



Happy Hearts  
Preschool

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## Dear Parents,

Happy Hearts Preschool is a small, nurturing, loving and educational nursery school run by Laura Gollub. With small classes and an excellent teacher / child ratio, we cater for children from 3 months to 6 years with half- and full-day options on all or various days per week. We believe that every child has the right to a wonderful childhood filled with love, laughter, exciting experiences and a little bit of magic, and therefore aim to provide an environment that facilitates this. Our beautiful classrooms and playground have been carefully curated in order to offer your child maximum learning and play experiences. We also offer a full CCTV facility where you are able to log in from any device and view the school at all times, in order to give you piece of mind.

### Classes:

We offer the following classes:

Baby Class: Ages 3 months – 18 months

Toddler Class: Ages 18 months – 3 years

Senior Class: 3 years – 6 years

All classes have a head teacher and an assistant. Our teachers have the necessary qualifications and first-aid training.

## Curriculum:

Our curriculum is Caps based to ensure that the children are school ready, and our teaching style incorporates; Reggio, Montessori and ECD principles and materials. Our unique approach allows for as much one on one time with your child as possible as well as allowing us to work with your child at their individual pace. We focus on improving and developing fine motor skills, language, literacy, numeracy, perceptual skills, problem solving, creative thinking, social skills, emotional skills and gross motor skills.

Our curriculum consists of various themes that last for 1-2 weeks. Maths, literacy, arts, science, social sciences and technology, are all be presented in fun ways, using the current theme.

## Why mixed-aged group classes?

Happy Hearts chose to implement mixed age group classes for the many benefits it carries. Mixed-aged classes include children from two consecutive grades in one classroom. A mixed-age program allows each child to move through content and skill areas at their own pace, while teachers tailor instruction according to each student's readiness level and ability. Renowned psychologists, pedagogists, and educators have highlighted the importance of group learning benefits in mixed-age classrooms. The Montessori method of teaching, for instance, stresses that multi-age groupings can greatly benefit children. Here are some of the ways that multi-age grouping can benefit children:

- ▶ **Social and emotional development** - Research has shown that children in mixed-age classrooms have increased social and emotional understanding, engage in both collaborative and independent learning with greater ease, and have more positive peer interactions than their counterparts in single- grade classrooms.
- ▶ **Nurtures Early Childhood Learning and Leadership** - Allowing younger children to learn from older playmates, little ones could gain more emotional support and social learning from older children than from those near their own age. The older children, on the other hand, also get to practice nurturance and develop vital leadership skills by caring after their younger playmates. Instilling leadership qualities early on makes them more independent and proactive to opportunities.



➤ **Makes Children Cooperative rather than Competitive** - Since every learner is of the same age in a traditional classroom setting, the inclination to compete and come first becomes the sole objective for children. Instead of embracing the journey together, they forget to have fun while they learn. In mixed-age groups children likely become more cooperative. During learning sessions and fun activities, they learn to care for themselves as well as their peers while they learn together.

The mixed-age learning model thus opens up new doors of perspective and helps children see each other as individuals than contenders.

➤ **Introduces New Ways to Develop and Grow** - Children found in same-age learning environments tend to possess qualities on a similar scale, leaving little room for creative problem-solving. In a mixed-age room environment, each child is presented with ample opportunities to strengthen their weaknesses and develop solutions as they observe, interact, and grow. For instance, older children can teach their juniors the value of patience and empathy while younger children can ask seniors for assistance if they get stuck in between. By mixing together, children can also cultivate their bilingual skills and learn new languages along with their peers from different backgrounds. Such a dynamic setting inculcates valuable life skills along with academic knowledge.

➤ **Grows confidence in Children** - Our teachers are trained to meet the diverse and varying learning styles of our students. Teachers use direct instruction with individuals, small flexible groups or the whole class to develop necessary skills and concepts, and to promote learning among peers. Our team has developed an integrated curriculum approach, which allows separate curriculum areas to be integrated in a meaningful way and develops student choice and ownership through activities that are tailored to their interests.





