



Welcome to

Besige Bytjie Akademie 





Welcome to

Besige Bytjie Akademie 

PRESCHOOL

Since this will be your child's home away from home. We strive to provide a safe, caring, home-like atmosphere for your child/children, while at the same time providing for their physical, intellectual, emotional, and social development.

All instructions will be given in Afrikaans, but your child/children will be introduced to songs, dance and rhymes of different cultures and languages.

OUR AIM

- To offer a safe, nurturing environment supervised by our staff.
- To provide a fun-filled, loving environment where every child feels accepted.
- To ensure that there is a balance of work and play.
- To provide additional support to learners requiring support.

AFTERCARE

Welcome to Besige Bytjie Aftercare. We look forward to a long and happy association with both you and your child/ren.

OUR AIM

- To address today's parenting realities by bringing to school-age children some of the traditional values
- and educational benefits of after school home life.
- To offer a safe, nurturing environment supervised by our aftercare staff.
- To provide a fun-filled, loving environment where every child feels accepted.
- To ensure that there is a balance of work and play.
- To provide additional support to learners requiring support.



Registration & Required Documents

NON-DISCRIMINATION

We will not discriminate in relation to admissions of any child based on race, creed, color, national origin, religion, sex, or disability

DOCUMENTS

The following documents are required on or before the day of admission:

1. Signed - Enrolment/Registration Form.
2. Signed - Policy Handbook.
3. Copy of the Child's Birth Certificate.
4. Copy of the Child's Clinic Card (inoculations)
5. Copies of the Father and Mother's or Legal Guardian's Identity documents.
6. Proof of residence: (Water and lights account).
7. Current photo of the child must be attached.
8. Identity documents copy of people allowed to collect your child from school.

Please note that no child/children will be enrolled without the above documentation. All forms must be completed, and all applicable fees paid prior to the first day of care.

Contact Information

Although our pre-schools drop off time and pick up time is between 6h30 and 17h15 our pre-school's office hours are from 8h00 and 16h00, all telephonically inquiries can be directed to the office of the Pre-school during these hours.

Administrative Manager

Jovana Popovic
anjoret@bytjies.com
0646854119

Financial Manager

Antonette Pretorius
anjoret@bytjies.com
0674072241



All complaints, concerns or suggestions must be put in writing and handed or e-mailed to the principal.

Principle

Maryka Ras
marykaras27@gmail.com



Clothing

Make sure that your child/children always have 1 x set - a complete change of clothing, including underwear and socks. Please provide a different change of clothes should the one here be used or if the season changes.

- Please mark all items.
- Extra clothing is necessary if you want your child/children to be neatly dressed at 17h15. Please notify us if your child/children have an appointment which he/she needs to prepare for.
- All children are expected to arrive fully dressed and ready for the day.
- No fashion clothes or shoes, superhero suits or pajamas. These can be dangerous on the equipment. Play clothes only. Although we try our best to keep children clean, even in the best of circumstances..... accidents happen.
- School clothes can be ordered at our office.
- Please check the lost property box regularly for your child's missing items.



Summer clothing

Boys and Girls:

- Shorts and short sleeve T-shirts
- Summer Jacket
- Sandals / flip flops/barefoot
- Swimsuit/swim diaper (on hot summer days we will enjoy playing under the sprinklers)



Winter clothing

(If your child/children do not have the appropriate clothing, he/she will not be able to play outside)

- Boys and Girls
- Tracksuits with shoes.
- Jacket
- Warm pants
- Boots
- Mittens
- A hat - (a hooded jacket that ties, is not a substitute for a hat)



Backpack

1 x change of clothing marked with your child's name should be put in the backpack daily. Check daily for soiled clothing. If there are unknown items in your child's bag, please send it back to the school the next day.

Drop off/ Pick up of children

Drop off:

06h30 to 07h45

Drop off at classroom: 07h05 to 07h45

Collection:

Full day students

12h00 to 17h30

(Monday to Friday)

Half day students

12h00

(Monday to Friday)

Drop off and collecting penalty fee

Dropping off your child before 06h30

Collecting your child after 17h15

Aftercare:

12h45 to 17h00

(Monday to Friday)

Aftercare holiday program

06h30 to 17h30

(Monday to Friday)

Breakfast will be served from 8h00.

The formal program starts at 8h20.

