections book, and to produce valid identification on arrival at the school before we can release the child in his/her care.
- * Please do not let any child unaccompanied by a parent out of the premises.
- * Late collection will be penalized and R250.00 will be billed to your school fees.

5. Liability and indemnity

- Happy Little Feet 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, Happy Little Feet cannot accept responsibility for any injury or damage that may occur to a person or property in this area.

CHECKLIST OF WHAT TO BRING

Babies (3 months – 2 Years) Stationary Letter will be provided

- § Disposable nappies required for a day or week
- § Bum cream and nappy rash cream, clearly marked
- § 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)
- § Pillow & cot blanket clearly marked. Bedding is sent home for washing every Friday.
- § Food for the day includes breakfast, lunch and snacks in cases where the baby is not yet consuming food from our menu.
- § If baby can consume food on our school menu, only 2 snacks to be provided.
- § Communication Book

Toddlers (2 Years to potty trained) Stationary Letter will be provided

- § Disposable pull-up nappies required for a day or week
- § Underwear for potty training
- § Bum cream and nappy rash cream (if necessary)
- § Wet wipes (Monthly)
- § Box tissues (Monthly)
- § Adequate number of sets of clean clothing, bibs and vests per day.
- § Plastic bags for soiled clothing.
- § Hat, clearly marked
- § Sunblock, clearly marked
- § Small blanket and pillow for nap time, clearly marked (will be sent home on Friday for washing)
- § Two snacks daily to be provided.
- § Communication Book

Toddlers (potty trained to 6 years) Stationary Letter will be provided

- § One bag or suitcase, clearly marked
- § Wet wipes (Monthly)
- § Box tissues (Monthly)
- § 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
- § Sunblock, 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 is cleared with the teacher.
- § Two snacks daily to be provided.
- § Communication Book

NB: PLEASE MARK EVERYTHING CLEARLY

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 HAPPY LITTLE FEET 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 happylittlefeetsa@gmail.com

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.*