

Ortloff's
Kindergarten



Ortloff's Kindergarten

2026 Prospectus

Matthew 19:14

Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.

Message from the Principal



Welcome to Ortloff's Kindergarten! We are overjoyed to have you join us this year. Together, we will explore, learn, and grow in a loving environment, centered around Jesus and His incredible love for each of us.

Know that you are all special and the apple of God's eye. Let's make this journey filled with joy and discovery!

Love,
Ma'am Lindie

Our **MISSION** is:

At Ortloff's School our mission is to create an environment of LOVE;

- ♥ Love for God
- ♥ Love for oneself
- ♥ Love for neighbours
- ♥ Love for God's creation

Our Mission is to equip growing children with the Word of God and to let them experience abundant life which only happens through a relationship with Jesus Christ.

Our **VISION** is:

1 John 4:8 – *God is love. Whoever lives in love, lives in God and God in them.*

At Ortloff's Kindergarten we strive to ensure each learner feels loved, safe and curious to explore. We strive to create a home-like environment where our learners feel safe, supported and inspired to grow to the best of their ability.

We nurture curiosity, creativity and confidence, helping each child bloom into their unique potential.

Our **MOTTO** is:

God is LOVE

Our **VALUES** are:

- ♥ **L - Love**
- ♥ **O - Obedience**
- ♥ **V - Vision**
- ♥ **E - Empathy**

1. Our program offers the following:

To sow the seed of excellence within young children, Ortloff's offers the opportunity for exuberant physical play, a variety of interesting themes, challenging projects, creative thoughts and limitless flights of imagination.

We aim to focus on developing children holistically while accepting each child as a unique individual. In the kindergarten we follow the ELDA curriculum which follows on to the CAPS curriculum. Sensory activities facilitate exploration and naturally encourage children to use scientific processes while they play, create, investigate and explore. This includes any activity that stimulates your child's senses: touch, smell, taste, movement, balance, sight and hearing. We also value playing as an integral part of learning and teaching young minds.

Our Kindergarten curriculum incorporates Montessori principles, fostering self-directed learning, hands-on activity and individualized instruction. This approach encourages independence, creativity and a love for learning, helping young students thrive.

We have the following classes, which learners rotate to;

- Language
- Mathematics & Robotics
- Discovery
- Art
- Music and Movement

Play is a particular and very effective way of learning and therefore forms the most important didactic foundation in the nursery school. We look forward to enriching your child's education.

May the time at our Centre be an exceptional one for you and your child, in which beautiful memories will be made to accompany you and your family to the future.

Ortloff's Kindergarten is an Educational institution registered with:

The Department of Education, Social Department, as well as ACSI- Association of Christian Schools International.



2. Fee structure

School fees are paid from January until December (12months). All fees must be paid by the 7th of each month, **no late payments will be tolerated.**

Parents are urged to please make use of the school's collection system, which means Ortloff's will do a direct debit from your account.

If your account is two months outstanding your account will be handed over to our attorneys and your child will be suspended from school.

If you wish to cancel any registration, you should hand in a **written 30 day notice** (1 x calendar month) at the office.

NO cancellations will be accepted from October - December.

Developmental fee and Registration fee is STRICTLY OFFICE PAYMENTS – No EFT

School Fees 2026		
Grade	Registration Fee	Monthly Fee
1 Year old – Grade RR	R 850	R 2900
Grade	Developmental Fee (Paid before end of January or upon registration)	
1 Year – Grade RR	R1500	
(A Sibling discount of R100 per child is applicable for learners who are DIRECT siblings, not cousins, etc.) – School fees only.		
Other	Registration Fee	Monthly Fee
Transport	Morning/Afternoon collection ONLY	R 350
Transport	Both morning AND afternoon collection	R 700
Swimming (1 lesson per week)	R 150	R 350
Swimming(2 lessons per week)	R 150	R 650

Please note: We do not require parents to buy stationery, but to pay the **R1500 Development fee – This fee is payable in January 2026, and should not be paid later than 30 January 2026.** Our aim is to use the Development fee for improvement of school facilities, purchasing resources/ necessities and educational programs.

All fees are payable until end of **December (12 months)**. Even though school closes in December, we still have all the expenses as throughout the year, whereas the Teacher's salaries are our highest priority.

