



INFORMATION PACK 2025

THINGS YOU SHOULD KNOW

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City Life Centre, 2 Capricorn Road, Lonehill.

Info Pack - Form 2

City Kids Preschool caters for ages 3 months to Grade R.

1. Bouncing Bunnies	2. Little Lambs	3. Busy Bears	4. Leaping Lizards	5. Eager Beavers	6. Wise Owls
3–14 months	1-2 years old's	2-3-year old's	3-4-year old's	4-5-year old's	Grade R
Born 2024/2025	Born in 2023	Born in 2022	Born in 2021	Born in 2020	Born in 2019

1. Registration and re-registration fees:

- A non-refundable registration fee of R2000 per child or R3000 family rate when more than 1 child is being enrolled, is payable upon booking a place.
- A non-refundable annual re-registration fee of R350 is payable for every year that the child will be returning to CKP. This will be invoiced in November.

2. School Fees

a) Monthly Fees

DESCRIPTION	DETAILS	AMOUNT	PERIOD	✓
Registration	Once off	R 2000	Start of enrolment	

Babies – Bouncing Bunnies

Babies (over 12 months)	07:00 – 17:00	R 5350 p/m	Jan-Dec	
Babies (over 11 months)	07:00 – 17:00	R 5800 p/m	Jan-Nov	

1-5 Year Olds - Little Lambs–Eager Beavers

Half Day (over 12 months)	07:00 – 14:00	R 4250 p/m	Jan-Dec	
Half Day (over 11 months)	07:00 – 14:00	R 4650 p/m	Jan-Nov	
Full Day (over 12 months)	07:00 – 17:30	R 5350 p/m	Jan-Dec	
Full Day (over 11 months)	07:00 – 17:30	R 5800 p/m	Jan-Nov	

Grade R's – Wise Owls

Gr. R – Half day (over 11 months)	07:00 – 13:00	R 4650 p/m	Jan-Nov	
Gr. R – Full day (over 11 months)	07:00 – 17:30	R 5800 p/m	Jan-Nov	

Stationery + Supplies

1-3s - Stationery + Craft Supplies	1-2's + 2-3's	R950	Annual	
3-4s - Stationery + Craft Supplies	3-4's	R1200	Annual	
4-5s - Stationery + Worksheets	4-5's	R1250 + R650	Annual	
Gr R - Stationery + Curriculum	Gr R.	R1250 + R1700	Annual	

Other fees

CKP Shirt	1-2's - 4-5's	R140	Compulsory	
CKP Backpack	1-2's - Gr. R's	R370	Compulsory	
CKP Cap	1-2's - Gr. R's	R130	Optional	
Grade R - Shirt	Gr. R	R195	Compulsory	
Grade R - Hoodie	Gr. R	R530	Compulsory	
Coding & Robotics Intramural	4-5's + Gr. R	R200 p/m	Compulsory	
Aftercare	Ad hoc	R160 per/day	14:00 – 17:30	
Termly Toiletries – (Babies + 1-2s)	3x Wet wipe packs + 2x Tissue boxes (wipes used for nappy changes are separate, sent as needed)			
Termly Toiletries – (2-3s - Gr. R)	3x Wet wipe packs + 2x Tissue boxes + 6x Toilet Paper Rolls			
Holiday Program Activities – termly	April + August + December (R650 per/term)			
Concert	October/November			

a) Fee Discounts

- The stationery is for classroom use and is not refundable should you withdraw in the course of the year.
- Toiletries and stationery that is not sent to school on the stipulated dates will be billed after 1 week.
- Discounts only apply to school fees and are not applicable to worksheet packs/stationery. Discounted Fees are not refundable, should they be paid in advance.
- Should you enroll after January and opt for the 11-month payment option, fees will be recalculated accordingly.
- Coding and Robotics fee is payable monthly. Applicable to ages 4-5s + Gr R. This will appear on your monthly invoice.

Discount	Discount %
Annual Fee paid in full before 1 st day of school	7%
1 st Sibling Discount (Bunnies)	5%
1 st Sibling Discount (Lambs-Owls)	10%

b) Fees and Invoices

- Pro-rata fees apply after 1st February for children admitted during the course of the year.
- Toiletries will be requested termly throughout the year, as per above.
- School fees are payable in advance by EFT or DO by the 1st day of each month.