- Besige Bytjie Akademie has regular hours (06h30 to 17h30). Notify us as soon as possible if you will be arriving early or late. Early or late, meaning... Any time, before or any time after our regular hours. (06h30 – 17h30) An additional fee for early bird arrivals and an additional fee for late pick-up, per child will be charged for parents arriving early or late. These fees are payable immediately or before drop-off the next morning.
- At drop off time, please make sure that you say goodbye to your child or children and let them know when you will be returning. Although this may produce tears, rest assured, by the time you are out of the parking area, the tears have stopped. This also helps to make the child feel more secure in the fact that, while you may leave them when you must, you are always coming back.



Meals & Snacks

- Breakfast is served at 8h00am, there will be a small snack served at in the morning and lunch before quite time and then another snack after the end of quiet time.
- No supper will be served to our pre-school children.
- If any food or bottles are brought from home, they must be clearly labeled with the child's name (Food and Bottles for our Baby Classes only).
- It is important to let us know if your child has any known food allergies.
- All meals are provided. No lunch boxes, juice or cold drink will be allowed. The menu is available on our website: www.bytjies.com, please note that we reserve the right to change it at any time.
- Water and cooldrink is available to all children throughout the day.
- Allergies can unfortunately not be catered for. Parents with allergy-prone children must check the menu and substitute.
- Aftercare children will receive lunch and a snack daily
- Aftercare holiday program children will receive breakfast, two snacks and lunch.

Birthday Parties

In the event of a Birthday Party, please arrange with the school in time.

Items not allowed: Due to choking hazard.

- Small hard candy
- Gum
- Lollipops
- Popcorn
- Toffee or Fizzers
- Marshmallows
- Balloons

Items allowed:

- Cupcakes or Cake
- Sweet or savoury muffins
- Donuts
- Potato Chips
- Cheese curls
- Chocolate
- Fruit Juice
- Ice pops

Allergies to take note of: Please ask your teacher for the list of allergies in the classroom.

- Lactose intolerance
- Eggs (all products containing egg)
- Nuts
- Mango



Fees

- Preschool Full - Day Class
- Preschool Yearly Registration Fee
- Aftercare
- Aftercare Yearly Registration Fee

Drop-off or collection penalty fee

(Any time before 06h30 and after 17h30)

Penalty fees are payable at the office the next morning.

Banking Details

Besige Bytjie Akademie
Standard Bank

Acc nr: 10 – 14-932-477-2

Acc type: Mymo current account

Branch: Vereeniging

Branch Code: 051001

Reference: Account Number

1. All fees are determined by the Besige Bytjie Akademie's Management Board and will be revised on a yearly basis.
2. The schedule with the detailed school fees for the relevant year is available upon request from the office.
3. The agreed school fee is a yearly fee. We offer the opportunity to parents to make monthly installments.
4. Installments may be made over a period of 12 months.
5. The monthly school fee installment is payable in advance and must reflect in our account on the 1st day of the month.
6. A penalty fee will be added for late payments.
7. A full calendar months' notice to terminate the agreement must be given.
8. Notice may not be given and will not be accepted for the month of November, unless the yearly school fee has been paid in full.
9. Fees are non-refundable.
10. One month's notice will be given for an increase in fees.
11. No credit will be given to children not attending school.
12. The school fees are structured to be paid, over a period of 12 months from January to December. During December our school will close for the December holidays (These dates are determined by the Department). Our school will be open during all other school holidays, but no curriculum will be followed.
13. Should you take a vacation, the full fee remains payable to hold your child or children's spot.
14. Only EFT, Cell phone banking or direct payments into our Bank Account will be accepted. Please ensure that you use the correct reference number or your child's name and surname when payments are made and that you provide our accounts department with your proof of payment. Receipts will only be given once the payment appears on our bank statement.
15. No responsibility will be taken if cash is placed on an office desk or handed to a teacher.
16. Extra-mural activities and extra class fees must be paid to the relevant person(s).
17. There is a two-week trial period, during which either party may terminate this agreement at any time. At the end of the two-week trial period, the contract will be in full effect.
18. You will be responsible for all legal cost incurred if your account must be handed over to the Besige Bytjie Akademie's collection Attorneys.
19. Payments can be deposited or transferred into the bank account of Besige Bytjie Akademie.
20. Besige Bytjie Akademie will be closed on public holidays, you will be required to pay for them, providing the holiday falls on a regular day of care (according to your contract).
21. Aftercare fees are payable in advance before your child/erns first day of aftercare and thereafter the monthly fee must reflect in the account on or before the first day of the month.

