



INFORMATION PACK 2026

THINGS YOU NEED TO KNOW

Landline 010 446 7032

Cell & Whatsapp 067 065 5739

www.citykidspreschool.co.za

admin@citykidspreschool.co.za

accounts@citykidspreschool.co.za

City Life Centre, 2 Capricorn Road, Lonehill.

Info Pack - Form 2

1. AGE GROUP ALLOCATIONS FOR THE 2026 YEAR

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 2025/2026	Born in 2024	Born in 2023	Born in 2022	Born in 2021	Born in 2020

2. REGISTRATION AND RE-REGISTRATION FEES:

- Registration Fee:** A non-refundable fee of **R2000** per child, or **R3000** per family (when enrolling more than one child), is payable when booking a place.
- Re-registration Fee:** A non-refundable annual fee of **R350** per child is payable each year when your child returns to CKP. This will be invoiced in November.

1. SCHOOL FEES

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

Babies – Bouncing Bunnies				
Babies (paid over 12 months)	07:00 – 17:00	R 5600 p/m	Jan-Dec	
Babies (paid over 11 months)	07:00 – 17:00	R 6100 p/m	Jan-Nov	
1-5 Year Olds - Little Lambs – Eager Beavers				
Half Day (paid over 12 months)	07:00 – 14:00	R 4450 p/m	Jan-Dec	
Half Day (paid over 11 months)	07:00 – 14:00	R 4850 p/m	Jan-Nov	
Aftercare	Ad hoc	R160 per/day	14:00 – 17:30	
Full Day (paid over 12 months)	07:00 – 17:30	R 5600 p/m	Jan-Dec	
Full Day (paid over 11 months)	07:00 – 17:30	R 6100 p/m	Jan-Nov	
Grade R – Wise Owls				
Gr. R – Half day (paid over 11 months)	07:00 – 13:00	R 4850 p/m	Jan-Nov	
Gr. R – Full day (paid over 11 months)	07:00 – 17:30	R 6100 p/m	Jan-Nov	

Stationery + Supplies				
1-3s - Stationery + Craft Supplies	1-2's + 2-3's	R 980	Annual	
3-4s - Stationery + Craft Supplies	3-4's	R 1200	Annual	
4-5s - Stationery + Worksheets	4-5's	R 1200 + R 650	Annual	
Gr R - Stationery + Curriculum	Gr R.	R 1200 + R1700	Annual	

Merchandise				
CKP Shirt	1-2's - 4-5's	R140	Compulsory	
CKP Backpack	1-2's - Gr. R's	R380	Compulsory	
CKP Cap	1-2's - Gr. R's	R130	Optional	
Grade R - Shirt	Gr. R	R205	Compulsory	
Grade R - Hoodie	Gr. R	R540	Compulsory	

Other fees				
Coding & Robotics Intramural	4-5's + Gr. R	R215 p/m	Compulsory	
Termly Toiletries – (Babies + 1-2s)	5 Wet wipe packs + 2 Tissue boxes (wipes used for nappy changes are separate, sent as needed)			
Termly Toiletries – (2-3s - Gr. R)	5 Wet wipe packs + 1 Tissue boxes + 8 Toilet Paper Rolls			
Holiday Program Activities – Optional	April + August + December (R700 per/term)			
Concert	October/November			

Discounts				
Annual Fees paid in full before (10 th of Jan)		5%		
1 st Sibling Discount (Bunnies)		5%		
1 st Sibling Discount (Lambs-Owls)		10%		
2 nd Sibling Discount (Lambs-Owls)		15%		

Payments & Invoices

- School fees are payable in advance via EFT or Debit Order by the 1st of each month.
- Invoices are sent by the 24th of each month. If you haven't received yours by the 28th, please let us know.
- Families joining after January on the 11-month plan will have their fees adjusted accordingly.
- First invoices (registration, stationery, etc.) must be paid via EFT. From the second month, fees can be paid by Debit Order or EFT.
- Fees are reviewed yearly and may increase by up to 10%, effective from the next invoice.

Additional Charges

- Stationery is for classroom use and is non-refundable if you withdraw during the year.
- Toiletries not sent on the due dates will be billed after one week.
- Please avoid cash deposits into CKP's account. This incurs a 5% bank fee.
- Incorrect payments into the CKP account will carry a R50 refund fee.

