

## 2025 ACCADEMIC YEAR

**Belle Horizon Nursery School**  
**71 Cherry Drive Randpark, Randburg**  
**Johannesburg 2194**  
**Tel: +27 (0)64 018 7322**  
**Email: [info@bellehorizon.co.za](mailto:info@bellehorizon.co.za)**

### PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE

Dear Parents/Guardians

Belle Horizon provides a wonderful environment where every child can learn and grow. We are not only focused on education but also on life skills, good manners, caring for and bonding with each other as well as building confident and empowered children. It is a place where our kids will fall, learn to stand up, dust themselves up and keep moving. There will be lots of crying and laughter, beautiful first memories will be made and lots of dancing and singing will be done.

We would like to welcome you to a place of **HAPPY ACHIEVERS FOR TOMORROW'S GREATNESS**

### FACILITIES

We offer very relaxed classrooms with games, toys, and books for the development of the child.

Our play area is an obstacle course which is good for the development and enhancement of strength and balance of our kids because, it is a full body workout thus making them strong from a very young age and lowering the risk of obesity and diabetes. We also have a sand pit where they can develop social skills, fine motor skills, hand-eye coordination as well as learn about textures. There is also a pirate ship where the kids can role play thus building their creativity and helping with problem solving. We have vegetable and herb gardens where the children will learn to plant, take care of, and identify various vegetables and herbs.

### SECURITY

We have a school entrance gate which can only be accessed by the parents/guardian/teachers as well as a constant security guard at the main entrance

We also have a security company linked to us and patrols around at all times.

## VALUES

Belle Horizon is a pre-school that teaches children good moral principles, respect and accepting people of all cultural and religious groups.

## PARENT INVOLVEMENT

Childhood is such a short time in one's life, although it can be busy, it's a special time of creating first memories. Let's do that together. We would like to encourage you to take part in all the family outings, birthday rings and fun days.

We have an open-door policy so that parents, will feel free to discuss any concerns or ideas with us. We encourage you to communicate with your class teacher.

Each child will be given a message book for communication, letters, certificates, stars etc., this book is to go home every time there is something to be communicated, signed and sent back to school.

## APPOINTMENTS

Please feel free to make an appointment with our principal. You can contact the school and an appointment will be arranged for you at an appropriate time.

## REPORTS AND ASSESSMENTS

During the year we do daily assessments and observation notes are kept on each child. You will receive feedbacks from time to time followed by parent interviews in June. During these interviews we will be able to discuss your child's progress in more detail. You will also receive a December report.

## SCHOOL HOURS

Our hours are from 06h30 - 14h00 (Half Day) and 17h30 (Full Day)

There is a grace period to pick up your children until 14h00, thereafter you will be charged a daily rate for aftercare regardless of the time you collect.

Aftercare hours are from 14h00 - 17h30

**PLEASE NOTE THAT A FINE WILL BE PUT INTO PLACE IF YOU ARRIVE AFTER 17h30.** You will be charged accordingly.

## SNACK TIME AND LUNCH TIME

We will provide 3 meals a day: Breakfast, Lunch and 1 Snack. Please ensure that you park whatever additional snacks or meals for your child you may want them to have - especially for the aftercare kids. Here are some great ideas for you - cheese, biltong, fruit - fresh or dried, cold chicken, provitas, mini wraps, meat balls, sandwiches, yogurt etc. You are welcome to pack juice in a plastic bottle. Water bottles are a must because the kids play a lot, and they need water throughout the day. These bottles are to be taken home each day for cleaning.

## **PLEASE MARK CLOTHES, LUNCHBOXES AND WATER BOTTLES WITH YOUR CHILD'S NAME.**

### **What to pack for Nursery School?**

- Please send a clearly marked school bag for your child.
- A drinking bottle with fresh water
- A jersey
- 3x change of clothes – even if your child is potty trained – we do lots of water and messy play
- A sun hat
- Potty training - 3-4 changes of clothes, wet wipes, nappies, and nappy sacks.
- Lunch boxes for snack.
- A blanket
- A pillow and pillowcase.
- Immunization records and copy of birth certificate
- A box of tissues once a year

### **SCHOOL TERMS AND HOLIDAYS**

We follow the private school terms. The school will be closed on all public holidays. A holiday program will be offered at the price of R200 per child, for both full day and half day. However, the school will be closed for three consecutive weeks during December holidays.