Routines

Preschool

06:30 - 07:45 Drop off
07:05 - 07:45 Drop off at classroom
08:00 Breakfast
09:00 Circle Time
09:30 Activities
10:00 Snack
10:00 Activities & Free Play
12:00 Lunch
12:30 Quiet Time
15:00 Snack
15:30 Free Play
17:00 Pick Up

Quiet Time

- Every day between 12:30 and 14:00, we have quiet time; all our children will lay down to rest and our younger children even rest a little bit longer. Older children will be given quiet time activities (coloring supplies, puzzles, and movies).
- Each child will be provided with a safe comfortable sleeping space with separate bedding.

Aftercare

14:00 Lunch
14:30 Free Play
15:00 Supervised homework
15:40 Short Break & Snack
15:50 Supervised homework
16:30 Free Play & Structured Activities
17:00 Pick Up

- Our afternoon starts with a formal roll call system. If a child is not there, it is important for us to know why?
- This will be followed by lunch and then supervised homework. Our duration for homework supervision is flexible, depending on the age and stage of the child. Time for structured activities and free play is very important.
- Besige Bytjie Aftercare supports the 10 minute per grade recommendation. “Students should receive 10minutes of homework per grade per day and 10 additional minutes each subsequent year, so that by twelfth grade they are completing 120 minutes of homework daily”
- We understand that in some instances, children will take longer or receive more homework, than the recommended 10 minutes of homework per grade.
- This generation of children has incredibly structured days, which can lead to stress. Children need time to relax and play in their own time.
- If the homework is not completed during supervised homework time, it is the parent’s responsibility to ensure that the homework is completed and that the diary is signed daily.
- **NO HOMEWORK ON FRIDAYS – ONLY FREE PLAY AND STRUCTURED ACTIVITIES**



Safety



Your child's safety is paramount.

- All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem (i.e medicine cabinet) are also locked. All electrical outlets have childproof safety covers. We have fire extinguishers throughout our pre-school and a fire blanket in our kitchen.
- The school has Armed and Emergency Reaction, Access Control, CCTV
- Please note that No Parent is allowed to give access to another parent or any other person at any of our entrance gates.

QR Code – Child collection

As part of our commitment to providing a safe and secure environment for your children, we have implemented this new technology to streamline the entry process while maintaining strict access control measures. Kindly note that the QR code will be linked to your child's profile, which will have your contact details and ID number on it.

Here are a few key points to note about this system:

1. Enhanced Security: The QR code scanning device will help us better monitor and manage the access of individuals entering our premises. Each parent and authorized guardian will receive a unique QR code that will serve as their digital identification for check-in and check-out.
2. Simple Operation: Using the QR code scanning device is quick and straightforward. When arriving at the preschool, you will need to present your unique QR code at the designated scanning station. The device will instantly read the code, record your child's arrival, and grant access.
3. Real-time Updates: The system will allow us to have accurate attendance records in real time. This feature will be particularly helpful during emergencies.

Supervision

Staff are required to be within sight or hearing of an infant, toddler, or preschooler at all times so that the caregiver is capable of intervening.

Our Aftercare Homework Supervisors will:

- SET RULES about homework (when and where it should be done)
- SUPERVISE, but not offer help or assistance, unless asked, this will boost your child's confidence in completing schoolwork without constant adult assistance.
- COACH your child, but will not do the homework on behalf of your child.
- TRY THEIR BEST to get all homework done, before fun things.

Authorized Persons

- No child will be allowed to leave the school with anyone other than the parents/guardians unless the following is adhered to:
- Pre-arrangement by the parent/guardian, via the Umbilically App.
- No child under the age of 18 may collect a child; there must be an adult present.
- No staff may take children home.
- These rules are for your child's or children's safety.

Divorce

- A “parent” is the biological or legal guardian of the child or children, or a “parent” is a person legally entitled to the custody of the child or children, or a “parent” is a person who usually has the care and control of a child or children.
- A copy of the divorce certificate must be handed in at the pre-school so that we know which parent has custody.
- Before a divorce, the necessary documents should be handed in, so that we know which parent has custody in the meantime.
- In the case of a custody Court Order, the school must be informed in writing if a parent is not allowed to fetch a child from school, and a copy of the order must be supplied for our file. In the case of custody over a child between parents, the school will not be held liable in any way but will always strive to give the child concerned a sense of security and well-being.
- PS: Both Parents will be responsible for the school fees.

