



Lost Property Policy

Effective Date: 01/01/2025

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

1. Purpose

The purpose of this policy is to ensure that children's personal belongings are managed in a clear, fair, and organised manner. This helps minimise loss, supports responsibility, and maintains a tidy and well-run preschool environment.

2. Scope

This policy applies to:

- All children attending Besige Bytjie Akademie
- Parents and guardians
- All staff responsible for the care and supervision of children

3. Labelling of Belongings

- Parents are requested to clearly label **all personal belongings**, including but not limited to:
 - Clothing and shoes
 - Bags and backpacks
 - Bottles, cups, and lunch containers
 - Blankets, comfort items, and other personal effects
- Labels must be **durable, waterproof, and clearly legible**.
- The preschool cannot be held responsible for the loss of items that are not clearly labelled.

4. Collection and Storage of Lost Property

- Any unclaimed items found on the premises are collected daily by staff.
- Lost items are placed in a **designated lost property area** accessible to parents.

- Staff will make reasonable efforts to identify and return items by:
 - Checking name labels
 - Reminding children to collect their belongings
 - Encouraging parents to check the lost property area regularly

5. Storage Period

- Lost property is stored for **one full school term** from the date the item is found.
- Parents are encouraged to check the lost property area frequently to avoid permanent loss.

6. Disposal or Donation of Unclaimed Items

- At the end of each term, unclaimed items will be:
 - Washed and **donated to a registered charity**, where appropriate, or
 - **Recycled or disposed of** responsibly if the items are damaged, unhygienic, or not suitable for reuse
- The preschool will not accept responsibility for items that remain unclaimed after the storage period.

7. Parental Cooperation & Child Responsibility

- Parents are encouraged to:
 - Label all items clearly
 - Check lost property regularly
 - Avoid sending valuable or irreplaceable items to school
- Encouraging children to care for and recognise their own belongings forms part of the preschool's **developmental and independence goals**.

8. Liability

- While reasonable care is taken, Besige Bytjie Akademie cannot be held liable for:
 - Loss or damage to unlabelled items
 - Items not collected within the designated storage period

9. Review

- This policy is reviewed **annually** or when required due to changes in legislation, best practice, or school operations.
