A LETTER FROM THE PRINCIPAL

Welcome to Constantiaberg Pre-Primary School 2027!

We are so excited that you will be joining us, and we look forward to a year filled with many rewarding, educational experiences – learned through play and intentional activities. Our team works very closely together to create wonderful hands-on activities and opportunities for learning and growth. Pre-School is a time for children to expand their love of learning, their general knowledge, their interest in reaching out to the world, their ability to get along with others, their ability to make new friends, and their independence.

Your involvement in our school is so important to your child and is most valuable to us. Why don't you consider signing up to help with one of our committees? It's a great way to meet other parents and play a bigger part in your child's life.

This handbook is designed to help you find all our general protocols and procedures in one place.

Open lines of communication between parents and staff are key to fostering an educational climate conducive to each child's learning and development. As a reminder, my door is always open for feedback and discussion. To arrange this, please make an appointment with Anne. Please direct any administrative queries to Anne, and if you need to speak to a teacher, please make an appointment with them or with Anne. We ask that you respect our teachers' personal time and not message them after hours or on weekends.

We hope you and your family have a positive, healthy and happy year of learning and growth in all areas.

Regards

Josette

STAFF

PRINCIPAL
Josette Koen

SECRETARY/ADMINISTRATOR
Anne Horne

CLASS TEACHERS

Carly Elsworth	-	STARFISH	-	3-4 year olds
Natasha Tromp	-	PENGUINS	-	3-4 year olds
Tanille Payne	-	DOLPHINS	-	4-5 year olds
Anne-Margaret Geerdts	-	TURTLES	-	4-5 year olds
Jemma Thomen	-	WHALES	-	5-6 year olds

CLASS ASSISTANT TEACHERS

Daphne Slimmert	-	STARFISH
Vuyo Matutu	-	PENGUINS
Flo Ncube	-	DOLPHINS
Hazel Jacobs	-	TURTLES
Donita Bennett	-	WHALES
Nazlie Bishop	-	FLOATER FOR ALL CLASSES

AFTERCARE STAFF
Dot Steyn
Vuyo Matutu
Anne Horne
Nazlie Bishop

GARDENER/SECURITY
Wellington Ngwira


Josette


Anne


Carly


Natasha


Tanille


Anne-M


Jemma


Flo


Daphne

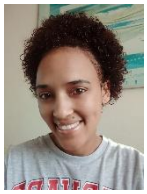

Donita


Hazel


Vuyo


Dot


Wellington


Nazlie

FEES

Early-payment discount: Pay the annual fee in full by 31 January 2027 to qualify for the discounted amount shown below.

School fees for 2027

Fee category	Annual fee	Annual fee if paid by 31 January 2027	Monthly fee (10 months)
All children excluding Grade R	R53 837.32	R52 222.20	R5 383.73
Grade R	R56 787.32	R55 083.70	R5 678.73

Monthly payment period: 1 February to 1 November 2027 (10 monthly payments).

Please note: The school fee amounts above do not include aftercare fees.

Aftercare fees for 2027

Aftercare is an additional part of the day and **is not included in school fees**.

Our programme is run by Dot Steyn, who has held this role at our school for more than 20 years. Her assistants are Vuyo Matutu, Anne Horne and Nazlie Bishop.

Aftercare runs from 12h30 to 17h00 (full day) or to 15h00 (half day), or on a casual basis. You can book your child into Aftercare for 3 days a week – please contact the office in this regard.

Please complete a contract for each child attending aftercare. This can be collected from Anne in the office.

Aftercare option	Annual fee	Monthly fee (10 months)
Until 17:00, 5 days per week	R19 467.00	R1 946.70
Until 15:00, 5 days per week	R15 573.60	R1 557.36
Until 17:00, 3 days per week	R10 760.93	R1 076.10
Until 15:00, 3 days per week	R8 652.00	R865.20
Casual aftercare	R100.00 per hour	Not applicable

Banking details

Bank	Account type	Account number	Branch code
Standard Bank	Current account	270073477	025609

DAILY ROUTINE

EACH CHILD MUST HAVE THE FOLLOWING IN THE SCHOOL BAG EVERY DAY:

One spare bag with the following:



Complete change of labelled clothing and jersey

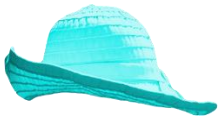
One large schoolbag / backpack with the following:



Water Bottle



Healthy snack lunch (extra snack box if attending aftercare). No sweets/chocolates/chips allowed. Do bring fruit for the fruit bowl for sharing



Sun hat – labelled. Please apply sunscreen at home.

