

Lesley O'Brien's
**PEEK-A-BOO
PLAYGROUP**

2025

33a 5th Avenue
Parktown North
0827041451
lesleyobr@gmail.com
www.peekabooplaygroup.co.za

WELCOME to PEEK-A-BOO PLAYGROUP!

Where the emphasis is on "play" and "fun" and our passion is all about children

RULES AND REGULATIONS

OPENING DAYS AND TIMES DURING THE YEAR

School starts at 7.30am Monday to Friday and finishes at 12.20 pm (we also have an aftercare which can be used on an ad hoc basis and is open until 1.30pm). Please ensure your child arrives between 7.30am and 8.15am, allowing us "free play" and "settling in time" together. Peek-a-Boo follows the private school terms. Please see 2025 term dates and half-term dates below.

Our term and half term dates **TO BE DIARISED** for 2025 are:

First Term	:	Wed 15 Jan – Fri 04 April
Half term	:	Thu 20 Feb - Tue 25 Feb
Second Term	:	Tue 6 May – Fri 8 Aug
Half term	:	Fri 27 Jun - Mon 07 Jul
Third Term	:	Wed 03 Sep – Wed 03 Dec
Half term	:	Thu 16 Oct - Tue 21 Oct
Public Holidays	:	Fri 21 Mar, Mon 16 Jun, Wed 24 Sep.

Our security guard/maintenance man/gardener, employed from 7.30am Monday to Friday, is armed with a panic button linked into CAP's control room. He will be watching out for the safety of the children, parents and cars. He is there to try and slow the traffic down, not to stop the traffic. There is heavy traffic along 5th Avenue in the mornings so please parents, manoeuvre your children in and out of the car **ON THE PAVEMENT SIDE OF THE ROAD**. Please do not ask our security guard to bring your child to the schoolroom, as his presence in 5th Avenue during drop off and collection times is imperative. Peek-a-Boo staff will man the gates should he be absent.

The gate will be open for drop off from 7.30am and will close at 8.15am sharp. Thereafter the gates will be locked and the driveway alarm set, ensuring the

safety of the children. **Between 8.15am and 12.20pm the gate will not be opened for any late arrivals so please do not ring the bell to be let in after 8.15am and before 12.20pm.** It would be wise therefore to keep appointments for your child to after school hours.

INNOCULATION FORM

We are a registered playgroup and the Health Department require a copy of your child's updated Inoculation Form for us to keep on file.

ENROLLMENT FEE

A non-refundable enrollment fee of R2200.00 is payable on registration/enrollment of a pupil. The pupil is only enrolled once the signed Enrollment and Indemnity Form, the signed Rules and Regulations, the up to date Inoculation Card and the non refundable Enrollment Fee are returned (see banking details in Rules and Regulations).

FEE STRUCTURE AND PENALTY FEE

Fees are due and payable from January to December (inclusive) which makes it a 12 month annual fee payment. Invoices will be emailed on the 25th of each month for the following month. Fees are due and payable monthly in advance by the 1st of each month. Thereafter payment received in our bank account after the 1st of any given month will attract a penalty fee of R300 per month's late payment. If your child attends Peek-a-Boo in November, December fees are automatically due.

Please note that payment of school **fees are due over 12 months** (i.e. January to December inclusive). See payment schedule below.

FOR THE 12.20pm CLOSING TIME:

MONTHLY PAYMENTS FROM JAN TO DEC (inclusive)

5-day attendance R5250 **per month** from Jan-Dec
4-day attendance R4950 **per month** from Jan-Dec
3-day attendance R4650 **per month** from Jan-Dec
2-day attendance R4350 **per month** from Jan-Dec

FOR THE 1.30pm CLOSING TIME:

R80.00 for the hour.

ADDITIONAL DAY

At your request, and if we can accommodate your child for an extra day on the odd occasion, the daily rate is R425 per day.

Should your child be booked in for the 12.20pm closing time and you arrive after 12.45, you will be charged the aftercare rate of R80 per hour. If you collect your child after 1.30pm the fine is R40 per minute!

PAYMENT DETAILS

It would be advisable to set up a stop order with your bank in order to avoid the late payment penalty fee mentioned above.

Banking details are as follows:

ABSA – Hyde Park (branch code 633-205)

L.T. O'Brien

Cheque account no 4053343598

Child's name as reference

NOTICE PERIOD

Please be aware that this signed document is a legally binding contract between yourselves and Peek-a-Boo Playgroup and is in effect up to and including the year your child turns 3 years old. **Should you wish to remove your child from the school, no matter the reason, we require ONE TERM'S NOTICE PERIOD in writing, handed to the Peek-a-Boo Principal or ONE TERM'S PAYMENT made to Peek-a-Boo in lieu of no notice given for your child to leave the school.**

Any legal fees incurred regarding the above, will be for the parents' account.