Mandated Reporting

As a pre-school facility, we are mandated reporters. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the welfare or police as required. This is simply listed to make you aware.

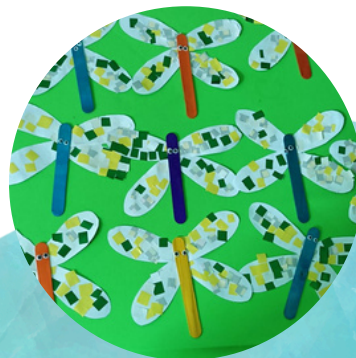
Contractors

Where possible, no construction and maintenance will be conducted during school hours. If work is conducted during school hours, the children will be segregated from construction. A school appointed person or management will continually inspect the progress of the work in alignment with agreed safety standards. Equipment is removed from the work area as soon as the work is completed. Where repairs are conducted on the playground, the area is thoroughly inspected after the work has been completed to look for dangerous items (Nails/tools, sharp objects etc.).

Insurance

Besige Bytjie Akademie is required to have general liability coverage.

EMPLOYEES AND MANAGEMENT OF THIS PRESCHOOL WILL DO ALL THEY CAN TO PREVENT ANY INCIDENTS OR INJURIES AND CANNOT BE HELD RESPONSIBLE IF SOMETHING SHOULD HAPPEN TO YOUR CHILD. IN THE CASE OF A SERIOUS INJURY OR ACCIDENT YOU WILL BE CONTACTED IMMEDIATELY.



Sick Policy / Medication / Emergency



Sick Policy

1. We will not accept a child with any of the following symptoms: Fever, vomiting, diarrhea or a rash other than a mild diaper or heat rash.
2. Symptoms must be gone for 24 hours prior to re-admittance.
3. We will not take a child with confirmed lice unless the hair has been washed in an approved product twice (24 hours apart). We will check the child's head personally upon arrival. Should we find anything, your child will not be allowed to stay.
4. No child with a contagious disease will be allowed at school until the contagious period has passed. In some cases, we might need a doctor's certificate.
5. Contagious diseases: German measles, Chickenpox, Measles, Pink Eyes, Gastro, Mumps.

Immunization

All children in our preschool must have the appropriate immunizations for their age or written notarized documentation on the immunization form apposing immunizations.

Medication

1. No medication will be given without parental permission.
2. No medication is to be left or placed into a child's back-pack; it must be handed in at the office, together with the Medication Consent form.
3. Should your child/children need medication, please complete the Medical Consent Form. The Teacher will complete the Medicine register and sign when the medicine is given.
4. Medicine must be pre-packed and clearly marked; no glass bottles or containers are allowed. Medicine must be measured off at home in a syringe for each dose that needs to be administered. The pre-prepared syringes must be placed into a plastic container or plastic zip lock bag.
5. The medical consent form, to be completed by the parent in duplicate – one will remain in the plastic container, and one will be handed to the authorized staff member(s).
6. Prior to administering prescription medication, we must have written permission and instructions for each medication. All medicine must be clearly labeled with the child's name, times and quantity given. No child will be allowed to collect or bring medicine.
7. No medication will be put on a child's genital area.
8. Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.
9. Our Office personnel will take the medication from the parent and store it in the fridge, the medical register form will then be handed to the relevant teacher.
10. In the case of an emergency, should a parent or person named in the enrolment form cannot be reasonably contacted a medical practitioner will be contacted and either written or verbal instructions will be followed. This is to be documented on a medication record.

Sick Policy / Medication / Emergency

For over-the-counter medications and creams - We need parental permission to give a child any of the following medications.

- Antihistamines
- Non-aspirin pain relievers and fever reducers
- Cough medicine
- Decongestants
- Anti-itching creams
- Diaper ointments and powders
- Sunscreen
- Insect repellent

Emergency, Medical Attention and Transportation

- Should your child/children require emergency medical attention, you will be contacted and informed of any necessary steps that we have to take to ensure his/her wellbeing. We will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.
- Also, we may need to transport a child in a medical emergency. All children will be restrained in car/booster seats or seat belts and will be transported without your written permission in the event of an emergency. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

Hygiene

- Hair must be regularly checked for lice and properly treated. If head lice are found the child must stay at home and must be treated immediately.
- Nails must be short and clean. No nail polishes please.