Late Payments

- Payments after the 1st attract a 5% late fee.
- Fees unpaid by the 9th will result in suspension until payment is received.

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Refunds & Non-Refundables

- No refunds for missed days (holiday or sickness).
- No refunds on December fees, Grade R books (if leaving early), or fees spread over 11 months if you withdraw before year-end.
- The 12th month's fees are non-refundable and cannot be used as a notice month.

BANKING DETAILS	
Account Name:	City Kids Preschool
Bank:	Standard Bank
Account Number:	063040409
Branch Code:	051001
Reference:	Unique family code – <i>see invoice</i>

2. OPERATING HOURS

- Morning Drop-Off: 07:00 – 08:30 (latest)
 - Breakfast: Served until 08:00
- Half-Day Collection:
 - Grade R: 13:00
 - Ages 1–5: 13:30 – 14:00
- Aftercare Collection:
 - Bunnies (Babies): 17:00
 - 1s-Gr R: Latest 17:30
- Aftercare - is available at a cost of **R160** per day for our Half Day children. The aftercare charge will be added to the following month's invoice. Children who are booked into aftercare may stay up until **17:30** at the parent's discretion.
- Half day - children that are not collected by **14:00**, will be booked into Aftercare and charged in accordance.
- Late collection - 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.

3. Calander

2026 CALENDAR					
12 Jan	Mon	Term 1 – Starts	3 Jul	Fri	Staff Training Day – School closed
19-23 Jan	Mon-Fri	Extramural Demo week	18 Jul	Fri	Nelson Mandela Day celebration
13 Feb	Fri	Valentines Day in the Café	24 Jul	Fri	Special Persons Day event in the Café
25 Feb	Wed	Parent orientation evening - 1's-Gr R	7 Aug	Fri	Term 2 – Ends
6 Mar	Fri	Staff Training Day – School closed	10- 14 Aug		SCHOOL CLOSED – Woman Day - PH
21 Mar	Sat	Human Rights Day	17 Aug – 8 Sep		HOLIDAY PROGRAM
23-27 Mar	Mon-Fri	Grade R parent meeting week	9 Sep	Wed	Term 3 – Starts
2 Apr	Thu	Easter event in the Café	23 Sep	Wed	Heritage Day in the Café
3- 6 Apr	Fri-Mon	Easter long weekend – PH – School closed	24-25 Sep		Heritage Day – PH – School closed
10 Apr	Fri	Term 1 – Ends	5 Oct	Mon	Teachers Day
13 -24 Apr		Holiday Program	16-20 Nov	Mon-Fri	Extramural Prize giving week
27 Apr – 1 May		SCHOOL CLOSED (Freedom + Workers Day)	27 Nov	Fri	Grade R Graduation
4-5 May		HOLIDAY PROGRAM	2 Dec	Wed	Term 3 – (Ends)
6 May	Wed	Term 2 – Starts	3-15 Dec		HOLIDAY PROGRAM
8 May	Fri	Mother's Day event in the Café	4 Dec	Fri	Staff Function - School closes at 13:00
15-16 Jun	Mon-Tue	Youth Day – PH – School closed	15 Dec	Tue	Break up day 2026 - School closes at 13:00
19 June	Fri	Father's Day event in the Café	16 Dec	Wed	Day of Reconciliation - PH
			11 Jan 2027	Mon	Start of the new school year

4. ACCIDENTS + FIRST AID

- Your child's safety is our priority. All head teachers are trained in basic first aid and may administer treatment when needed.
- If your child has a head or facial injury, we will phone you immediately.
- For minor scrapes and bumps, a note will be shared with you on Seesaw, so you are always informed.
- If your child comes home with a mark that wasn't reported on Seesaw, please know this may be because 1. they didn't mention it, 2. the teacher didn't witness it, or 3. it didn't affect them during the school day, so the teacher was unaware. You're always welcome to bring it to our attention so we can observe and help prevent it from happening again.
- In the unlikely event of a serious accident requiring hospital care, we will first try to contact you for consent. If we cannot reach you, CKP is authorised to act on your behalf to ensure your child receives immediate emergency treatment.