ILLNESS

If your child is absent, please telephone us between 07h30 and 08h30. If your child has a contagious illness, including a cough or heavy cold, please keep him/her at home. Children with illnesses such as gastric-enteritis, chicken pox or skin infections such as lice or ringworm or any suspicious looking rashes cannot be readmitted to the school without a medical certificate. Please do not send your child to school if you are worried about him/her developing a temperature or relapsing with an illness. **See Illness Policy 2025 attached hereto.**

TOYS

Please only allow your little one to bring a toy that is relevant to the weekly theme. We do, however, encourage the children to bring one of their special books to be read at story time and then the book is placed back in the child's bag after story time.

SNACK

Peek-a-Boo will provide a mid-morning snack for the children. The snack will be healthy sandwiches and seasonal fruit. We would appreciate parents taking turns to provide a healthy Surprise Snack on a Thursday! We will send out a roster where each parent will be nominated a turn every Thursday! Please note that Peek-a-Boo has a 'no nut policy'.

CLOTHING AND BELONGINGS

Please mark the suitcase or backpack with your child's name; a motif stuck on the case helps your child identify his/her own suitcase. Please mark all clothing such as hats, socks, vests, underwear, tracksuit tops, jerseys, shoes, bottles, dummies, etc. with a laundry marker. We are not responsible for clothing or belongings being lost or mislaid, so please make sure they are marked with your child's name.

In the suitcase there should be a spare set of clothes, three disposable nappies, wipes and cream, if not toilet trained. Please send your child to school in play clothes and not party clothes, especially on a Wednesday for messy painting!

CREATIVE ACTIVITIES

We work to simple weekly themes (e.g. colours, shapes, fruit, etc) at the beginning of the year. As the year progresses, the themes become more advanced. We would like the children to participate in the themes as best they can. An item relating to our weekly theme can be brought for 'show and tell' every Wednesday. The 'Theme for the Week' will be posted on our WhatsApp group.

Your child will be bringing home drawings and items pertaining to the weekly theme, that he/she has done himself/herself after they have settled into the term. Please be enthusiastic about them even though they may seem just like squiggles or non-items to you! To your child it is a very big achievement.

As the year progresses, you will see a marked development in your child's work. Please do not expect works of art. There is no value whatsoever in a project that is done almost entirely by the teacher. The projects that we do will be simple ones that will allow the fullest possible participation by the child. Your child will be learning and developing through their play and their interaction with the teachers and their peers.

EXTRA MURAL ACTIVITIES

It needs to be emphasized that there is absolutely no pressure on parents to enroll your child in any of the extra mural activities. Extra mural activities, which we offer during school hours, are kiddies Yoga (excellent for coping skills and calming techniques) and Playball (an introduction to all sports). Yoga will be on a Monday morning and Playball on a Thursday morning. Parents are most welcome to watch these activities. The extra murals will start in February once the children have settled. More information about the extra mural activities will be sent out by the vendors when school starts.

OUR TWO GROUPS OF CHILDREN

Please do not rush your child/ren to nursery school until ready in age. The correct age for the child to attend nursery school is the year the child turns 4

years. By moving your child after one year in the 'littlie' group at Peek-a-Boo to a nursery school, the child again becomes the 'baby' at the nursery school. There is huge merit and indeed an important part of a child's development to feel a sense of importance and self-worth by becoming a 'biggie'. They are given turns to be 'class leader', given small responsibilities and perform little duties, tasks and errands with great pride.

'biggie' group

These children turn 3 the year they are with us. In the class room of these children there is structure even to our 'free play'. The children are supervised and are encouraged to perform a mind stimulating activity of their choice as they arrive in the morning. We work on their cutting skills, their auditory memory, concentration, pencil control, fine motor coordination, gross motor coordination, speech, socializing skills and many other necessary skills so that they have the confidence and self-esteem to enter the structured nursery school system. So yes, we do prepare these little ones properly for the nursery school system and the feedback we receive from nursery schools is that they love teaching Peek-a-Boo children as they are independent, confident and very 'ready' for the extra challenges of nursery school.

'littlie group

These children turn 2 the year they join Peek-a-Boo. The 'littlie' group involves a lot of teaching of socializing skills through encouragement, nurturing, praise and fun. Helping the little ones to conquer separation anxiety and to feel secure is an important challenge for the teachers. Sharing, caring and kindness is our motto! Encouraging concentration begins!

From the start we at Peek-a-Boo target the child's emotional intelligence (EQ). Our belief is that if their EQ is in place and stable, the cognitive side of the child's development becomes a natural process for the child to grasp.

The equipment in each schoolroom is age appropriate but some of it can be challenging for the child – again targeting the child's self-esteem and confidence level. We teach the children to achieve for themselves, not for the teachers or their friends. We work with a lot of positive praise (when due).