## Daily Timetable:

- 6:30 - 8:30 Arrival, breakfast, toilet routine, free indoor/outdoor play
- 8:30 - 9:00 Circle time/ Language ring
- 9:00 - 10:00 Fine Motor, math, literacy, perceptual activities and art activity
- 10:00 - 11:00 Outdoor free play, snack, toilet routine
- 11:00 - 12:00 Second language ring and music/ gross motor/life skills/messy play/ science/ technology
- 12:00 - 12:30 Story and lunch
- 12:30 - 14:30 Home time for half day, nap time for full day
- 14:30 - 17:30 Aftercare and snack

## School Hours:

Monday - Friday 6:30am - 17:30pm excluding public holidays. 7:00am-17:30 during school holidays. Please note that school starts at 8:30am, so please aim to have your child here before then.

- 06:30am - 12:30pm Half Day
- 06:30am - 17:30pm Full Day

## 2, 3, 4 or 5 Day Week

The 2, 3 or 4 day option will be offered to children in the 1 – 4 year age group. When your child reaches the 4-5 year age group (00) they will be expected to attend school on a 5 day week. At the Grade 00 level we are already starting to work towards school readiness and therefore perceptual activities and assessments play a larger role in the classroom. Being at school 3 days a week does not allow for teachers to do sufficient activities and assessments.

**If choosing the 3 day week option, when starting school for the first time your child will need to attend school for a full 5 days for the first two weeks so as to settle them into school properly.**

## Communication:

Each class has their own WhatsApp group - this is our main form of communication with parents. We also send photos often of what the children are up to, to keep you up to date. Please note that the group is for us to communicate with parents so please could we kindly ask that should you have any questions or concerns that you address these privately with the teacher and not on the group.

We have an open-door policy, so please feel free to reach out to us with any concerns or questions. Should you need to discuss something in depth, you are please asked to set up a meeting with the relevant teacher or Laura if need be. Any concerns, incidents, injuries or observations will be discussed personally with you and we kindly ask that you notify us of the same.

## Progress Reports:

The children will be assessed and observed throughout the year and parents will receive bi-annual progress reports. Parent teacher talks will be done at half year. Should there be any concerns we will set up a meeting immediately. Oral feedback is also given throughout the year to parents. If there is anything you would like to discuss, or any concerns you have please don't hesitate to contact me or your class teacher to set up a meeting.







## Religion:

At Happy Hearts Playschool, we are a non-denominational school, welcoming children of all cultures, races, and religions. While our foundation rests on Christian-based values, morals, and ethics, we do not engage in any religious teachings or impose any belief system on our learners. Instead, we emphasize universal values like kindness, patience, love, and self-control, creating a nurturing environment for all.

We celebrate holidays such as Easter, Christmas, and birthdays in a non-religious way, focusing on the joy of togetherness and community. We also introduce our learners to various cultural and religious traditions to promote respect and understanding for different backgrounds.

If you would prefer your child not to participate in certain celebrations, please feel free to inform their class teacher. We are always willing to accommodate your family's beliefs wherever possible, though some limitations may apply.

## Birthdays:

Birthdays are special at Happy Hearts, and you're welcome to join us in celebrating your child's big day! You may bring or send up to two treats, such as cake, cupcakes, fruit, or chips for your child's celebration. To help us plan, please arrange this with your class teacher in advance.



## Special Events, Activities and Extra Murals:

We plan and arrange various events such as Valentine's Day, Mother's Day, Book day etc, throughout the year for the children to partake in. In addition to our curriculum the children also partake in baking, gardening, messy/sensory play, music, science and sport weekly. Various outings and shows are also arranged throughout the year.

We do offer extra murals through outside companies; these are at an extra cost and change yearly. Please enquire for more information regarding these.

## Mr Baker:

Mr Baker takes place every Friday for children aged 12 months and older, each child will get a turn to bake something at home, bring it to school and 'sell' it to their friends. The funds collected from this go towards replacing and purchasing educational equipment and new toys.

