



From
4 Months
GR R

Bright Beginnings Preschool



Welcomes YOU!!!



INFORMATION GUIDE 2020
www.brightbeginningsschool.co.za

INFORMATION GUIDE FOR 2020 SCHOOL YEAR



Welcome to Bright Beginnings Preschool.

The Parents' Information Guide's aim is to provide insight into our fun and nurturing schooling environment and quick referencing to the daily operating procedures and important policies at school. Bright Beginnings Preschool was created to meet the needs of high quality child care for children between 4 months and 6 years of age. We look forward to working with you, in order to provide a secure foundation for your child and to ensure successful growth and learning, in partnership.

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1. PHILOSOPHY

Our childhood curriculum is innovative, imaginative, intelligent and incorporates every child's individuality, yet remains relevant by integrating the best of various methods known to date. Curriculum that is not dynamic is outdated. Ours is packed with numerous activities ranging from Montessori based activities, fundamental to analytical and cognitive thinking skills development; sensorial and movement based activities, critical to motor development as well as fantasy play, arts and crafts, critical for the social and emotional development of a child. Life skills and technology provide an orientation towards future readiness. At the helm of every activity is equipping the child to be self confident, excited about learning and ready for the future. **Fun, Confident, Unique, Ready for the Future**

2. CHILDCARE ACT

Bright Beginnings Preschool adopts its principles and methods from the guidelines of the relevant Child Care Act. Although Bright Beginnings Preschool is a private school, we are obliged to adhere to the best practice as stipulated in the social development and health legislations and continuously engage the local municipality on the above issues. We also aim to consistently exceed levels of standards of childcare service as required by law. Our school is subject to occasional inspections. **Children have rights and should be treated with respect.**

3. INTRODUCING THE SUPPORT CENTRE

It is recognised that the most important ingredient to our success is our committed team within the school. Our team of professionals provides guidance and support on the latest thinking in childcare, health & safety measures, meeting child centric requirements, and ensures that all of our training needs are met.

Together we rely on a team-based approach of delivering fun and enriching activities to our children and apply the best practices in quality childcare. Due to the support and encouragement received, our team remains committed, enthusiastic and passionate about caring for children.



Quote:

"Knowledge will bring you the opportunity to make a difference."

- by Claire Fagan

5. WHAT PARENTS SHOULD KNOW

Bright Beginnings Preschool admits children from 4 Months to 6 years of age; otherwise known as Grade R.

The language medium used for learning is English.

Bright Beginnings Preschool is run as a non-denominational school and we respect and acknowledge diversity. Children of all religious backgrounds are welcomed at Bright Beginnings Preschool.



6. SCHOOL HOURS

Bright Beginnings Preschool is open 5 days a week: Monday to Friday from 06:00 to 18:00.

It is in the children's best interest to attend five days a week, as they develop a routine, make friends and learn new things every day. However we do offer various options to our parents and custom make our package to suit your individual needs.

To make it easier for parents with work commitments, drop-off times begin at 06:00 and collection times may be extended to 14:00, at the latest for our half day learners.

For those parents who prefer the full day programme, the aftercare staff will take over for the remainder of the afternoon, with a teacher on duty to ensure sufficient number of staff on the premises.

Half day children whose parents are not punctual, children will automatically be placed in aftercare, and an aftercare fee will be charged for the afternoon. Should parents be late to collect the children in the evening (after 18:00), a late slip will be issued, and a fee will be charged for every 15 minutes delay. No exchange of monies will take place between staff and parents for anticipated childminding (This is prohibited), and for the safety of our staff and learners on the premises.

STAFF QUALIFICATION

All staff are adequately trained in first aid as well as firefighting to handle emergency situations. As required by the relevant Act. All teachers and staff respectively have gone through background checks to ensure their suitability for their roles at hand.

7. SLEEP

Children need to sleep at least 9 hours at night to be well adjusted and sociable and to benefit from the school programme. Children under the age of 5 (On the full day programme), will be required to nap (at least 45 minutes) in the afternoon, as the morning programme is enriched with activities and movement that may tire our little ones out. No child will be forced to sleep but we do request that all our learners quietly rest on the beds provided.

8. TOYS AT SCHOOL

Toys will not be allowed at school, to the extent that your child/children refuse to separate from the toys, the school is not responsible for the losses or damages incurred herewith. Toys may be packed in the school bag, in the lockers upon arrival.

9. ABSENCE FROM SCHOOL

Kindly inform the principal/teacher should your child not be at school. Please note that the school generally calls parents within 48 hours of no show.

10. HATS AND PEAKS

A sunhat must be worn at all times, this will be left at school during the week, and may be returned home occasionally to be washed. Children will not be allowed on the playground without protection from the sun. Sunblock will also be available for daily usage. It is recommended that you ensure putting sunblock on before you leave the house with your little one in the morning.

11. LEARNING SUPPORT TEAM



The learning support team assists the school in meeting the learning needs of the children in the most effective way.

The team comprises of a psychologist, media therapist, speech therapists, occupational therapists and physiotherapists who regularly meet with each other, as well as the class teacher and principal.

12. SECURITY MEASURES AND VEHICLE DISKS

Bright Beginnings Preschool has strict access control to the premises. It is continuously monitored, 24/7, by its local community security patrol, CCTV and guarding. Access to the property is restricted to Bright Beginnings parents or parents with prior arrangements for viewings. All other visitors will work by appointment only or sole discretion of the principal.