Extra

- Please cover any abrasions, cuts, or lesions with a plaster properly.
- Please do not ask us to keep your child indoors. Weather permitting; children go outside in the morning and in the afternoon. We cannot leave your child in the classroom unattended. A child who cannot play outside should be kept at home.
- If a child shows evidence of any contagious disease, fever, nausea, pink eye, lice etc. we will immediately call and inform you to pick up your child at once.
- As regulated by the Department of Health, no child is allowed in school with a contagious disease this includes head lice.



General

Discipline

We will strive to offer praise for good behavior. Should negative behavior happen, we will deal with it in one of three ways.

1. Redirection – Toddlers will be redirected to another activity or area. All instructions given will be positive instructions.
2. Talking – Once a child reaches the age of two, they can be talked to. They will be told in easy-to-understand terms why the behavior should not continue. Typically, this is highly effective. We strongly believe in positive re-enforcement.
3. Time-out – Should the behavior continue; the child will be placed in a time out corner. We use the one minute per age of the child rule (a three-year-old gets three minutes.)
4. Should the behavior continue after a few time outs, we will then need you to work with us to ensure that a positive outcome can be found. A workable solution can almost always be found.

Evaluation

- If at any time during the year it is felt that the Parent/ Teacher / Principal could benefit from a conference, this may be scheduled by appointment. Since the attention of the Teacher is needed for the whole class while in the classroom, conferences are not advantageous or permissible during arrival or departure times.
- If you need to speak to any staff members, kindly arrange an appointment through our office, a set time and date will be allocated after hours.
- Progress reports will be available in June and December each year.
- Parent evenings will be held in December each year.
- Evaluation for school readiness must be done in June/July each year, at your own cost.
- Interviews with individual parents will be held if needed.

Notices and Newsletters

Important notices, newsletters, regular posts, and photos of your child will all be done our Communication App, which is private and secure.



General

Parent visits to our preschool

You have the right to stop in anytime during your child's regular pre-school hours. You do not need a reason. You are welcome to pop in at any time.

Cellphones

No phones allowed at school. We do not take any responsibility for phones getting lost or damaged.

Vape and Smoking

Smoking is not allowed at our facility we are a smoke-free school. The school uses gas for cooking and therefore NO exception will be made to this rule. Vaping is not allowed.

Vacations and Holidays

- Besige Bytjie Akademie will be closed for the school holidays in December, as per the dates determined by the Department.
- Besige Bytjie Akademie will be closed on public holidays. Kindly note that should a public holiday fall either on a Thursday or Tuesday the school will be closed the Monday prior to the public holiday and the Friday after the public holiday, in conjunction with the public schools.

CAPS

Besige Bytjie Akademie is committed to the CAPS policy.

Disability

Besige Bytjie Akademie is currently not equipped to admit children with disabilities, but we are open to admissions.

Extra

- No pets are allowed.
- Children are not allowed to bring any toys to preschool.
- Re-registration will be done yearly, in October and November.
- We appreciate your interest in the pre-school and rely on your involvement at the pre-school.
- Our primary aim is to ensure that your child only receives quality care and attention.
- We trust that you and your child/children will be very happy at our pre-school.



House Rules



Preschool House Rules

1. Children will be taught by example. We aim to teach them to have respect for themselves, each other, our pre-school facility, property, and possessions.
2. Any negative behavior will not be allowed. This includes but is not limited to hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in our facility or bad language.
3. Any negative behavior from parents towards our employees will not be allowed.
4. All pupils in a school benefit when behavior is good. High standards of behavior are important in helping children to feel safe and learn well, and parents and carers play a key part in this.
5. Expulsions- We will usually only expel a pupil as a last resort after trying to improve the pupil's behavior through other means.
6. Items from home –No toys, candy or snacks, money, etc. are allowed.

Aftercare House Rules

The school's code of conduct and school rules apply to aftercare students for as long as they are on the Besige Bytjie Aftercare premises.