Please use this opportunity to make something with your child instead of purchasing store bought items. Please also note that we would prefer that you don't make cupcakes as we receive a lot of these for birthdays. The date of when it's your child's turn as well as any allergies and dietary requirements will be communicated with you.







## **Food:**

Breakfast: We serve breakfast between 07h30 and 08h00. A variety of healthy porridges and cereals are served. Children arriving after 08h15 will not be given breakfast.

Snack: Morning snack is given at 10h00 daily, supplied by you. Please pack a morning snack for your child. No sweets, chips or fizzy cold drinks are allowed and will be sent home. Items such as a yoghurt, a sandwich or fruit are preferred.

Lunch: Lunch is served between 12h00 - 12h30. The menu changes weekly and is sent on the WhatsApp group. Babies are given fresh, steamed vegetables and we introduce new textures and tastes when they are ready. All food is prepared fresh daily and we incorporate a protein, carbohydrate (low GI if possible) and vegetables in each meal.

Snack: All children have a snack at 15:30 daily, provided by us. This consists of seasonal fruit and healthy grains. Babies are given fruit puree with full cream yoghurt.

Water: We will provide extra water in the water bottle that you send should the water that you sent be finished. Children have access to their water bottles throughout the day. We have a water purifier system installed.

Allergies and dietary requirements will be catered for, however T&C's apply.



## Health, Safety and Security Policy:

- ▶▶ Our classrooms are cleaned daily with non-toxic disinfectant.
- ▶▶ Toys are sterilised once a week.
- ▶▶ Outdoor equipment is checked daily to ensure safety.
- ▶▶ Food is prepped hygienically
- ▶▶ Bed linen is washed once a week.
- ▶▶ No medication will be administered to your child without your consent or knowledge.
- ▶▶ Nappies are changed using gloves.
- ▶▶ Sick children are not permitted to attend school and we reserve the right to send a child home if she or he becomes ill.
- ▶▶ In case of a medical emergency the school reserves the right to obtain medical assistance from any medical doctor or personnel available, and the resultant cost will be the responsibility of the parent/legal guardian of the child. We will however make contact with you before any of the above steps are followed. If we cannot reach you or next of kin, we will follow the above protocol.
- ▶▶ No child will be allowed to leave the premises with an unknown person without written consent from you.
- ▶▶ We have CCTV cameras that allow you to log on at any time and view the complete school.
- ▶▶ We are also linked to EC armed response and we have panic buttons that are linked to them.

**Please note that there is R100 per child and per 15 minute late collection fee as well as a R50 spot fine for every time you leave the side gate open.**



## Sickness at school:

If a child complains of illness at school, or a staff member notices signs of illness, the parents will be contacted and if necessary, required to collect their child from the school.

A child should not be sent to school in the following circumstances:

- If a child is running a high temperature during the night before
- If a child has been vomiting or had diarrhoea during the night before
- If the child's nose is thick with mucous and / or has a cough with lots of phlegm
- If the child has nits or lice.
- If a child is on antibiotics.
- If a child is showing any symptoms of chicken pox or measles.

If your child shows any signs of illness but your Doctor has indicated it is merely allergies and not contagious, a medical certificate needs to please be given to the class teacher indicating that your child is fit for school and not contagious. It is in the interest of the other children at school as well as the staff that no sick child is permitted to school.





## **Potty Training:**

Potting training is only started when you and the teacher feel your child is ready and we will work together with you as the parent to achieve this. Most children potty train between the age of 2-3 however each child is unique and some may potty train earlier or later. Please note that we do not make use of any form of punishment when a child has a potty training accident as this can cause trauma to the child and hamper the process and their development. We highly suggest that you don't implement any punishment at home for potty training accidents either.

## **Discipline:**

Discipline is an important part of a child's development. Safe and firm boundaries make a child feel secure. At Happy Hearts we prefer to use discipline methods that will encourage intrinsic discipline and motivation. Children act out when they are experiencing a problem and it is our job as teachers/adults/ parents to help them navigate and solve the problem rather than punish or shame them. We do not make use of a naughty corner, time out, or reward charts as although these methods can encourage good behaviour they do not solve the problem that the child is experiencing, and it only encourages the child to do something in return for something. Should your child be acting out at school or behaving in a way that we feel might be cause for concern, we will discuss in detail with you what could be the problem and also how to resolve this.