TOYS AND GADGETS FROM HOME

Toys and gadgets are not to be brought to school. In our experience, we have seen that this often causes problems. Things break or get lost and children have a hard time-sharing personal belonging. The 3–4-year-olds may require a specific attachment item to ease the transition from home to school, however, please use your discretion when sending these items.

CLASS REQUIRMENTS (For start of the year)

Items required for PENGUINS and STARFISH class

- 1 packet of wet wipes
- 1 roller towels
- 1 box of fabric plasters
- 1 box of tissues
- Sticker sheet or box of stickers/ Dots (for positive reinforcement)
- 1 Black Artline 70 High Performance Permanent Marker
- 1 Ream of A4 white paper
- 1 Ream of A4 white cardboard (160g)

Items required for TURTLES and DOLPHINS class

- 1 roller towel
- 1 box of tissues
- Sticker sheet or box of dot stickers (for positive reinforcement)
- 1 Black Artline 70 High Performance Permanent Marker
- 1 Ream of A4 white paper
- 1 Ream of A4 white cardboard (160g)
- 1 pack of modelling clay (6 colours) – Staedtler brand
- 1 box of plasters
- 1 x whiteboard marker

Items required for WHALES class

- 1 box of tissues
- 1 roller towels
- 1 pack of wet wipes
- 1 box of plasters
- 1 Black Artline 70 High-Performance Permanent Marker
- 1 Ream of A4 white cardboard (160g) (50 sheets)
- 1 x white board marker (black)
- Sticker sheet
- 1 x A4 flip file (30 sleeves)
- 1 pack of modelling clay (6 colours) – Staedtler brand

HEALTH

I NEED TO STAY HOME IF.....
I AM READY TO COME BACK TO SCHOOL WHEN I AM.....

I HAVE A FEVER



FEVER FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCTING MEDICATION

I AM VOMITTING



FREE FROM VOMITTING FOR AT LEAST 2 SOLID MEALS

I HAVE DIARRHOEA



FREE FROM DIARRHOEA FOR AT LEAST 24 HOURS

I HAVE A RASH



FREE FROM RASH, ITCHING OR FEVER AND EVALUATED BY A DOCTOR IF NEED BE

I HAVE LICE



TREATED WITH THE APPROPRIATE LICE TREATMENT AND LICE/NIT FREE

I HAVE AN EYE INFECTION



EVALUATED BY A DOCTOR AND HAVE THE GO-AHEAD TO RETURN TO SCHOOL

START AND END TIME

SCHOOL OPENS FROM 7H30 / EACH GROUP HAS A DIFFERENT START AND END TIME (see below)

Penguins and Starfish	-	8h15 – 12h15
Dolphins and Turtles	-	8h00 – 12h30
Whales	-	7h45 – 12h30

We recommend arriving at least 5 minutes before the start time to ensure a positive start to the day. If you are late, we will do our best to settle and transition your child smoothly, but please understand the limits of the situation. Drop-off after 8h30 is at the front office to prevent classes that have already started from being interrupted.

Please note the time your child's class ends. It is imperative that you collect your child on time. Late pick-ups are difficult for children and unfair to staff. All children not collected by 12h35 will be sent to aftercare and charged accordingly.

OUTSIDE DAYS

Monday	-	Turtles
Tuesday	-	Dolphins
Wednesday	-	Whales
Thursday	-	Starfish
Friday	-	Penguins

STOP DROP & GO ZONE

The stop, drop and go system has been implemented to help you and your child with morning drop-off. No more lengthy walks to the classroom or playing numerous games every morning. It will save you precious time in the morning and help your child grow in confidence and become more independent. Please enter via Haylett Way and exit via the common.

There are three lanes demarcated by beacons. The first lane on the left is for driving out only. The middle and far-right lanes are for stopping in. Please only offload your children if you are in the demarcated zones, i.e. where the tall orange beacons are on either side of you. Walk your child to the sign-in table, say your goodbyes, and return to your car (within 2 minutes). Your child will be guided into school by a teacher and, once able, may go in on their own.

On your child's class outside day, we encourage you to park your car and walk into school. This will be a longer drop-off than normal, giving you the opportunity to meet other parents and children from your class and to see what your child would like to show you. The stop, drop and go may be a little tricky for some of the new children. This is understandable, but I would like to encourage you to join the system as soon as your child feels confident enough to do so (for the 3–4-year-olds, it may take a term or two).