1. The staff of the aftercare will discourage the following behavior: bullying, name calling, swearing, racial or any other form of discrimination, kicking, smacking, pinching, fighting, biting, spitting or any other form of physical violence towards other children and staff.
2. No using or taking of anything that doesn't belong to you.
3. No disrespectful behavior or attitude towards any other child or staff.
4. Reasonable behavior is expected from all children and clear, consistent rules will be established according to the child's own level of understanding.
5. All staff must adopt a consistent and positive approach to management of children's behavior; high expectations will be met through positive encouragement and appropriate praise of good behavior.
6. Staff will not use any form of corporal punishment, humiliation, shaking or the withholding of food to deal with unacceptable behavior.
7. Staff will not label a child in any way to indicate that he is "undesirable" or "naughty".
8. Staff will inform parents/guardian of particular serious incidents or persistent unacceptable behavior. This will not be done in front of children.
9. Any child disobeying the rules of the Aftercare will receive three written warnings which the parent will have to sign. Thereafter the child will no longer be able to attend Besige Bytjie Aftercare facility.
10. Depending on the seriousness of an incident, it can be less than 3 written warnings or immediate expulsion from Besige Bytjie Aftercare.
11. If children damaged the premises in any way, the parents will have to bear the cost.
12. Besige Bytjie Akademie Teachers work hand in hand with parents to educate the child. Both have equally important roles and should treat each other with respect. The ultimate goal is the child's education and the focus should not waver from the same.

Additional Policies



1. Policy on Admission of Children with Special Needs

Busy Bee Academy is committed to providing quality early childhood education within the scope of our available resources and facilities. While we strive to support the developmental needs of all children, we acknowledge that our school does not have the specialised facilities, staff, or resources required to accommodate children diagnosed with Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorder (ASD), or other learning and developmental difficulties.

1. **Limited Facilities:** Our school is not equipped with specialised therapeutic interventions, remedial support, or special education programs that may be required for children with ADHD, Autism, or other learning difficulties.
2. **Best Interest of the Child:** If, upon assessment or observation, it becomes evident that a child requires specialised support beyond what our institution can provide, we will recommend alternative educational environments better suited to their needs.
3. **Parental Acknowledgment:** Parents/guardians must disclose any existing diagnoses or concerns regarding their child's development upon enrolment. Failure to do so may result in the termination of the enrolment agreement if it is found that the child's needs exceed what our school can reasonably provide.
4. **Referral to Specialists:** Where appropriate, we may refer parents/guardians to external professionals for further assessment and intervention.

2. Policy on Termination of Enrolment

Busy Bee Academy reserves the right to terminate the enrolment of a child if it is deemed to be in the best interest of the child, the school, or other children in our care.

1. **Best Interest of the Child:** If we determine that our preschool environment is not suitable for a child due to behavioural, emotional, or developmental concerns, we reserve the right to discontinue the child's enrolment.
2. **Non-Compliance:** Enrolment may be terminated if a parent/guardian fails to disclose relevant information, does not adhere to school policies, or does not cooperate in ensuring a positive learning experience for their child.
3. **Disruptive Behaviour:** If a child's behaviour poses a risk to themselves, other children, or staff, and reasonable interventions have not been successful, the school may terminate the enrolment agreement.
4. **Individual Support:** If your child requires a level of individual attention beyond what our facility is equipped to offer, we may recommend alternative options better suited to their needs.
5. **Notice Period:** In general, a two-week written notice will be given before termination, unless the circumstances require immediate action in the interest of safety or well-being.

Aftercare

Besige Bytjie Aftercare will provide facilities and opportunities for homework.

1. Supervised homework will start at 15:00 till 16h30.
2. If the homework is not completed during supervised homework time, it is the parent's responsibility to ensure that the homework is completed and that the diary is signed daily.
3. The Parent must also check for any notices or messages.
4. The Parent must reinforce the work done and show an interest in the child's academic progress.
5. It is important to note that the teacher's time is limited and therefore can't be held responsible to check that the homework is done correctly, therefore, it still remains the responsibility of the Parent to check.
6. It is also important to remember that we learn from our mistakes and it is important for the school teacher to see the mistakes the student make, to ensure that more time is spend on the subject.

Grade 1, 2 and 3 children will be assisted with the homework daily. Test and projects require independent research and study time at home. These aspects remain the responsibility of the individual child and his/her parents.

Homework will not:

- Be done on behalf of a student.
- Be edited by the homework supervisor to ensure that all homework is done correctly.

Remember homework is a task assigned to THE STUDENT by a school teacher. The most common purpose of homework is to have students practice material already presented in class so as to reinforce learning and facilitate mastery of specific skills.