## Hitting and Biting Policy:

As a parent myself I know how distressing it is when your child is bitten or hit. Unfortunately, this type of behaviour is very common for children aged between 1-3 years old. I have done quite a bit of research on this subject and found the following information to be quite helpful in understanding and dealing with this behaviour:

Biting at any nursery school is a difficult situation, and different parents have different views on biting. Literature suggests that biting is a natural developmental stage that many children go through. Once a child turns 3 years old, biting may indicate other behaviour problems, especially if the biting incidents are frequent. Because of the developmental nature of most biting, experts stress that biting is not something to blame on a child, parent or teachers.

### **Infants:**

For infants, developmental theorists suggest biting is probably a form of exploration, infants use their mouth to explore because it is one of the most developed parts of their bodies. Infants lack self-control and some babies may bite because there is something to bite, others bite when they are excited or over stimulated.

### **Toddlers:**

Theorists believe that like infants biting, toddlers between 12-36 months is a form of communication i.e. to communicate frustration or anger. Toddlers seldom plan ahead but rather see and act on what they are experiencing at the moment. Toddlers do not always have the language necessary to control a situation, or their attempt at communication is not respected or understood. Biting or hitting then becomes a powerful way to communicate with others and control the environment. Many toddlers display extreme ranges of emotions both happy and sad and they lack labels for communicating these emotions.

Occasionally biting occurs after the age of 3 for some of the same reasons as it does for infants and toddlers; to get control of a situation, for attention, as a self-defence or out of extreme frustration and anger. Frequent biting after the age of 3 may however also indicates other behaviour problems which may need to be further addressed.

The following biting and hitting policy has been put into place to help and address the concerns you may have. The following procedure will be taken:

- Staff will stay calm and not overreact.
- The bitten/hit child will be comforted.
- The biter/hitter will be removed from the situation and spoken to.
- The wound will be cleaned, and Arnica bruise ointment will be applied.
- The parents of both children will be informed.
- An incident report will be filled out.
- If this is a recurrent situation the child will be shadowed by their teacher and the observations monitored to see why biting/hitting is occurring.
- If we have a child that is biting or hitting on a regular basis, we will put a behavioural management program in place with the full involvement of the parents.
- If the situation remains unresolved, I reserve the right to request a behaviour evaluation from a child psychologist.

Our staff try and intervene when possible as to stop biting or hitting but this isn't always possible. Teachers will discuss with both children afterwards why we don't hit or bite and try to find out why they did and help them identify the emotion they were feeling at the time and what they could rather do instead when they feel upset.

We hope this helps parents in dealing with these difficult situations. Please feel free to discuss any of the above with me.





## Items provided by you daily, where applicable:

- ▶ School bag
- ▶ Warm and cool change of clothing
- ▶ Blanket
- ▶ Nappies
- ▶ Wet wipes / face cloth to wipe your child's face
- ▶ Bum cream
- ▶ Snacks and a water bottle
- ▶ Breastmilk / formula (if applicable)
- ▶ Security item / dummy (if applicable)
- ▶ Plastic bag for dirty / soiled items
- ▶ Sun hat
- ▶ Wet wipes for nappy changing

**Please ensure all belongings are labelled.**

## Contact Details:

The school can be contacted via e-mail or telephonically.

email : [info@happyheartschool.co.za](mailto:info@happyheartschool.co.za)

cell : Laura - 087 657 5759

In the event of any emergencies we recommend that you contact us on the above number, or alternatively you may contact your child's class teacher on their cell phone (you will be added to a class WhatsApp group at the start of the year).







If you need to contact a teacher during the morning you are encouraged to send an SMS / WhatsApp to your child's teacher or Laura directly.

Please note that all information provided by yourself to our school pertaining to your child as well as your particulars, contact details, address etc. will be regarded as confidential and treated as such by the school and its teachers.

