

PEEK-A-BOO PLAYGROUP

2026

North

0827041451

33a 5th Avenue
Parktown

lesleyobr@gmail.com
www.peekabooplaygroup.co.za

WELCOME to PEEK-A-BOO PLAYGROUP!

Exclusively for 2 and 3 year old children

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

Peek-a-Boo starts at 7.30am and finishes at 12.20pm, Monday to Friday.

The gates therefore open at 7.30am for drop off and are locked at 8.20am. The driveway alarm is then set for the morning. Please do not drop children after 8.20am! Not only is this very disruptive, it is a security risk to everyone at the school.

Should you need to fetch your child during school hours, please let us know the arrangement the day before.

The gates re-open at 12.20 for collection and we ask that you please fetch your little ones by 12.40 latest.

To reiterate, please ensure your child arrives between 7.30am and 8.20am, allowing us "free play" and "settling in time" together during this drop off period. The gates will be locked at 8.20am and the driveway alarm set, allowing for the safety of everyone at the school.

Peek-a-Boo is guided by the private school terms. Please see our 2026 term dates and half-term dates below.

Our term and half term dates to be diarised for 2026 are:

| TERMS | HALF TERMS |
|----------------------------------|---|
| TERM 1 : Wed 14 Jan - Fri 10 Apr | TERM 1 : Thu 19 Feb - Tue 24 Feb |
| TERM 2 : Wed 06 May - Fri 07 Aug | TERM 2 : Fri 26 Jun - Mon 06 Jul |
| TERM 3 : Wed 09 Sep - Fri 04 Dec | TERM 3 : Thu 22 Oct - Tue 27 Oct |

Public Holidays : Mon 15 Jun, Tue 16 Jun (Youth Day)
Thu 24 Sep (Heritage Day), Fri 25 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, if possible.

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.

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 R2600.00 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 Innoculation Card and the non refundable Enrollment Fee are returned.

FEE STRUCTURE AND PENALTY FEE

Peek-a-Boo offers both an 11 and a 12 month fee structure to suit your needs. See table below:

**11 month fee payment JAN to NOV (incl)
(incl)** **12 month fee payment JAN to DEC**

| | |
|--|--|
| 5 day attendance monthly payment R5,727.00 | 5 day attendance monthly payment R5,250.00 |
| 4 day attendance monthly payment R5,400.00 | 4 day attendance monthly payment R4,950.00 |
| 3 day attendance monthly payment R5,072.00 | 3 day attendance monthly payment R4,650.00 |
| 2 day attendance monthly payment R4,746.00 | 2 day attendance monthly payment R4,350.00 |

Any financial queries or concerns should please be directed to our Financial Officer, Jason O'Brien, at pabplaygroup@gmail.com

Please note fees remain unchanged from 2025.

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 late penalty fee of R300 per month's late payment. If your child attends Peek-a-Boo in November, December fees are automatically due.

ADDITIONAL DAY

At your request, and if we can accommodate your child for an extra day on the odd occasion, the daily rate is R425.00 per day.

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, alternately, ONE TERM'S FEES PAID to Peek-a-Boo in lieu of no terms notice period handed to Peek-a-Boo in writing for your child to leave the school.

You will be liable for any legal fees incurred in collecting outstanding school fees on the scale as between attorney and client, including all further costs associated with collecting such fees, including collection commission.

ILLNESS

If your child is absent, please telephone or message 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 2026 attached hereto.

TOYS

Unless it is "show and tell" on a Wednesday, we would prefer that children do not bring their toys from home as we cannot guarantee the state in which they will return!

Please only allow your little one to bring a toy that is relevant to the weekly theme on a Wednesday.

We do, however, encourage the children to bring one of their special books, any day, to be read at story time, after which the book is placed back in the child's bag to be taken back home.

SNACK

Please provide a small, healthy, mid-morning snack for your child which is eaten at 10 o'clock. No chips, sweets or nuts in the snack boxes please parents!

We would appreciate parents taking turns to provide a healthy Surprise Snack on a Thursday for the whole school (please call in at about 8.30am on the day and we can tell you how many kiddies are at school that day, no more than 30)!

We would love the Thursday parent to join us for snack that particular Thursday, if possible. It is a very exciting occasion for your little one if you are able to join us when it is your Surprise a Snack Day!

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. 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! The teachers will also let you know, via our parents WhatsApp group, any other days the kiddies will be painting or doing messy play.

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 ACTIVITY

It needs to be emphasized that there is absolutely no pressure on parents to enroll your child in the extra mural activity. The extra mural activities which we offer during school hours are Playball (an introduction to all sports) and kiddies Yoga (which is fabulous for learning how to cope through breathing etc). Playball is on a Thursday morning and is offered to children who have turned 2 years of age and Brie will assess the younger children should you wish your littlie to join. Parents are most welcome to watch these activities. These extra murals will start in February once the children have settled. More information about the extra murals 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'. As a 'biggie', they are given turns to be 'class leader', they are 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.

We aim to create a happy and fun association with the word 'school' in their early minds.

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 and teaching aids in each schoolroom are age appropriate but some of them 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 to complete our 2 year preparation programme, 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 semiformal, 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 2026.

Our fun filled Xmas party will be on Friday 4 December for all to attend.

Best regards
Lesley O'Brien

Our grounds are available for birthday party hiring on a Friday afternoon and a Saturday morning. You can speak to Lesley or Dom for more info.

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 2026 (**AND IN PARTICULAR THE CLAUSE REGARDING NOTICE PERIOD**), AND THE ILLNESS POLICY OF PEEK-A-BOO 2026.

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

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

PRINTED NAME OF PARENT

DATE and SIGNATURE

I, PARENT OF

.....
DO HEREBY AGREE AND AM FULLY ACQUAINTED WITH THE 2026 RULES AND REGULATIONS.

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

1. Signed Enrollment and Indemnity Form
2. Signed Rules and Regulations
3. Proof of payment of Enrollment Fee
4. 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.

..... 20.....

PARENTS SIGNATURE

DATE