Our fee structure does not allow for us to carry non-fee-paying pupils.

Please note: We have transport available for certain areas of Mahwelereng and in town, **BUT transport space is limited.** Please enquire at Reception.

3. Daily Programme

1-5 Year Old Groups

06h30	-	Educators and learners arrive
07h30	-	Breakfast is served
08h15	-	Bible
08h30	-	Educational time
10h30	-	Snack and free play
11h10	-	Educational time
12h30	-	Lunch is served
13h00	-	Afternoon nap
14h05	-	Wake up and snack time
15h00	-	Free play
17h30	-	End of school day.

4. Stationery:

We do not require parents to buy stationery, but to pay the *R1500 Development fee* – This fee is payable in January 2026, and should not be paid later than 30 January 2026. Our aim is to use the Development fee for improvement of school facilities, purchasing resources/ necessities and educational programs.

5. General Information

- ♥ 2 – 3 year old group - it is important that all our kids in the potty training class pack in two sets of clean clothes and 2 pairs of clean underwear. Cooperation between parents and our teachers is very important to help our kids succeed and become fully potty trained within the given time frame. Helping them achieve this milestone is a major accomplishment for our little ones.

- ♥ Ortloff's Kindergarten will be closed on all public holidays, as well as school holidays.
- ♥ All clothing as well as personal belongings should be clearly marked.

6. **Rules to promote safety for your child**

♥ **School hours:**

06h30 - 17h30

All learners must be at school by 07h30. Late arrivals must please report to the office first.

We prefer that learners arrive at school on time to avoid any unnecessary disruptions.

♥ **Collecting your child:**

Notify us in advance if you have made alternative arrangements for the day and if you send someone else to come and collect your child. We need to have an I.D. copy of any person coming to collect your child.

♥ **Entering or exiting the school premises:**

Anyone who enters or exit the school premises should close the main gate. Do not teach your child the code and do not give the code to strangers. This is for the safety of all learners and the staff of Ortloff's school.

♥ **Injury or illness during school hours:**

If a learner gets hurt during school hours or becomes ill, it will be reported to the office and written in the injury book. A third party may only fetch such a learner from school with the permission of the parent. We need to have proof of identification.

♥ **Ill children:**

If your child is very ill, please don't send him or her to school. Please make sure that you notify the teacher and drivers that your child is ill, to avoid any miscommunication.

♥ **No medication:**

No medication for your child is allowed on the school premises.

♥ **No toys:**

No toys from home are allowed at Ortloff's. The children fight over it and then they end up taking things that do not belong to them.

♥ **Learners leaving the school grounds during school hours:**

No learner has the authority to leave the school grounds during school hours without the necessary permission from the office. Letters from the parents asking for permission must be submitted to the office during the outset of the school day.

7. Rules to promote healthy relationships and environment:

♥ ***This is a Christian school.*** :

All parents should teach their children about the Bible and make this a priority at home.

♥ ***Table manners:***

At Ortloff's we teach the children good table manners. We all make use of cutlery and pray before we eat.

♥ ***Birthdays:***

We also cater for birthdays. You are more than welcome to order cupcakes and/ or party packs from us if it is your child's birthday. Please contact the office for more information.

♥ ***Misplaced and/ or lost goods:***

If you find something in your child's bag that does not belong to him/her, please send it back to school and notify the office or the teacher. Here at Ortloff's we teach the learners not to take each other's belongings.

♥ ***Good manners:***

Teach your child to greet friends and teachers in the morning and in the afternoon. It is good manners to do so and it shows respect. Learners are expected to behave in a well-disciplined manner and all undisciplined behaviour will be penalized with strict action. At Ortloff's we follow a merit system. Positive behaviour and actions, lead to positive rewards. Negative actions and behaviour, lead to demerits.

♥ ***Language:***

English is our home language and should be used as far as possible. We do not curse or use foul language.

♥ ***Teasing of fellow learners:***

No teasing is allowed. The right, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.

♥ **Lunch box:**

Please pack a healthy lunch box for your child to eat during break.

No sweets allowed from Monday to Thursday.

On a Friday, learners are allowed to bring one or two small sweeties/ treats.