We will therefore not be in a position to provide any contact details of fellow parents to anyone without their consent.

### **Notice:**

We understand that circumstances sometimes change, and if you find it necessary to end your time with us, we kindly ask that you provide one month's written notice. This allows us time to prepare and make arrangements for your child's transition. If notice isn't provided, please understand that the month's fees will still be due, as this helps us maintain stability for our teachers and students alike.

As a school, we also commit to providing one month's notice should we need to end the contract for any reason, ensuring there's time for planning on both sides. Additionally, please note that notice cannot be given for the month of December. Thank you for helping us keep our Happy Hearts family connected and consistent for every child in our care.



## Enrolment process:

Before the school can confirm enrolment of your child we require your child to attend a 3 day trial period which is free of charge, once the trial days are completed the class teacher and principal will meet with you or chat with you via email to provide feedback about your child and whether the school is a good fit for them. We also encourage you to be completely open and honest with us regarding your child, during this discussion. You can then make a decision regarding enrolment after this feedback session.

Should you be interested in enrolling your child at Happy Hearts Playschool, please find an enrolment form as well as indemnity form attached. Kindly fill these in and return them to me with copies of both parent's IDs and a copy of the child's medical aid card. Please also ensure that each page of this info pack (including the information section) is initialed. I look forward to welcoming your little one to our school and am confident they will learn and grow while being loved and cared for by our wonderful staff.

Kind regards,  
Laura Gollub



# School Fees 2025

Tuition Fees				
	Payment Options			
	Annual Fees	Monthly (x12)	Quarterly (x4)	Annually (x1)
<b>3 Days a week</b> (half day)	R28 800	R2 400	R7 200	R27 200
<b>3 Days a week</b> (full day)	R32 400	R2 700	R8 100	R30 800
<b>5 Days a week</b> (half day)	R40 200	R3 350	R10 050	R38 200
<b>5 Days a week</b> (full day)	R43 800	R3 650	R10 950	R41 800
<b>Adhoc care per day</b> (half day)	R135			
<b>Adhoc care per day</b> (full day)	R170			
<b>Once off registration fee</b>	R1 200			
<b>Yearly re-registration fee</b>	R650			

Payments T's & C's		
Monthly Payments	Quarterly Payments	Annual Payments
12 equal payments from January to December to be paid no later than the 1st of each month	4 payments, each paid at the beginning of each quarter	One payment due by the 1st of January
<ul style="list-style-type: none"> <li>We follow 4 terms, however, we do run a holiday club during the holidays, this is free of charge for all children enrolled at Happy Hearts.</li> <li>Fees are payable over 12 months and are due by the 1st of every month.</li> <li>Please note that we reserve the right to suspend services immediately should payment not be received timeously.</li> <li>Discounts are applicable for siblings.</li> <li>School fees are subject to an annual increase.</li> <li>Payments can be made in cash or via EFT. Bank deposits are not accepted.</li> <li>Please note that no refunds or discounts can be given due to absenteeism.</li> <li>Please note that a R5 for Mr Baker on a Friday will be billed to the school fee account monthly @ R5 per Friday.</li> <li>Extra murals are charged separately and must be paid to the relevant organisation directly</li> </ul>		



# School Calendar 2025

## Term One

**13 January - 20 March**

Holiday Care : 24 March - 4 April

No school on 21 March, due to public holidays

## Term Two

**7 April - 20 June**

Holiday Care : 23 June - 11 July

No school on 18, 21, 28 April, 1, 2 May and 16 June  
due to public holidays

## Term Three

**14 July - 26 September**

Holiday Care : 25 September - 4 October

No school on 24 September, due to public  
holidays

## Term Four

**13 October - 12 December**

Please note that there is no holiday care over  
December and January



# Happy Hearts Playschool Enrolment Form

## Details of child

Surname : \_\_\_\_\_ First name/s : \_\_\_\_\_

Date of birth : \_\_\_\_\_ Home language/s : \_\_\_\_\_

Allergies / Medical conditions : \_\_\_\_\_

Medication : \_\_\_\_\_

Family doctor : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Medical aid : \_\_\_\_\_ Membership No. : \_\_\_\_\_