Info Pack - Form 2

- Please **DO NOT** make a direct deposit into the bank account of CKP. Direct cash deposits into the bank account will incur a **5% cash** deposit fee of the amount paid.
- All invoices will be sent out by the 24th of the month. If invoices have not been received by the 28th it is the responsibility of the parent to inform CKP.
- Any late payments received after the 3rd of the month will incur a 5% fee on the total outstanding amount.
- Fees not paid by the 9th of the month, will result in suspension on the 10th until fees are paid in full.
- NO refunds will be given for sessions or days missed due to holidays or sickness. No refunds will be given for the Grade R book should your child leave prior to the end of the year. No refunds will be given for December fees.
- Fees paid over 11 months are not subject to a refund, should you withdraw during the year. Fees for the 12th month are not refundable nor will they be applied to the notice month.
- Fees not paid in full by 1st December will result in you not receiving your child's Report Card.
- School fees are revised annually and may increase by up to 10% at the sole discretion of CKP, which will automatically be added onto the next invoice.

c) Bank Details

- An EFT will need to be made for the first invoice which includes registration, stationery and any other fees.
- From the second month, all school fees are payable via Debit order or EFT.

Account Name:	City Kids Preschool
Bank:	Standard Bank
Account Number:	063040409
Branch Code:	051001
Reference:	Unique family code – see invoice

3. Operating Hours

Opening	07:00	Closing	17:30
Morning Drop Off	07:00 – 08:30 latest.	Half Day Collection	13:30-14:00
Breakfast	Served until 08:00 sharp	Grade R Collection	13:00

- Aftercare is available at a cost of **R160** per day for our Half Day children and we encourage you to make use of this when needed. The aftercare charge will be added to the following month's invoice. Children booked into aftercare may stay up until **17:30** at the parent's discretion. Failure to collect by **17:30** will result in an additional late collection charge, as stated below.
- Half day children that are not collected by **14:00**, will be booked into Aftercare and charged in accordance.
- If you are late collecting your Full Day child from the school, a late collection charge of **R200** for every 15 minutes will be imposed. The late collection charge will be added to the following month's invoice.

4. Term dates

- We follow the 3-term school calendar, please see below dates that City Kids Preschool will be closed...
 - Public Holidays and Fridays that fall after a Thursday Public Holiday or a potential Monday.
 - Specific dates of the April, August, and December school holidays.

Description	Term 1	Term 2	Term 3
Term Dates	15 th Jan – 4 th April 2025	6 th May – 8 th August 2024	3 rd Sep – 3 rd Dec 2025
Open for 2025	Monday 13 th January 2025	Open for 2026	Wednesday 15 th January 2026
Close for 2025		Friday 13 th December 2025	

5. Holidays

2025 CALENDAR					
1 st Jan	Wed	New Year's Day	13 th June	Fri	Father Day in the Café
15 th Jan	Wed	Term 1 – (Starts)	16 th Jun	Mon	Youth Day
14 th Feb	Fri	Valentines Day in the Café	4 th Jul	Fri	Staff Training Day – School closed
7 th Mar	Fri	Staff Training Day – School closed	18 Jul	Fri	Nelson Mandela day
21 st Mar	Fri	Human Rights Day	25 th Jul	Fri	Special Person Day in the Café
17 th Apr	Thu	Easter Friday in the Café	8 th Aug	Fri	Term 2 – (Ends)
18 th Apr	Fri	Good Friday	9 th Aug	Sat	Women's Day
21 st Apr	Mon	Family Day	11th - 15th Aug		SCHOOL CLOSED
4 th Apr	Fri	Term 1 – (Ends)	18 th Aug – 3 rd Sep	Holiday Program Activities	
7 th Apr- 5 th May	Holiday Program Activities		3 rd Sep	Wed	Term 3 – (Starts)
9 th May	Fri	Mother's Day in the Café	24 th Sep	Wed	Heritage Day
27 th Apr	Sun	Freedom Day	3 rd Dec	Wed	Term 3 – (Ends)
28 th Apr – 2 nd May	SCHOOL CLOSED (Freedom + Workers Day)		4 th – 12 th Dec	Holiday Program Activities	
6 th May	Tue	Term 2 – (Starts)	16 th Dec	Tue	Day of Reconciliation