In some instances students might not complete the homework within the set homework supervision routine.

- It is important for you as a parent to work with us and explain to your child the importance of doing their work and give consequences if the homework is not completed in time.
- Most children have short attention spans. Sitting too long without stretching or relaxing will make them less productive than if you stop every so often.
- The homework supervisor will motivate the students by rewarding them for homework completed in time, by allowing them to take a small break after each task completed.
- Homework will be broken down into segments.
- Example: - The homework supervisor will determine the time needed for a task to be completed, if the student complete the task in time, the student will be allowed a small break, before attempting the next task.

YOUR CHILD/REN MUST ACCEPT RESPONSIBILITY FOR HOMEWORK AND TEACHER DELIVERED CONSEQUENCES SHOULD THEY FORGET TO DO HOMEWORK OR FORGET TO TAKE IT TO SCHOOL

Aftercare



Extra mural and Sport activities

1. Parents are to inform the aftercare teacher of their child's extra mural & sport time table.
2. Once the child is fetched by the designated service provider the responsibility will immediately fall upon that person. Aftercare will resume responsibility when the child is brought back and signed in by the aftercare staff.

Holiday Care

- Besige Bytjie Aftercare provides full day holiday care from 06h30 – 17h15 during school holidays.
- Learners are not automatically accepted for Holiday Care, this must be pre-arranged with the aftercare Operational Manager.

Aftercare

- Please advise us before 11h00 on days when your child is absent from school.

Aftercare Transportation and Collection Procedure:

The school bus driver will be accompanied by an assistant when the children are collected from the different collection areas. In the instance that the number of children to be collected exceeds the available space on the bus, the bus driver will be assisted by two assistants. One assistant will support the children and the bus driver on the way to aftercare, while the other assistant will wait with the children until the school bus return for collection.

The school collection (pick-up) fee is included in the monthly aftercare fee.

The school bus driver will not be accompanied by an assistant for special arrangement collections. Please also note that an additional fee will apply for any collection done after the initial school pick-up round:- example a special arrangement to collect a child after sport practice.

Collection Areas:

Grade R and RR

Children will be collected from their classroom.

Grade 1 to Grade 3

Children will be collected at the pavilion of the sport field across the road from the Preschool and Aftercare Centre.

Aftercare



Important Note:

- It is the responsibility of each parent to show your child where he or she will be collected and to teach them to wait at the designated collection spot or area until he or she is collected and not to wander off from that area.
- Remember children are collected for sport at different times and the school bus driver will continue to return until all children are collected. It is crucial that you inform and remind your child to wait at the pavilion even if he or she saw the bus driver leaving with children.
- Aftercare will send a daily message with the names of the children as they arrive at the centre. It is the parents' responsibility to monitor these messages to ensure that your child has been collected.

BE PUNCTIONAL AND INFORMATIVE

FOR THE SAFETY OF OUR CHILDREN IT IS IMPORTANT TO ADVISE THE AFTERCARE CENTRE IN ADVANCE WHEATHER YOUR CHILD WILL BE ATTENDING OR NOT.

Discipline Policy

The following steps will be taken if an incident occurs due to negative behaviour.

1. The incident will be interrupted with a Firm “NO.... We do not hurt other people!”
2. Staff will stay calm and will not overreact.
3. The child that was hurt will be comforted.
4. Staff will remove the child that caused the incident from the situation and give him/her something else to do.
5. Staff will assess child that got hurt and help the child first.
6. The child who caused the situation will be spoken to on their level in a loving, but firm manner.
7. The parents of both children will be notified of the incident (Incident report to be completed).

Discipline Process

STEP 1: You will be notified of the incident and will be expected to begin your own research and assist us in guiding your child to use appropriate behaviour.

STEP 2: If the behaviour does not improve the preschool manager will meet with the parents to go over a behaviour improvement plan.

STEP 3: After multiple incidents with no behavioural improvements the student may be unenrolled from our program if deemed in the best interest of the child, Besige Bytjie Akaemie and the other children. Re-enrollment for the child into Besige Bytjie Akademie may be considered six months after the termination.

Besige Bytjie Akademie has the right to unenroll a child from our program if there is no cooperation from parents.

INDEMNITY FORM

The right of access to the premises of Besige Bytjie Akademie is reserved at all times.

All persons that enter the premises of Besige Bytjie Akademie do so completely at their own risk.

