

Established 1950



GLENRIDGE

Pre-primary

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General Guidelines for Daily Operations

as of April 2026



Please note that throughout this document, the use of 'parents' will refer to biological parents, adoptive parents or legal guardians/caregivers.

4. GENERAL GUIDELINES FOR DAILY OPERATIONS

4.1 GLENRIDGE PRE-PRIMARY SCHOOL HOURS

We operate according to the terms set out by the Department of Education and Culture. There are four school terms. School will be closed during the holidays.

School arrival time: 07h15 – 08h00

The Glenridge Principal and staff take no responsibility for children dropped off earlier than 07h15

Aftercare Times: 12:30 – 17:15

Two sessions are observed, i.e., 12:30 to 14:00 (included in the monthly fee) and 14:00 – 17:00. A separate fee is charged for the second session.

Parents collecting after 17:15 will be fined R100 to cover the overtime costs of staff.

School departure time: 12h15

Children not collected by 12h30 will automatically enter the aftercare programme, and parents will be charged accordingly.

PLEASE be punctual as our school programme is coordinated to start at 08h00 sharp. Late arrivals disrupt the well-organised morning Rings for both the educators and the other children.

4.2 ABSENTEEISM

Glenridge pre-primary must be contacted on the day of the child's absenteeism. Parents are also requested to send a note in respect of absenteeism. Kindly notify the school of any plans to keep the child out of school for any reason, such as an extended holiday.

4.3 BIRTHDAYS

Birthdays will be celebrated by means of a Birthday Ring from 08h00 – 08h30. Parents are invited to join us, and a suitable day will be arranged between the parents and the child's educator.

Each child will receive a special "birthday crown" to wear.

Parents are asked to supply a cake or cupcakes for the whole class.

4.4 TOYS

"Toys from home bring tears to school!" NO toys may be brought to school

The educator may request a favourite teddy or toy, advising the parents via the newsletter or notebook, for specific discussion/ring purposes and only then may the toy be brought to school.

Toys that do appear at school will be taken away and returned to parents at home time. They are distracting to the pre-school programme, where there is sufficient apparatus to keep the children happy and appropriately stimulated.

Glenridge will not be held responsible for any toys that appear at school and are lost or broken.

4.5 OUTINGS/ENTERTAINMENT/EDUCATIONAL SUPPORT PROGRAMMES

Glenridge undertakes to supplement the educational programme by means of entertainment and educational support programmes. Parents will be notified of the various dates and costs in advance. The consent and indemnity form signed by the parents gives consent for the child to participate in such activities as organised by Glenridge. Should you not wish your child to participate for any reason, he/she must be kept at home on the specific day of the said activity, since no alternative supervision will be provided by the school.

Glenridge Pre Primary School's vision is to be a world-class centre for Early Childhood Education, characterised by educational innovation and excellence, effective and efficient management and financial independence.

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The Management Committee reserves the right to make relevant changes to the Policy Document from time to time.

First Ratified June 2007
Last updated on 6 April 2026