Info Pack - Form 2

6. Holiday Program

- Holiday Program is also available to children aged 2 and up who are toilet trained, who do not attend CKP. Half + Full day options available. Please email for cost and the list of activities.
- The Holiday Program is available to all enrolled children at no extra costs during the school holidays for the day-to-day care, we will however host fun activities at an additional cost of **R650** per term that will be compulsory should your child attend school during this time. This will be added to your APRIL, AUGUST + DECEMBER invoice.

7. Termination / Cancellation / Change

- One month's written notice must be sent to CKP ON or BEFORE the 1st of the notice month if you wish to take your child out of CKP. Fees are payable in full for the month of the notice period.
- The 11 and 12 month fee repayment options are both liable for the full months' notice payment.
- Should a parent wish to remove the child from CKP at the end of the school year (31st December), written notice must be given on or before the 1st November. Notice will not be accepted for the December month. Fees remain payable up to 31st December.
- Should a written notice be given AFTER the 1st, the months' notice period will move on to the following month.
- If a parent wishes to change the Full day to Half day or other arrangements with CKP, one months' written notice must be given on or before the 1st of the month.

8. Gr R Uniform

- An important part of getting your child ready for "Big School" is getting them used to wearing a school uniform. At CKP we have adopted a step-in approach with a Shirt + Hoodie + Caps only Uniform. All Grade Rs are required to wear their CKP shirt daily, along with the CKP Hoodie in Winter. These items will be compulsory for any child enrolled in our Gr R class and will be billed accordingly. We recommend you purchase multiple shirts in order for them to be washed and worn each day.

9. Accidents

- We reserve the right to administer basic first aid treatment, when necessary, all head teachers have BASIC FIRST AID training.
- Head injuries and facial injuries are informed to the parents via a phone call.
- Any other minor scrapes or bruises will be noted on Seesaw for the parent's information.
- For accidents of a more serious nature, involving hospital treatment, all attempts will be made by CKP to contact the parent/guardian obtain consent for emergency medical treatment. Should all attempt to contact the parent fail, we are hereby authorized to act on behalf of parents and authorize necessary emergency treatment.

10. Academics and Assembly

- We seek to excel in promoting the development of the whole child. Each teacher is equipped to academically develop each child to their full potential in accordance with age-appropriate outcomes. Our integrated learning approach often exceeds the outcomes you would get from ELDAs/CAPs and other such curriculums from the Departments.
- Assessments and observations are conducted throughout the year. Academic Reports are issued in the 2nd and 3rd term. We follow the 3-term year calendar.
- Even though we are boldly Christian and ensure our Christian foundations are well laid, we also ensure that their academic foundations are just as strong. In the preschool years, we focus a lot on learning through play, as this is one of the easiest ways for children to learn new concepts. We incorporate all areas of learning in our curriculum from; Physical, Intellectual & Cognitive, Social & Emotional as well as Speech & Language. This is called integrated learning.
- We start each and every day with Assembly, which comprises of all age groups starting their day with Praise & Worship, Bible verses and a Bible story or Character trait is incorporated.

11. Birthdays

- We encourage parents to send a cake or cupcakes on, or near to your child's birthday and to join them in their classroom for a dedicated birthday ring. This can be arranged with the child's class teacher in advance, we do these during snack time around 10.
- Please DO NOT send in party packs or additional sweets, as the excitement of the party and cake is more than enough for them.

12. Communications

- Please note that our reception hours are from 14:00-17:00. Should you need to contact the office, please send an email to admin and we will contact you regarding your query. Below are our means of communication.
- admin@citykidspreschool.co.za – admin and general queries.
- accounts@citykidspreschool.co.za – accounts related queries.
- Seesaw – Change of authorization for transport or other means of communication.
- Landline - 010 446 7032 – Available from 14:00-17:00
- CKP Cell and Whatsapp number - 067 065 5739. Available from 14:00-17:30
- As our teachers have a strict "no Cellphone" policy, they are not permitted to exchange contact details with parents. Please go through the above-mentioned channels of communication.

