



Oak Hill Academy & Little Bean

INFORMATION BOOKLET 2027

Little Bean Grade 0000 & 000

Parent handbook for care, routine, fees
and school life.

A gentle, practical start for little learners.

Children learn through play, routine, encouragement and caring relationships with teachers who understand how important these early years are.

06:30

SCHOOL OPENS

08:30

MORNING RING

18:00

FULL DAY CLOSSES

Fees, campuses and registration

OUR APPROACH

The first few years of a child's life shape so much of what follows. At Little Bean, children are cared for, encouraged and known while they build confidence one small step at a time.

Daily attendance options

OPTION	TIME
Half day - children that nap	06:30 - 14:00
Half day - children that do not nap	06:30 - 13:00
Full day	06:30 - 18:00

2027 fees

ITEM	AMOUNT
Registration fee	R850.00
Re-registration fee	R500.00
Half day monthly fee	R3 250.00
Full day monthly fee	R3 800.00

Fee notes and payments

- Fees are charged over 12 months, from January to December.
- Monthly fees are due before the last day of the preceding month.
- Payment options: internet transfer or office cash payment with receipt.
- Your financial contract contains the full fee terms.

Campuses

Little Bean 1 - Weltevreden Park

1167 Cornelius Street
011 475 6867

Little Bean 2 - Radiokop

1184 Opera Road
011 679 2931

Website: www.oakhillandlittlebean.co.za

Registration documents

- Your child's birth certificate and vaccination record.
- Copies of both parents' ID documents.
- Two small updated photos of your child.
- Latest school report, where applicable.

Stationery

Grade 0000 and Grade 000 stationery requirements will be confirmed. Stationery is paid directly to Campor Stationers at Randridge Mall.

Campor: 011 792 8751

Email: admin@campor.co.za

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Campuses

12

Fee months

R850

Registration

R500

Re-registration



A day of purposeful play

Daily rhythm

06:30	Arrival, free play and communication books.
08:00	Breakfast and toilet routine.
08:30	Morning ring, welcome, attendance, devotion and weather discussion.
08:40	Language development, theme discussion, fine motor work, rhymes and songs.
09:10	Mathematics development, baking and practical activities.
09:40	Snack, tidy up and toilet routine.
10:00	Outdoor play and extra-mural activities.
10:30	Music, movement and motor activities.
11:00	Life skills, stories, songs and rhymes.
11:45	Lunch and nap.
14:00	Aftercare starts.

Arriving well

- Breakfast is served until 08:20.
- Please arrive by 08:30 so your child can join the morning routine calmly.
- Children collected after their half-day collection time will be billed for late collection.

Learning areas

Language arts

Vocabulary, listening, comprehension and early phonics grow through stories, songs, conversation and a Letterland-based programme.

Socio-emotional growth

Children practise confidence, kindness, teamwork, self-reflection and positive interactions throughout the day.

Numeracy

Number concepts, patterns, shapes and problem-solving are introduced through practical, hands-on activities.

Creative arts and motor skills

Children explore music, role-play, painting, balancing, cutting, finger painting and playful group activities.

Programme and rewards

Our structured Early Learning Education & Development programme and Montessori practical programme run during school terms.

During school holidays, Little Bean offers a holiday programme at no extra cost.

We celebrate effort, kindness and progress with gold stars, stickers, certificates and lots of encouragement.



Our aim is not to rush children. It is to help them feel capable, curious and ready for the next step.



How home and school work together

Uniform

Summer: navy shorts, Little Bean golf shirt, white socks, takkies and a Little Bean sun hat.

Winter: navy jeans or tracksuit pants, Little Bean golf shirt, white socks, takkies, navy Little Bean jacket and Little Bean hat.

Uniform items are available from Student's Schoolwear & Sports at Trinity Village Shopping Centre, Randpark Ridge. Little Bean 2 also has a small second-hand shop.

What to pack daily

- A clearly marked school bag.
- An extra set of clean clothes and underwear.
- A healthy snack and juice or water.
- A water bottle, sunscreen and Little Bean sun hat to stay at school.

Daily requirements

- School bag and extra set of clothing and underwear, clearly marked.
- Snack and juice.
- Cot mattress with mattress protector, where needed.
- Small blanket in winter and two fitted sheets.
- Disposable nappies and nappy cream, if needed.
- Five panties or underpants, if your child is potty training.
- Small plastic bag for dirty clothes.
- Water bottle, sunscreen and Little Bean sun hat to stay at school.
- Plastic apron for art and 400 wet wipes.

Reports and snacks

Progress reports are issued in March, June, September and December, with parent meetings once a term. Please discuss your child with the class teacher after 13:00.

Please pack a healthy snack for the 09:30 break. Avoid sweets, chips, fizzy drinks and sweet biscuits. Birthday cake or cupcakes may be brought to share. Little Bean hats are compulsory in summer.