5. ACADEMICS AND ASSEMBLY

- We seek to excel in developing the whole child. Each teacher is equipped to guide children to their full potential in line with age-appropriate outcomes. Our integrated learning approach often goes beyond what is expected in ELDAs, CAPS, and similar curriculums.
- Assessments and observations take place throughout the year, with Academic Reports issued in the 2nd and 3rd term. We follow a 3-term calendar.
- While we are proudly Christian and intentional about building strong Christian foundations, we place just as much importance on Academic foundations. In the preschool years, learning happens best through play. This allows children to grasp new concepts naturally, while developing across all areas - physical, intellectual and cognitive, social and emotional, and speech and language. This is what we call integrated learning.
- Each day begins with Assembly, where all age groups start together with Praise and Worship, a Bible verse, and a Bible story or character trait.

6. BIRTHDAYS

- Parents are welcome to send a cake or cupcakes on or close to their child's birthday and join the class for a special birthday ring. This can be arranged with the teacher in advance and will take place during snack time at 10:00ish.
- Please DO NOT send party packs or extra sweets - the cake and excitement of the day are more than enough.

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7. COMMUNICATIONS

- **Reception Hours** - Reception hours are from **14:00-17:00**.
- **General enquires** - admin@citykidspreschool.co.za
- **Accounts** - accounts@citykidspreschool.co.za
- **Landline** - 010 446 7032 – Available from **14:00-17:00**
- **CKP Cell and Whatsapp number** - 067 065 5739. Available from **14:00-17:00**
- **Teachers** - Seesaw APP – Child related queries, change of authorization for transport.
- Seesaw is our main form of communication between parents and teachers. Messages are checked once before school at **7:30** and again after classes between **12:00–14:00**. Please keep this in mind when waiting for a response, as our first priority is always the children. Photos are shared regularly to show what your little ones are up to during the day, please “heart” the posts once received.

8. EXTRAMURALS

- Extramurals take place in the mornings between **10:00–11:30**. Demos are available if you’d like your child to try before signing up. To enrol, please use the link below for costs and enrolment forms.
 - **Botsalot** – Robotics and Coding <https://botsalot.co.za/?srsltid=AfmBOoo2Mcs-gSiRCcGFm7aFtxIT4FSIZA68dgouUXkWBpAhgcu1wap2>
 - **Ballet** - <https://www.facebook.com/Ridleyschoolofdance/>
 - **Buzz Kids** – Dance, singing and Drama - <https://buzzkidz.org/>
 - **Soccer Stars** - <https://soccerstars.co.za/>
 - **Super Stars Swim School** - <https://superstarswimming.co.za/>
 - **Tumbling Tigers** - Physical development - <https://tumblingtigerz.co.za/>

9. FUNCTION FRIDAYS

- These events include Valentine’s Day, Easter, Mother’s/Father’s/Special Person’s Day, and Heritage Day. They are held in our café between 7:00–8:30 in the morning, before you head off to work. Parents are invited to join their children for snacks, crafts, and fellowship with other families. Depending on the event, we may also have extras like face painting, nail painting, sensory play, and more. Reminders will go out in the termly newsletter, with a detailed invite sent closer to the time.

10. HOLIDAY PROGRAM

- The Holiday Program is open to all enrolled children and includes fun, themed activities. The cost is **R700 per term** and will be automatically added to your **April, August, and December invoices** if your child attends during these times.
- Also open to children aged **2-8 (toilet trained)** who are not enrolled at CKP. Half + Full-day options available, please email for costs & activity list.

11. GRADE R UNIFORM

- Part of preparing for “Big School” is learning to wear a uniform. At CKP we use a simple step-in approach: a **CKP shirt** (worn daily) and a **CKP hoodie** (for winter). These items are compulsory for all Gr R children and will be billed accordingly. We recommend purchasing more than one shirt, so your child has a clean one available each day.