13. Seesaw

- Seesaw is our main means of communication between the parents & teachers. A special login code will be issued once the enrolment process is complete.
- Seesaw is checked once before school starts at 7:30 and again after classes are finished between 12-2. Please keep this in mind when awaiting a response, as our top priority is always the care of the children.

Info Pack - Form 2

- Photos are sent every 1/2 weeks to update you on what the children get up to at school all day. Please “Heart” the post once received.
- Messages sent to the teachers are not seen by the other parents.

14. Independence

- Independence is a primary life skill that should be encouraged and instilled in all children. We encourage children to enter their classroom with confidence, take their bag to their area, unpack any relevant items and to clean up after themselves.
- Please allow your little one the opportunity to learn to be independent and gain confidence by making use of the “drop and go system” which is another positive part of encouraging independence.
- “Drop and Go” – Walk your child into school (don’t carry them), give them a quick goodbye and let them know you will be back later to fetch them and then go. Before school encourage them by telling them, what they can look forward to and what fun they are going to have. Staying positive and encouraging helps them to settle that much quicker, and also be sure to remind them that you will be back to fetch them.
- Personal belongings – as we are encouraging and instilling increased independence in your child, please note that there may be days that they have not packed their belongings into their bag. Please help to remind them as their teacher also does this.

15. Menu and meals

BREAKFAST				
Monday	Tuesday	Wednesday	Thursday	Friday
Creamy Oats	Hot Porridge -Choco Sprinkles	Creamy Oats	Hot Porridge – with Berries	Weetabix

LUNCH					
Week 1		Week 2		Week 3	
Mon	Creamy Chicken Broccoli + Rice	Mon	Chicken ala King with Peas + Rice	Mon	Butternut & Chickpea “Curry” + Rice
Tues	Sausage Roll, Sweet Potato Mash + Peas	Tues	Gogo’s Pap, Wors + Sauce	Tues	Sausage, Saucy Beans + Pap
Wed	Cheese + Cucumber Sarmies	Wed	Cheese + Tomato Sarmies	Wed	Cheese + Lettuce Sarmies
Thu	Macaroni with Cheese + Viennas + Spinach	Thu	Cottage Pie & Veggies	Thu	Spaghetti Bolognaise
Fri	Egg Mayo Rolls	Fri	Hot Dogs	Fri	Pizza

SNACKS		
	Morning Snack	Afternoon Snack
Mon	Fruit	Jam Sandwich
Tue	Marie Biscuits & Rooibos Tea	Fruit
Wed	Fruit	Marie Biscuits & Rooibos Tea
Thu	Muffins/Jelly	Syrup Sandwich
Fri	Fruit	Bovril Sandwich

- Deviations from the menu will take place from time to time for various reasons
- All our meals are freshly prepared on our premises. If your child is allergic to any of the above food ingredients, please inform your class teacher. In such cases, you may send alternative food for your child.
- Breakfast is served from 07:40 until 08:00. Please ensure your child is at school at this time should you want them to have breakfast.

a) Baby Bunnies Meals (3–14 months)

- Due to the introduction of solid foods being a very important time, we believe that in order for our parents to be completely satisfied with what our babies are being served during the day, each baby has their own snacks and solid meals sent from home.
- Once your baby has begun the journey of solid foods, we ask that any food for your baby be sent and will be kept in the refrigerator. Once they are able to join in with the CKP meals, please advise the teacher and she will gladly assist.
- All formula must be sent into school by the parent on a daily basis, with the pre sterilized bottles filled with the correct water measurement in each and the correct number of scoops of formula in a formula dispenser per bottle. Flasks are welcome as well, please confirm water amount for each bottle via Seesaw.
- Breast milk may be stored in the fridge.
- Please do not send any food or snacks to the preschool that contains Peanuts/nuts, due to the high risk this may pose to all children.

b) Little Lambs-Wise Owls Meals (14 months – Gr R)

- No extra food is required to be sent from home; however, a filled-up water bottle (clearly marked with the child’s name) must be sent in each child’s bag every day.
- Please do not send any food or bring and share snacks to the preschool that contains Peanuts or any other nuts, due to the high risk this may pose to all children.
- Please do not send any junk food including sugary drinks, chocolates, or chips to school as they will be sent back home.