So please allow your child the extra year with us, after which they will leave with a good self-image, a sense of self-importance, confidence, a good feeling in their subconscious about the word 'school' and generally at an age and stage where they will be ready and confident to tackle (both physically, emotionally and mentally) the more formal nursery school scenario.

Parents, although we consider our learning structure at Peek-a-Boo to be semi-formal, PLEASE remember THE IMPORTANCE OF LEARNING THROUGH PLAY. Do not rush your little one through milestones of learning for which they

are not ready. Each 'stage' of a child's development is important that it be explored thoroughly and not rushed through.

REPORTS

Reports will be given for the children leaving the older group for nursery school. Only if your child has been with us for a minimum period of 4 months and has attended playgroup on a regular basis, will you receive an end of year report on your child's progress and development.

SCHOOL MORNINGS AND TIMES

Please keep the mornings before school relaxed for your child. If you are tense or rushing or worried about leaving him/her, your child will react accordingly. Always say goodbye to your child and reassure him/her with the remark that you will be back for him/her later, and then leave. Do not prolong the departure. Please trust us enough to know that we will not allow your child to become unduly distressed and will phone you should there be a problem or your child has not settled for the morning.

BIRTHDAY RINGS

All children enjoy celebrating their birthdays at school. It is usual for a child celebrating a birthday to book a date for his/her party at school and to supply cup cakes for their classmates to participate). Parents and/or relatives and/or friends are most welcome to join the birthday ring, which is held on either a Tuesday or a Friday at 12 o'clock. If you would like a birthday ring for your child, please book the party day with Teacher Dom.

GENERAL

For the safety of the children please park on the Peek-a-Boo side of the pavement when dropping off and collecting – do not drive up the driveway. A child must not arrive or leave without adult supervision and we must be notified of any other person collecting your child.

Should any parent have any questions or feel the need to discuss a problem concerning your child, we would like to help wherever possible. (For example we need to know if dad is away or your child has not eaten breakfast, or the family pet is ill or any other incident which may unsettle your child).

We would also appreciate any school "problems" be discussed with myself directly. Any rumours will be dealt with immediately as invariably they boomerang back to us at Peek-a-Boo. We like to keep the atmosphere at Peek-a-Boo informal and relaxed with an 'open door' policy, but take very seriously any concerns regarding your child.

We look forward to teaching and stimulating your child's physical, emotional and

social development through fun and play.

Enjoy your morning and relax with the knowledge that your child is happy and very well cared for. Should you need to contact Peek-a-Boo please call me anytime on 0827041451 (Lesley) or Teacher Dom, during school hours only, on 0824966869.

We look forward to another wonderful year at Peek-a-Boo and welcome and embrace all our parents and children in 2025.

Our fun filled Xmas party will be on Wednesday 03 December for all to attend.

Best regards
Lesley O'Brien

PARENTS NAME	PARENTS SIGNATURE	DATE
_____	_____	_____

PARENTS NAME	PARENTS SIGNATURE	DATE
_____	_____	_____

PLEASE DO NOT SIGN THE ENROLLMENT AND INDEMNITY FORM UNLESS YOU ARE FULLY ACQUAINTED AND AGREE WITH THE RULES AND REGULATIONS, **(AND IN PARTICULAR THE CLAUSE REGARDING NOTICE PERIOD)**, AND THE ILLNESS POLICY OF PEEK-A-BOO 2025.

EACH PAGE OF EVERY DOCUMENT MUST BE INITIALLED BY THE SIGNING PARTIES

N.B. THIS PAGE NEEDS TO BE RETURNED TO PEEK-A-B00 FOR OUR RECORDS

PRINTED NAME OF PARENT

DATE and SIGNATURE

I, PARENT OF
..... DO HEREBY AGREE AND AM FULLY
ACQUAINTED WITH THE 2025
RULES AND REGULATIONS.

DOCUMENTS GIVEN TO PEEK-A-BOO TOGETHER WITH THE ABOVE:

- Signed Enrollment and Indemnity Form
- Signed Rules and Regulations
- Proof of payment of Enrollment Fee
- Up to date Inoculation Form

PLEASE SIGN AND RETURN THIS FORM REGARDING YOUR CHILD BEING PHOTOGRAPHED DURING THE MORNING. ANY PHOTOGRAPHS TAKEN WILL BE PLACED ON THE PEEK-A-BOO WHATSAPP GROUP AND/OR ON THE WHATSAPP OF THE CHILDS' PARENT

I parent of
.....

WILL/WILL NOT allow my child to be photographed at Peek-a-Boo for the duration of his/her stay at the playgroup.

.....

PARENTS SIGNATURE

.....20....

DATE