If you need to walk your child into school, please park carefully at the perimeter of our car park so as not to obstruct the flow of traffic through the stop, drop and go. When leaving, please exit through the drive-out lane and the common. Please do not park on Schoolside Road, as it causes traffic and makes it difficult for our neighbours to enter and exit their driveways safely.

BIRTHDAY POLICY



We like to make your child's birthday a special occasion, and we would love it if you are brave enough to come in and read a book or two to the class on your child's birthday. The staff have pre-selected books they would like to add to our library for this purpose. It would be wonderful if you could purchase and donate one of these books to the school after reading it to the class. This is a wonderful birthday treat for your child. You can also bring in a small cupcake or treat to share with the class to celebrate.

For teachers' birthdays, we love to give the children a treat and let each child in the class have a cupcake to celebrate their teacher or assistant's birthday. We also celebrate Josette's birthday as a school. To do this, each class will need to provide cupcakes for their class to enjoy.

COMMUNICATION

How to contact us?

For record-keeping purposes, we would be very grateful if you would contact us via email and not on WhatsApp.

Parent to Principal

cbpreprimary@gmail.com

Parent to School

- For all administrative enquiries, please email the school secretary – **cbpreprimary@mweb.co.za** or phone us on 021-7122280
- For Aftercare enquiries, please email the school secretary on above email address.
- For enrolments, please contact the school secretary on cbpreprimary@mweb.co.za
- Please inform the school secretary of any change of address (residential or postal), telephone numbers and e-mail addresses.

Please raise any queries or concerns with your class teacher by email or by appointment. The teacher will either email or phone you regarding your query as soon as possible. Please remember that during the day the teacher's main priority is the education and safety of your children; thus, they are not available for long discussions between 08h00 and 12h30. If you need information relayed to teachers during school time, please contact Anne in the office.

School to Parent

- WhatsApp Noticeboard and Email are utilised to communicate with parents wherever possible. Please ensure you check it regularly.
- The school newsletter is an important communication tool between the school and home. The newsletter, distributed via email, will convey important issues. Please ensure you have provided the Secretary with your email address.
- Classes have a WhatsApp group to keep you informed about activities in your class. This should be used with consideration and care please.
- The various Policies and Procedures are available on our website.
- We have a School Noticeboard on WhatsApp. We will send a link to join this group to all parents in the new year. This platform is used to communicate urgent and important information. We kindly request that you join this group as soon as the link is sent.

PARENT INVOLVEMENT

A great way to meet other parents and be a part of your child's day at school is to join a committee – please consider signing up.

Events/ Fundraisers

The aim of these events is to build community and encourage family participation. These events are so special for your children (Mother's Day, Father's Day, Grandparent's Day, Sports Day, etc.), and we rely on your help as parents to make them successful. If an event raises extra money, it will go towards purchasing a special toy or game for the classroom.

Financial Expectations

There will still be instances where collections will take place and participation is encouraged but not mandatory:

- Staff birthday collections (class teacher, assistant, principal, secretary and gardener)
- Easter Egg drive
- Mandela Day
- Other outreach programs

Opportunities to be involved

In addition to the events, parents are able to be involved in the following ways:

Joining our School Governing Body

The Governing Body consists of: Chairperson; Treasurer; PR/ Marketing; Fundraising; Events Management; Maintenance; Parent Convenor. We meet approximately 6-8 times a year for 1.5 hours on a weekday evening. We welcome parents who feel they have the necessary skills to fulfil these roles to stand for election when a vacancy arises.

Class Representatives

Each class has 2 parent representatives who liaise with the Parent Convenor throughout the year. Class rep responsibilities include:

- WhatsApp group messaging and co-ordination
- Class picnic organisation
- Communication of important dates, t-shirt days, events, themes and relaying messages from the teacher/school
- Co-ordinating class involvement in various events throughout the year
- Organise teacher and assistant birthday rings/ gifts

Class reps volunteer their time to co-ordinate, but they delegate tasks to all parents in the class. **Everyone is expected to help out in various ways.**

Class Outings

We require parents to help with lifts on these outings. We also know that most parents have to take time off work to do so and therefore we encourage each parent to commit to one outing a year. In this way, we all share the load, and you also get to enjoy the fun and adventure of an outing with your children.