16. Sickness and Illness

- When you child joins school for the first time, please expect that they are likely to experience sickness more regularly in the first couple months of starting school. This is due to the fact that they are still building up their immunities and resistance to the germs that they are now being exposed too and this will only improve with attending school regularly and with time. Even though we as school, sanitize toys and equipment regularly, fog the entire facility once a week and wash hands regularly, it is not entirely possible to prevent them from these sickness’ and illness. Below is a list of other things we do to prevent the spread of germs in the school...

Info Pack - Form 2

- Should your child have a fever, vomiting or diarrhea they can only return to school if they have been clear, without any form of medication for **48 HOURS**.
- We may also ask parents to withdraw their child from school, if we have reasonable cause to believe that they are or may be suffering from or has suffered from any contagious disease/ infection and there remains a danger that other children may contract such a disease/infection. Should your child have contracted a contagious illness, a clearance certificate will be required before your child can return to school. This prevents any spreading of the illness to the other children.
- CKP accepts no responsibility for children contracting a contagious illness. Parents are requested to inform us if their child is suffering from any illness, sickness or allergies before attending school.
- CKP has a realistic attitude to the needs of working parents but still reserves the right to contact parents to collect, if their child becomes ill during school hours.

17. Medication

- CKP is permitted to administer prescribed medication 48 hours AFTER being prescribed by the doctor – as your child will not be well enough to return to school any sooner than 48 hours.
- Medication can only be administered at midday after lunch (+11:45). The morning dose will need to be administered at home before the child comes to school.
- Written consent for your child to be given the medication will be required. Consent will need to be sent via Seesaw, listing the dosage amount and dates to be administered. The medication must be given to the teacher on arrival at school each day. No medication is to be left in the bag.
- Please advise the transport driver to hand the medication to the teacher on duty upon arrival, should your child travel with them
- Parents are responsible to collect the medications when they fetch their child daily.
- We cannot nebulize or administer any form of suppository. Vitamins and immune boosters will need to be administered at home before school.
- CKP reserves the right to refuse to administer medication for any reason deemed necessary.

If your child has any of the following, they may not attend school:

- ✓ Green running nose
- ✓ Had a fever in the last 24 hours – above 38° or higher.
- ✓ Running tummy in the last 24 hours
- ✓ Coughing
- ✓ Body spots
- ✓ Nits or lice
- ✓ Weeping eyes
- ✓ Ears draining fluid
- ✓ Sores that do not heal within 48 hours.

18. Security

- Under no circumstances will a child be allowed to leave the school with anyone unknown to the staff unless the parent has made prior written arrangements with CKP.
- A message will need to be sent via Seesaw, including their Name and Surname + copy of their ID - proof of identity will be requested when collecting the child, please ensure they carry either ID/Passport/Drivers.
- We will also not release a child to an Uber driver, even if consent is given from the parents.

19. Toilet Training

- This is something that is a special time for your little one. We undertake to work closely with the parents in order to maintain continuity between home and school.
- It is the responsibility of the parents of children in our 2-3 years old class (Busy Bears) to toilet train their children.
- Please be sure to inform your teacher when you have started the process. We have a scheduled toilet routine, which will be advised in the year with a comprehensive letter that includes all our tips and tricks. Parents are welcome to request this letter earlier should they wish. Bears start in February and Lambs start in the beginning of the 3rd term.
- The teacher will update parents weekly on their progress via seesaw, however, should you wish to request an update, please do so.
- All children must be fully Toilet trained in order to be accepted into the 3-4-year-old class. (Leaping Lizards)

20. Separation anxiety

- Separation anxiety is common in most children who are left in a new environment with people they do not know. During this transition, it can take children between 1-3 weeks to settle, depending on each child. The first Monday back after a weekend is usually the most difficult for them, but with time, patience and perseverance, please be rest assured your child will settle in, in no time.
- Our teachers are equipped to help the child through this process. During this transition the teachers will:
 - ✓ Reassure them by keeping them close, providing lots of love and attention, building a bond and developing a relationship.
 - ✓ Keep the child busy playing games and engaging with conversation and activities.
 - ✓ Allow the child to sit on the teacher's lap during the class story time and once the teacher assesses that the child is feeling secure, the teacher will encourage the child to join the group.
 - ✓ It is always advised that it is better to leave as soon as possible so the child understands you are not going to stay with them at school. Make sure you reassure them that you are coming back to fetch them and that you love them very much, kiss your child and walk away. This is often much harder for you as the parent than it actually is for the child.