12. INDEPENDENCE

- **Independence** – Independence is a vital life skill we aim to encourage in all children. We guide them to enter their classroom with confidence, carry their own bag, unpack their belongings, and take responsibility for tidying up after themselves.
- **“Drop and Go”** – Please allow your child the opportunity to grow in confidence by making use of our *Drop and Go* system. Walk your child into school (without carrying them), give a quick goodbye, reassure them you’ll be back later, and then leave. Beforehand, remind them of the exciting day ahead – a positive, confident send-off helps them settle much faster.
- **Personal Belongings** – As your child develops independence, there may be days when they forget to pack all their belongings. Teachers will remind them, but please also help encourage this skill by checking with your child at home.

13. MEALS

We’re very proud to offer a 3-week rotating menu that keeps mealtimes fresh and exciting while giving children exposure to a variety of foods, textures, and flavours. Each meal is thoughtfully planned to provide the right balance of vitamins and nutrients to support healthy growth. For our full-day children, we’ve added a 4:00 p.m. snack, just enough to keep little tummies happy until dinner!

BREAKFAST				
Monday	Tuesday	Wednesday	Thursday	Friday
Creamy Oats -Berries (D)	Hot Porridge (D)	Creamy Oats (D)	Hot Porridge -Choco Sprinkles (D)	Apple & Cinnamon Oats/ Cinnamon Creamy meal (D)

LUNCH					
Week 1		Week 2		Week 3	
Mon	Macaroni Cheese + Chicken + Spinach (D)	Mon	Chicken ala King with Peas + Rice	Mon	Broccoli, Chicken Stew + Rice
Tues	Sausage, Saucy Beans, Carrots + Pap	Tues	Cottage Pie, Beans & Carrots (D)	Tues	Spaghetti Bolognaise (D)
Wed	Cheese + Cucumber Sarmies (D+V)	Wed	Pasta Salad (V)	Wed	Cheese + Tomato Sarmies (D+V)
Thu	Sausage Rolls, Sweet Potato Mash + Peas	Thu	Gogo’s Pap, Wors, Peppers + Sauce	Thu	Butternut, Lentil & Chickpea Pie (V)
Fri	Stir Fry veg, Chicken, Egg Noodles (V+E)	Fri	Pizza –Sausage + Pineapple (D)	Fri	Hot Dogs

SNACKS			
	Morning Snack	14:15 Snack	NEW 16:00 Snack
Mon	Marie Biscuits & Rooibos Tea	Jam Sandwich	Fruit
Tue	Fruit	Syrup Sandwich	Yoghurt (D)
Wed	Jelly	Popcorn/Biscuits	Fruit
Thu	Fruit	Jam Sandwich	Marie Biscuits & Rooibos Tea
Fri	Muffins (E)	Bovril Sandwich	Fruit

(D) – Contains Dairy (V) – Vegetarian (E) – Contains Eggs

Deviations from the menu will take place from time to time for various reasons. 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.

Info Pack - Form 2

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 little one is ready to join in with CKP meals, please let the teacher know and she will gladly assist with the transition.

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

- No extra food needs to be sent from home. A clearly labelled, filled water bottle must be packed in your child's bag each day.
- For the safety of all children, please do not send any food or snacks containing **peanuts** or other **nuts**.
- Junk food items such as sugary drinks, chocolates, or chips are not permitted and will be sent back home.

14. NOTICE PERIOD

- One full calendar month's written notice must be submitted to CKP on or before the **1st of the notice month** if you intend to withdraw your child. Fees remain payable in full for the notice month.
- Both 11-month and 12-month fee options are subject to the full months' notice period.
- For withdrawals at the end of the school year 31 December, written notice must be submitted **on or before the 1st November**. Please note that December notice will not be accepted, and fees remain payable until 31 December.
- If notice is received after the 1st, the notice period automatically extends into the following month.
- Any change in enrolment (e.g., Full Day to Half Day) also requires one full calendar month's written notice, submitted on or before the **1st of the month**.

15. MEDICATION

- Medication will only be administered at midday after lunch (**approx. 11:45**). The morning dose must be given at home before school.
- Written consent via Seesaw is required, stating the child's name, medication, dosage, and dates for administration. The medication must be handed directly to the teacher on arrival - no medication may be left in a child's bag.
- If your child travels with a transport service, please ensure the driver hands the medication directly to the teacher on duty.
- Parents are responsible for collecting all medication at pick-up time each day.
- CKP staff cannot administer nebulizers, suppositories, vitamins, or immune boosters - these must be given at home.
- CKP reserves the right to refuse administration of any medication if 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.