Main member : \_\_\_\_\_

Home address : \_\_\_\_\_

\_\_\_\_\_

## Details of parents :

Home address : \_\_\_\_\_

\_\_\_\_\_

Postal address : \_\_\_\_\_

\_\_\_\_\_

Mother's name and surname : \_\_\_\_\_

ID number : \_\_\_\_\_

Home Tel. : \_\_\_\_\_ Work Tel. : \_\_\_\_\_

Cellphone : \_\_\_\_\_ Email : \_\_\_\_\_

Occupation : \_\_\_\_\_

Employer : \_\_\_\_\_

Word address : \_\_\_\_\_

\_\_\_\_\_



Father's name and surname : \_\_\_\_\_

ID number : \_\_\_\_\_

Home Tel. : \_\_\_\_\_ Work Tel. : \_\_\_\_\_

Cellphone : \_\_\_\_\_ Email : \_\_\_\_\_

Occupation : \_\_\_\_\_

Employer : \_\_\_\_\_

Work address : \_\_\_\_\_

\_\_\_\_\_

### **Next of KIN (Not the child's parents) :**

Name : \_\_\_\_\_ Contact : \_\_\_\_\_

Name : \_\_\_\_\_ Contact : \_\_\_\_\_

Who will fetch the child from school : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Relation to child : \_\_\_\_\_

Do you give your consent for photos containing your child to be uploaded to our Facebook and Instagram page and Website?  yes  no

Do you give your consent for your child to participate in free DEMO lessons offered by external extra mural programs?  yes  no

These demo lessons, allow all learners to try various activities to see if they're interested in joining. By giving your consent, you allow your child to participate in these demos. After the lesson, your class teacher will reach out to let you know how your child enjoyed the experience. From there, you can contact the extra-mural provider directly if you'd like to sign your child up for regular sessions.

# Happy Hearts Playschool

## Terms & Conditions

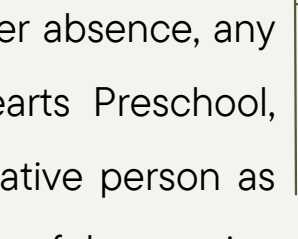
### Indemnity Form

I / We \_\_\_\_\_  
of \_\_\_\_\_  
the Parent / Guardian of \_\_\_\_\_  
herby accept :

- ▶▶ To abide by the terms and conditions as stated in this document and with which I / we declare myself / ourselves fully acquainted.
- ▶▶ I / we have received a written copy of the terms and conditions.
- ▶▶ To pay the fees timeously, failing which my child will be denied access to Happy Hearts Preschool.
- ▶▶ To give my consent for my child / children to be consulted by a doctor in case of emergency.
- ▶▶ That while the person in charge of taking care of my child / children will do so to the best of their ability, neither they or any other person connected with the Preschool, nor the Preschool itself, will accept any liability for any claims arising from any accident or injury happening to the child whilst in the care of Happy Hearts Preschool, and to waive and abandon any claims which may at any time arise as aforesaid, both in my personal capacity, and in my capacity as parent / guardian of the child, and I expressly indemnify Happy Hearts Preschool and all staff against any claim which may arise.





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- ▶▶ That the supervisor of Happy Hearts Preschool, or in her absence, any other responsible person connected with Happy Hearts Preschool, after all reasonable effort to contact me or the alternative person as stated in the enrolment contract have proved unsuccessful, may give the required and necessary written consent for the child to be subjected to any necessary medical treatment, provided that this will be executed on the advice and under the supervision of a medical doctor. I agree to accept the responsibility for all medical costs as a result thereof.
  - ▶▶ To inform the Preschool of any pertinent information regarding the child.

Happy Hearts Playschool undertakes that all reasonable precautions will be taken to ensure the safety and welfare of my child.

Signed at \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Witness of Parent / Guardian

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Witness of Parent / Guardian