



# Daily Operations & Preschool House Rules Policy

## Daily Operations & Preschool House Rules Policy

**Effective Date:** 01/01/2025

**Applies To:** All prospective and enrolled families at **Besige Bytjie Akademie**

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### 1. Purpose

The purpose of this policy is to provide clear, consistent guidelines for the day-to-day operation of Besige Bytjie Akademie. It ensures a safe, structured, nurturing, and developmentally appropriate environment where children can learn, play, and grow.

At Besige Bytjie Akademie, we teach our little friends through fun, exploration, getting messy, and discovering the world! We follow the National Curriculum Framework (NCF) for children from birth to four years, supporting learning and development through six Early Learning and Development Areas (ELDAs).

Learning happens not only in the classroom but also in the garden, mud kitchen, under the trees during storytime, with water and messy play, and of course, lots of laughter and play.

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### 2. Operating Hours

**Preschool Operating Hours:** 06:30 – 17:30 (Monday to Friday)

Parents are requested to adhere strictly to these hours to ensure the safety, routine, and well-being of all children.

#### Drop-off:

- Children may be dropped off between 06:30 and 07:45.
- Brief parent-teacher conversations can be arranged before breakfast.

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### 3. Daily Programme Schedule

**06:30 – 07:45** – Drop-off

**08:00 – 08:30** – Breakfast (children wash hands, pray, then enjoy breakfast with a drink)

**08:30** – Circle Time (theme discussion, Bible lesson, weather, date, birthdays; toilet routine before circle time)

**09:00 – 10:00** – Structured Activities / Learning through Play

**10:00 – 10:15** – Snack Time (children wash hands, then enjoy a snack with a drink)

**10:15 – 12:00** – Outdoor Play / Activities (free play, or structured gross motor activities by the teacher)

**11:30 – 14:30** – Lunch & Quiet Time / Rest Period

### **Lunch**

- Ages 3–4 & 4–5: 12:00
- Ages 1–2 & 2–3: 11:30

### **Nap / Quiet Time**

- Ages 3–4 & 4–5: 13:00 – 14:00
- Ages 2–3: 12:00 – 14:00
- Ages 1–2: 12:00 – 14:30

### **Quiet Time:**

- All children lie down and rest; younger children may sleep longer.
- Older children who do not sleep are offered quiet activities (colouring, puzzles, books, age-appropriate movies).
- Individual bedding is provided for all children.

**15:00 – 15:30** – Afternoon Snack

**15:30 – 17:00** – Outdoor Play / Free Play or indoor activities in case of rain

**17:00 – 17:30** – Collection of children

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## **4. Curriculum & Activities**

We follow the National Curriculum Framework (NCF) for children from birth to four years, supporting learning and development through six Early Learning and Development Areas (ELDAs). Children participate in:

- Circle time with Bible stories, weather, numbers, shapes, and colours
- Monthly baking, science, and sensory play
- Monthly Fun Days
- Yearly concert
- Gardening activities in our vegetable garden
- Playing in the mud kitchen
- Age-specific play areas with jungle gyms, sandpits, and more

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## **5. Parent–Teacher Communication & Evaluations**

- Conferences scheduled as needed; strictly by appointment
- Progress reports issued quarterly
- Annual parent evenings in June & December
- Individual parent meetings arranged when required

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## **6. Notices, Newsletters & Communication**

All important notices, newsletters, announcements, and photographs are shared via the school's secure Communication App or WhatsApp. Parents are encouraged to check the app regularly for updates.

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## **7. Parent Visits**

- Parents may visit anytime during regular preschool hours
- Visits must not disrupt routines or learning activities

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## **8. Cellphone Policy**

- Children may not bring cellphones to school
- The school is not responsible for lost or damaged cellphones

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## **9. Smoking & Vaping Policy**

- The school is a smoke-free facility
- Smoking and vaping are strictly prohibited on the premises

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## **10. Vacations & Public Holidays**

- Closed for December school holidays as per Department of Education
- Closed on public holidays and some school holidays (dates on year plan)
- If a public holiday falls on Tuesday or Thursday, the school may also close the preceding Monday or following Friday

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## **11. Disability Admissions**

- The school is currently not fully equipped for children with disabilities
- Applications will be considered individually

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## **12. General Rules & Additional Information**

- No pets allowed on premises
- Children may not bring toys, candy, snacks, money, or personal items
- Re-registration occurs annually (October–November)
- Parental involvement and cooperation are valued

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## **13. Preschool House Rules & Behaviour Expectations**

### **Behaviour Standards:**

- Respect themselves, others, and school property
- Follow rules and routines

### **Unacceptable behaviours:**

- Hitting, punching, kicking, biting
- Standing/jumping on furniture
- Throwing objects
- Using inappropriate language

### **Parent Conduct:**

- Negative or aggressive behaviour toward staff is not tolerated
- Respectful communication is expected at all times

### **Behaviour Management & Expulsion:**

- Positive behaviour support is used at all times
- Expulsion is a last resort after reasonable interventions

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## **14. Commitment Statement**

We appreciate your interest in Besige Bytjie Akademie. Our primary aim is to ensure every child receives quality care, individual attention, and a nurturing learning environment. We trust that you and your child will be happy and thrive at our preschool.