When to keep your child at home

- Fever of 37.5 degrees or higher.
- Greenish nasal discharge or sinus infection symptoms.
- Chronic, deep or hacking cough.
- Sore throat with swollen glands, white spots or feeling unwell.
- Rash until cleared by a doctor.
- Vomiting or stomach cramps.
- Diarrhoea after the third loose stool or with hard cramping.
- Conjunctivitis until treated for 48 hours with a doctor's note.
- Head lice until treated and all nits are removed.
- Flu symptoms until 24 hours after the last symptom.

Medication, security and details

MEDICATION

Little Bean follows a formal Medication and Illness Management Policy. Medication is administered only when essential during school hours and written parent authorisation has been completed.

Medication must be current, in its original packaging, clearly labelled with the child's name, dosage and instructions, and handed directly to a staff member. It may not be sent in bags or lunch boxes.

Old, unclear or other-person medication, routine over-the-counter remedies, vitamins and supplements will not be administered. Chronic, allergy, asthma or emergency medication must be discussed with the school and may require a medical action plan. Please keep medical details updated. The full policy is available from the office.

SECURITY

Please escort your child onto the property and hand them over to the teacher on duty. Children may not enter unaccompanied.

CHANGE OF DETAILS

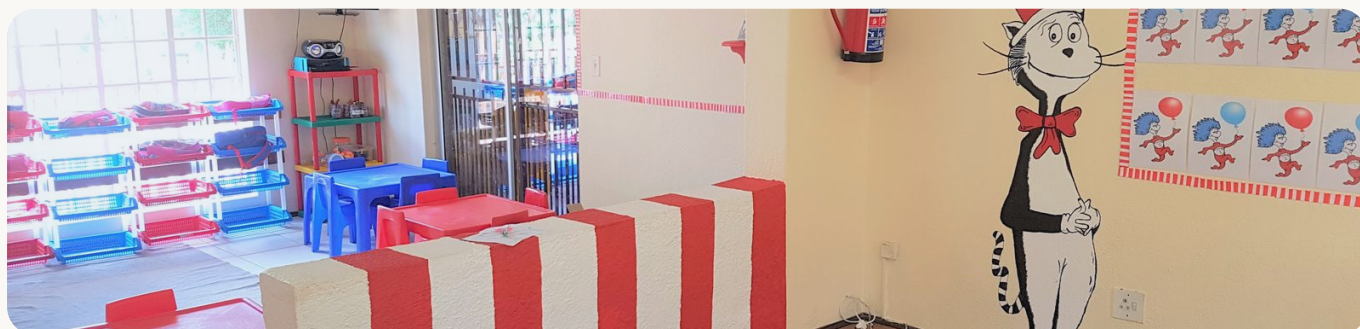
Please notify the school immediately if your address, phone numbers, lift scheme or collection arrangements change.

Late collection fees

TIME	FEE
13:15 - 15:00	R80 or part thereof
13:15 - 18:00	R130 per afternoon
18:00 - 18:15	R130 or part thereof
18:15 - 18:30	R220 or part thereof
After 18:30	R230 per 15 min or part thereof



Unwell children should stay home until they can participate comfortably. Parents may be asked to collect a child who becomes ill during the day.



Useful contacts and final notes

Key contacts

Little Bean 1 - Weltevreden Park

Secretary / Principal: Euline
Office: 011 475 6867
Email: lb1@oakhillandlittlebean.co.za

Little Bean 2 - Radiokop

Secretary: Claudie
Principal: Debbie
Office: 011 679 2931
Email: lb2@oakhillandlittlebean.co.za

Suggestions / concerns

Debbie
084 580 6002
debbie@oakhillandlittlebean.co.za

Accounts

Anton
accounts@oakhillandlittlebean.co.za

Extra-mural activities

- Playball - Roxanne Broughton: 078 474 2929.
- Ballet - Lindsey Ollewagen: 083 372 0181.
- Swimming in summer - contact school office.
- Netball at LB2 Radiokop - contact Sweetness through LB2.

Healthy snack ideas

Good options include fruit, cucumber, cherry tomatoes, whole-wheat crackers, pita bread, muffins, yoghurt with fruit, cheese, boiled eggs, hummus, tuna on crackers, cut-up chicken, fruit kebabs, popcorn, egg bread and unsweetened snack mix.

Notice of termination

One calendar month's written notice is required and must be acknowledged in writing by the accounts department via email. Please send notice to accounts rather than giving it to your child's teacher.

School rules

**Be kind
to
everyone.**

**Listen to
teachers.**

**Look after
toys and
equipment.**

**Use kind
language.**

**Keep
hands
and
bodies
safe.**



Thank you for trusting us with your Little Bean. We look forward to helping them feel safe, confident and ready to grow.