Holiday Club will run through the holidays from 06h00-17h30, except for December. Holiday Club closes on 15 December.

### **SICKNESS AT SCHOOL**

If a child complains of not feeling well or has a temperature parents will be contacted immediately. The parents will then have to fetch the child from school as soon as possible from our quarantine room.

### **MEDICATION POLICY**

**Emergency medication dispensed at school must be kept in the original pharmacy bottle. These medications must be accompanied by a medication permission form which has been signed by the parent/guardian.**

**Medications for students must be brought to the school by a parent or guardian. Medications will be dispensed by the TEACHER or PRINCIPAL or his/her designee only when necessary, in accordance with the school policy and will not be dispensed after regular school hours.**

### **DISCIPLINE PROCEDURE**

At Belle Horizon Pre-School we believe in positive reinforcement and although firm boundaries are put in place within the classroom and playground, we try to teach children that there are always consequences for your actions.

A star chart system is used in the classrooms, once your child 'earns' a certain number of stars they may earn a reward.

***\*Star chart may vary from teacher to teacher.***

We use the time out method where a child is removed from the situation and put on a time out mat/ chair for a short period of time. The teacher and child will chat about the incident and then apologies are given. After a big hug the child will rejoin the activities.

We will inform the parent via the communication book if behavior does not improve

## **IMMUNIZATIONS**

Please make sure that your child's immunizations are all up to date. We need a copy of their immunization cards for your enrollment file.

## **EXTRA-MURALS**

During the year we will have extra-mural idea suggestions and depending on the response we will then add these to our list.

## **BIRTHDAYS**

A time to celebrate!

Please chat to your teacher for a date for the Birthday ring which lasts approximately half an hour. This is such a special time, so you can come and celebrate with your child. You are welcome to bring a cupcake for the children in the class. We understand that it is difficult to invite all the children in your child's class to your child's party, with this in mind please hand invitations to class teacher so that she can discreetly pop them in the relevant child's message book.

## **THEME ORIENTATED ACTIVITIES**

We will have a variety of activities happening around our themes e.g. puppet shows, bird and animal shows etc.

We will inform you of the dates of these exciting events.

## **Notice Period for Termination of Attendance**

As a private school we do require terms notice for the termination of your contract. Kindly take note a cancellation penalty fee will be charged for in this event.

We will be happy to discuss any issues you may have.

## **PLEASE READ CAREFULLY – School / Aftercare / Registration 2025**

Belle Horizon **Pre-School is not an assisted learning or remedial school.**

There is a **R700.00 non-refundable** once off registration/admin fee per child to secure your child's place at Belle Horizon Nursery School.

If your child starts in January, School fees are only paid over 12 months. If fees are paid in full in January this will include a 10% discount on the annual fee.

## **THIS 12-MONTH PAYMENT PLAN INCLUDES THE FOLLOWING:**

1. French Lessons
2. Communication file/book
3. Two educational shows per year
4. Grandparents' tea, show and gifts
5. Mother's Day gifts
7. Father's Day gifts
8. Library bags
9. Festival of lights

## **ADDITIONAL COSTS PER YEAR**

1. Each child will host Bakerman Days where, they will bake any pastry, bring to school, and sell to the other kids for R5 each and the proceeds will be used to make class projects. This is to teach them some entrepreneurial skills.

## **BELLE HORIZON NURSERY SCHOOL FEES 2024**

R2,200 per month – half day until 14h00

R2,500 per month – full day until 17h30

## **OUR BANKING DETAILS:**

**Bank Name:** Capitec Business

**Account Name:** Belle Horizon Pty Ltd

**Account Number:** 1051321492

**Account Type:** Current Account

**Branch Name:** Sandton

**Branch Code:** 450105

**SWIFT Address:** CABLZAJJ

**Entity Registration/ID Number:** 2022/714088/07