All persons, parents and parties to the agreement that enter the premises of Besige Bytjie Akademie agree to observe and obey the rules of Besige Bytjie Akademie and confirm that all rules are incorporated in this agreement.

I/We hereby agree to the terms and conditions below and undertake to abide by them while my child is in the care of Besige Bytjie Akademie.

1. I/We hereby waive all claims I may have against Besige Bytjie Akademie, its owner or staff arising from injury, accident, illness, or any other cause involving the above-mentioned child, and hereby indemnify the Daycare center / Preschool against all such claims.
2. I/We hereby authorize Besige Bytjie Akademie to take all steps, which it in its absolute discretion may deem necessary, to have the said child admitted to a hospital, and treated by a doctor or other medical attendant. I further understand that I shall be held responsible for the payment of medical and/or hospital accounts arising from treatment.
3. I/we declare that according to my/our knowledge that my/our child is physically fit to participate in all activities offered by the Daycare center / Preschool and that he/she is in good health. I/we declare further that we have informed the Daycare center/Preschool of any physical disabilities that may affect my/our child's daily interaction.
4. In case of an emergency arising or in the event of the Daycare center / Preschool for any reason, we hereby nominate any authorized person of the Daycare center / Preschool to act in loco parentis in our joint name and stead in the sole discretion of such person as he or she may deem fit best serve the interests of our child in the said prevailing circumstances. In this respect we furthermore absolve, and hold indemnified the said person responsible for all and any act or deed as he or she may, in the fulfilment of these discretionary rights in the said circumstances and as may subsequently be regarded as holding him or her and the said Daycare center / Preschool, harmless from any claim or action in damages.
5. I hereby give permission for the transportation of said child in the preschool's vehicle for abovementioned purposes.
6. Our child, who is attending your Daycare center / Preschool is placed voluntarily by us onto the custody and care of the child minder/s in charge and all persons duly delegated by the Daycare center / Preschool to supervise, teach, and give general care to the children, of whom our child will form one such member.
7. We record that we are fully aware of and have personally inspected the grounds and the facilities, including the building and apparatus designated by the Daycare center / Preschool for the child and record further that we declare ourselves to be fully satisfied with the nature and locality of the apparatus.
8. As parents/guardians, we accept the fact that any child, including our child, can suffer an injury of a greater or lesser degree in the course of any specific activity, despite all diligent care as may be taken by the delegated Daycare center / Preschool person in charge. We also, accept that any child, including our child, may be ill with a contagious or non-contiguous illness at any time during the attendance of our child at the Daycare center / Preschool, or may come into contact with a child carrying a similar disease.

INDEMNITY FORM (Continued)

9. We accordingly indemnify and do not hold the Daycare center / Preschool responsible for any damages or claims from any case whatsoever which may give rise to our child suffering any bodily, or any other injury of whatsoever nature.

10. I/we am/are aware that Besige Bytjie Akademie may arrange activities like educational visits and other activities as necessary to add to the educational curriculum of the center.

11. I/we understand that although Besige Bytjie Akademie undertakes to take all necessary steps to ensure the safety of your child when in our care that it does not constitute a guarantee of the safety and welfare of the child at all times.

12. I accept that this general indemnity shall remain in force for the full duration of my child's registration at Besige Bytjie Akademie. I further undertake to furnish the school with any alterations to the required information.

13. I/We record that we are fully aware and have read the Rules/Conditions of acceptance, of the Daycare center/Preschool and declare ourselves to be acquainted and fully satisfied with the said rules and conditions

I/WE DO HEREBY DECLARE AND CERTIFY THAT I/WE HAVE READ THIS DOCUMENT AND I/WE FULLY UNDERSTAND ITS CONTENT. I AM / WE ARE AWARE THAT THIS IS AN INDEMNITY AND RELEASE OF LIABILITY.

Acceptance of Policies

By enrolling your child at Busy Bee Academy, you acknowledge that you have read, understood, and accepted all policies as outlined in our official Policy Guide, available on our website. These policies govern the terms of enrolment, school operations, and expectations for both parents/guardians and the school.

It is the responsibility of parents/guardians to familiarise themselves with these policies, as they are subject to periodic updates. Continued enrolment at Busy Bee Academy implies ongoing acceptance of any revisions made to our policies.

For the latest version of our Policy Guide, please visit our website or request a copy from the school office.