Info Pack - Form 2

- ✓ Crying and not wanting to come to school is common in children of this age and can happen at any time, for various reasons. Parents are encouraged to stay positive, upbeat and encourage their children to come to school by giving them something to look forward to at school or an activity they may get to do. We know it may be difficult but please ensure that during this time they come to school daily, as they will eventually settle and learn to love school again.

21. Function Fridays

- These events include; Valentine's Day, Easter, Mothers/Fathers/Special persons Day and Heritage Day. They take place in our café throughout the year between 7:00-8:30 in the morning before you head off to work. We invite parents to join us in the café with their children, to spend the morning eating, drinking, fellowshiping, doing crafts and spending time with their children and the other parents. We also have other activities such as face painting, painting mummies' nails, sensory play and other such activities depending on the event and theme. Reminders are sent in the termly newsletter and an invite is sent closer to the time with more details.

22. What to send in the bag?

Baby Bunnies (3–15 months)

1. **Please label ALL your child's belongings.**
2. Bottles - filled with the correct water measurement or a flask of hot water.
3. Formula Dispenser - with correct scoops of formula pre-measured for each bottle.
4. Breastmilk - to be kept in fridge and decanted into bottles if breastfeeding.
5. Water bottle/Sippy cup.
6. Dummy + Clip + container – If applicable.
7. Meals – AM + PM snack + Breakfast + Lunch - If baby is on solids.
8. Clothing - warm and cool change of clothing.
9. Nappies – for the week. Nappy changing wet wipes will be kept at school in their nappy container.
10. Sun Hat – kept at school and used when needed. Please apply sunblock prior to bringing your child to school.

Little Lambs – Busy Bears (1–3)

1. **Please label ALL your child's belongings.**
2. Clothing - warm and cool change of clothing.
3. Water bottle – Filled with water and sent daily. No juice.
4. Sun Hat – to be kept at school/in their bag and used when needed. Please apply sunblock prior to bringing your child to school.
5. Nappies – for the week. Nappy changing wet wipes will be kept at school in their cubby.

Leaping Lizards - Wise Owls (3 – Gr R)

1. **Please label ALL your child's belongings.**
2. Clothing - warm and cool change of clothing.
3. Water bottle – Filled with water and sent daily. No juice.
4. Sun Hat – to be kept at school/in their bag and used when needed. Please apply sunblock prior to bringing your child to school.

23. Rules of conduct at School

1. No toys to be brought to school - these create fights and get broken. We have lots of toys at school for the children to enjoy.
2. No gumboots or shoes with laces - soles are not flexible and do not allow for movement on the jungle gym and playground.
3. Hair kept out of their face - so that they can enjoy their activities and partake fully.
4. Girls with dresses or skirts to have tights/shorts under – so they can climb freely.

WHAT'S THE NEXT STEP...

1. **SCHEDULE** an Enrolment Meeting with the school. ***The person responsible for fees must be present at the meeting.***
2. **EMAIL** the below list of documents prior to the meeting
 1. The Enrolment form (Form 1) - initialed on each page and signed.
 2. Read this Info Pack (Form 2)
 3. Copy of Child's Birth Certificate.
 4. Copy of both Parent's ID's/Passports + Work Permits/Visa - *if applicable*
 5. Emergency contacts ID/Passport.
 6. Copy of the Immunization Card/Clinic Card – *up to date.*
 - Copy of all Nanny/Driver's ID's/Passports - *if applicable.*
 - Copy of Medical Aid Card - *if applicable.*
 - Most recent School Report - *if applicable.*
3. **THE INVOICE** will be sent and is payable via EFT prior to start date. Proof of Payment will need to be emailed to accounts@citykidspreschool.co.za

Once ALL forms have been completed and proof of payment has been received, your little one can then join the City Kids Family!