16. SICKNESS AND ILLNESS

- It is normal for children starting school to experience more frequent illness as their immune systems strengthen. While we sanitize daily, fog weekly, and wash hands regularly, it is not possible to prevent all sickness.
- If your child has a fever, vomiting, or diarrhea, they may only return after being symptom-free (without medication) for 48 hours.
- Children with contagious illnesses will need a medical clearance certificate before returning to school. CKP may request a child's withdrawal during school hours if illness is suspected.
- Parents must inform CKP of any illnesses or allergies before attendance.
- CKP supports working parents but reserves the right to contact you for collection if your child becomes unwell during the day.
- Please note: CKP accepts no responsibility for children contracting contagious illnesses.

17. SECURITY

- Children will not be released to anyone unknown to staff unless prior written arrangements have been made with CKP.
- Parents must send a Seesaw message with the name, surname, and a copy of the collector's ID. Proof of identity (ID, passport, or driver's license) will be checked on arrival.
- For safety reasons, children will not be released to Uber drivers under any circumstances, even with parental consent.

18. SEPARATION ANXIETY

- Separation anxiety is very common when children first start school and can take 1–3 weeks to settle, depending on each child. Mondays are often the hardest, but with time, patience, and consistency, they will soon adjust.
- Our teachers are equipped to guide children through this transition by keeping them close, offering love and reassurance, and engaging them in play and conversation. We encourage parents to keep drop-off quick - a kiss, a reassuring reminder that you'll be back, and then walking away confidently.
- Crying or resistance is normal and can happen at any stage, but staying positive and sending your child daily helps them settle faster and grow to love school.

19. TOILET TRAINING

- Toilet training is a special milestone, and we work closely with parents to maintain continuity between home and school. Parents of children in our 2–3-year-old class (Busy Bears) are responsible for starting the process and should inform the teacher once training has begun. We follow a scheduled toilet routine, shared in a detailed letter with tips and guidance. This is given at the start of the year, but parents may request it earlier if needed.
- Busy Bears begin toilet training in February, and Little Lambs begin at the start of the 3rd term.

20. WHAT TO SEND IN THE BAG

Baby Bunnies (3–15 months) - Please label ALL your child's belongings.

- Bottles - filled with the correct water measurement or a flask of hot water.
- Formula Dispenser - with correct scoops of formula pre-measured for each bottle.
- Breastmilk - to be kept in fridge and decanted into bottles if breastfeeding.
- Water bottle/Sippy cup.
- Dummy + Clip + container – If applicable.
- Meals – AM + PM snack + Breakfast + Lunch - If baby is on solids.
- Clothing - warm and cool change of clothing.
- Nappies – for the week. Nappy changing wet wipes will be kept at school in their nappy container.
- 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)

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

Leaping Lizards - Wise Owls (3 – Gr R)

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

21. RULES OF CONDUCT AT SCHOOL

- No toys from home – they cause fights, get lost or broken. We have plenty at school.
- No gumboots or lace-up shoes – they restrict safe movement on the playground and jungle gym.
- Hair must be tied back/out of the face – so children can play and participate comfortably.
- Dresses/skirts must be worn with tights or shorts – so girls can climb and play freely.

These rules help us keep play safe, happy, and fun for everyone.

WHAT'S THE NEXT STEP TO COMPLETE YOUR ENROLMENT

1. **SCHEDULE** Enrolment Meeting with the school. *The person responsible for fees must be present at the meeting.*
2. **EMAIL** the list of documents below prior to the meeting
 - The Enrolment form (Form 1)
 - Read this Info Pack (Form 2)
 - Copy of Child's Birth Certificate.
 - Copy of the Immunization Card/Clinic Card – up to date.
 - Copy of both Parent's ID's/Passports + Work Permits/Visa - if applicable
 - Emergency contacts ID/Passport.
 - If applicable...
 - Copy of all Nanny/Driver's ID's/Passports.
 - Copy of Medical Aid Card.
 - Most recent School Report.
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!