WHATSAPP GUIDELINES

Please could you note the important rules of use of WhatsApp groups below:

- Groups are for school-related communication only
- We must treat each other with respect and avoid inflammatory or offensive posts
- Sharing confidential or personal information without consent is not permitted under POPIA
- Posting false, defamatory or harmful content about others is unlawful under South African law
- Hate speech and discrimination are strictly prohibited
- If inappropriate content is shared, the school may be required to remove it and, in serious cases, take further action.

This guideline is aligned with legal standards and aims to protect everyone in our school community while modelling positive digital citizenship for our children.

MY SCHOOL CARD/MYDIFFERENCE

MySchool is now MyDifference! The MySchool programme has officially rebranded to MyDifference. For Constantiaberg Pre-Primary, this means continued valuable funding every time you swipe your card at participating retailers.

Here's how to join MyDifference:

1. Log in to the latest version of the Woolworths app, using your ID number
2. Update your details
3. Tap on the 'Loyalty' tab at the bottom of the screen
4. Follow the prompts in the app to join MyDifference
5. Select the CAUSE, Constantiaberg Pre-Primary School
6. Click ADD CAUSE

This will enable us to raise funds for our school when you shop at selected stores. Simply swipe each time you shop and a percentage of funds will come to the school. PLEASE support this.

KARRI APP

Our school has partnered with Karri, an easy-to-use payment application. We realise that making small payments for collections can be time-consuming and frustrating for you. Having to find the exact change, an envelope for the money, and hoping your child delivers it to their teacher is an inconvenience. Then there's the issue of diarising the event and keeping track of multiple school events within your busy work schedule. Karri solves all of this.

Many parents are already familiar with the Karri app, which is used in several primary and high schools in our province. Our aim is to be a cash-free school, and the Karri app will be our primary payment method for events and small collections. School fees will continue to be paid via EFT and will not be added to the Karri app.

For parents not familiar with the Karri app, here is some more information:

Karri is an innovative mobile payment application that allows you to make quick payments for school collections using your smartphone. Karri is powered by Nedbank but works with any bank, ensuring the safety and security of all information stored in the app. It is therefore fully POPI and PCI DSS compliant, with stringent internal measures in place to keep all payments secure. We have furthermore entered into a contractual agreement with Karri to guarantee this.

The benefits of this app apply to both you as a parent and us as your school. Having cash on our school premises is a constant concern, as it poses a security and safety risk and places a burden on our staff. Karri benefits you as a parent by making it easy to pay for any transactions at the click of a button, eliminating the dreaded search for the right change at the last minute. This will also remove the responsibility and pressure from your child and replace the need to send envelopes of cash to school for various collections.

There is NO charge to parents for this application. It is FREE to download from either the Apple Store or the Google Play Store, and it uses less data than WhatsApp. You only need an email address to access the app. Please expect an email or SMS shortly asking you to download the app and then sign up with your email address. We would really appreciate your support in striving to be a cash-free environment.

For further queries or information, visit the Karri website at http://www.karri.co.za. Alternatively, you can contact Karri directly on 021 300 1867.

EXTRA MURALS



DAY	EXTRA MURAL	CONTACT	TIME
Monday	Playball (Starfish & Penguins only) Little Leapers	Nikki Lancaster - nickyfromplayball@gmail.com Nicole Painter reddamot@gmail.com	12h15-12h45 12h15-12h45
Tuesday	Karate Playball (Dolphin/Turtles)	Trusha – 0760521291 Nikki Lancaster - nickyfromplayball@gmail.com	12h30-13h45 12h30 – 13h15
Wednesday	Soccer Starz Tumbling Tigers	Darren Katz – 082 065 3947 wanita@soccercise.co.za Alex Spanidis – 0720759564 alexs@tumblingtigerz.co.za	12h15-12h45 12h50-13h20 12h15-12h45 12h45-13h15
Thursday	Ballet Cricket	Linda Owen – 073 235 1565 Tamsyn headoffice@sportshubcoaching.co.za	12h15-12h45 12h45-13h15 12h15-12h45 12h45-13h15
Friday	Rugby	Raymond Henwick – 079 948 1028 raymond@ruggaroots.co.za	12h30-13h00

Information and sign-up forms for each extra-mural will be available during the 1st week of school.

CONTACT DETAILS



cbpreprimary@mweb.co.za



021 - 7122280



7A Schoolside Road, Meadowridge, 7800



natashatromp@mweb.co.za



carlyjoyelsworth@gmail.com



amgeerdts@gmail.com



tanillescriven@hotmail.com



jem.phillipson@gmail.com



Diep River Police Station : 021 – 7107300 / 7388



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