13. COMMUNICATIONS

Most communication will occur electronically. All information is available on our website. We have occasional parents' meeting during the year as well as a progress card issued bi-annually. We also have notice boards in the entrance hall for pressing matters and information as well as application forms for various school activities.



14. PARENT RELATIONSHIP

We are committed to developing a true partnership with our parents that will help us create a childcare environment that offers high standards of care and a learning environment to ensure every child's needs and interests are consistently met.

We are committed to offer quality childcare in a safe, happy environment that provides exciting opportunities and challenges, for every child to play, learn and develop.

At Bright Beginnings Preschool your child will enjoy interacting with other children and our staff, in an atmosphere that is not only nurturing, but one where their individuality is respected.

We know in our hearts that there is no greater responsibility than giving a child the best possible start in life.



Bright Beginnings Preschool

16. NEWSLETTER

Our interactive newsletter will be issued monthly to inform parents of the latest developments at Bright Beginnings.

17. LIGHTS, CAMERA, ACTION.

Formal and Informal photographs will be taken during the year by our skilled photographers. Dates for this will be communicated to you by your school principal. Also note that we may utilize some of your children's photos for our communications, websites and newsletters, brochures and pamphlets. All such material belongs to Bright Beginnings Preschool and we will not be distributing photos to any persons that is not authorised to use them, under any circumstances. This option is also provided to parents in the application form should you not wish to have any photos made public, please ensure to tick the relevant box.



18. SOCIAL MEDIA PLATFORMS

At Bright Beginnings Preschool we make use of various social media platforms, for our existing parents, as well as prospective parents. We use photographs taken on a daily basis and post them on these platforms. Please ensure that should you wish to not have any photos of your child posted on social media platforms that you communicate this to your child's teacher. These photos will only be used for Bright Beginnings's platforms and we encourage all our parents to engage in this platform.

19. YOU CAN FIND US ON



20. BIRTHDAYS

We are happy to celebrate your child's birthday with a little party at Bright Beginnings Preschool. Most parents enjoy bringing cake, some crisps and juice for the celebration amongst friends.

We advise that parents consider creative party packs that include very little sweets, as most parents prefer that their children not eat sweets and chocolates.

Parents will be requested to donate a book to the school to encourage a reading mindset. A birthday ring will be discussed with the teacher for the child. It is advised to keep sweets in the party packs to a minimum.

21. HEALTHY CHILDREN ARE HAPPY CHILDREN

Please do not send your children to school if they are ill. They will certainly feel miserable and may make other children sick. If we believe your child is ill, or is becoming ill, please be understanding if we decide to send them home. Bright Beginnings Preschool has a strict 48 hour policy with regards to illness and administering of medication at school.

Should a child feel sick during school time, parents will be contacted and asked to collect the child. Parents must provide at least two alternative telephone numbers for next of kin who may be contacted in such instances should we not be able to get hold of the parent.

22. INCIDENT REPORTS

Bright Beginnings Preschool keeps record of all incidents of any nature e.g. an injury, a fall, a teaspoon of paracetamol (panado) or other like occurrences. We take all matters very seriously and our aim is to keep your child safe and secure in an enjoyable environment. If you are aware of any allergy or condition which requires further care and assistance kindly advise us immediately and refer to the indemnity and T's & C's stipulated in the online application form. Rest assured that our top priority is the safety and wellbeing of our preschoolers.

23. DAY ONE AT Bright Beginnings 2019

The first day back to school in the new year can be a little tricky, and for this reason we ask our parents to please familiarize yourself with our website and packing for the first day. Our staff are extremely excited to meet their new preschoolers and will do their best to make your little one feel as welcome as possible. We know that leaving your little one on the first day is hard, but ask that you say goodbye and not linger, so that we may settle our preschoolers as soon as possible.

24. PACKING FOR THE FIRST DAY

CHECK LIST FOR THE FIRST DAY

Blanket (Bright Beginnings provides a bed for each child)

Pillow

Face cloth

Tissue box

Wet wipes

EVERYDAY PACKING

A change of clothes (including underwear); often times the children play with water or/and paint;

Warm tops and socks are advisable

Nappies and wipes for everyday use, alternatively, a supply of nappies and wipes B.B may store for your child's use for as long as they are available

Bum creams as you use at home

Medication, asthma pumps, if necessary

In summer: sunscreen, swim costume, hat and towel

Kindly mark all your little one's belongings clearly; and If your child is still feeding from bottles; please provide all the necessary equipment and discuss your requirements with the responsible teacher.

Your children are here to have fun, so allow for comfort and movement in your selection of clothing!

25. EXTRA - MURAL ACTIVITIES

We provide numerous activities at no additional cost to the parents included in our daily programme. Extramural activities are also made available to the children, which falls outside the normal gross motor development that is included in curriculum. These activities carry an additional cost, paid directly to the third party. You can find more information in this regard in the entrance of the school.

26. CURRICULUM:

Bright Beginnings continues to promote healthy bodies and minds by:

1. Creating social environments where children can make meaningful and positive relationships with peers and adults, that also supports communication and language development.
2. Providing opportunities where children can explore how and why things happen (cause and effect) such as filling, emptying, floating, sinking, balancing and measuring.
3. Supporting early reading through language rich environments so that children begin to understand that words carry meaning.
4. Promoting healthy choices by encouraging greater independence during meal times and self care routines.
5. Ensuring children reach their full potential, through effective teaching that will assist them to achieve success in school and in life.
6. Supporting literacy skills using the Letterland 'Letter and Sounds' program, which supports children in developing reading and writing skills from an early age through to primary school.
7. Embedding mathematics into everyday routines, such as laying the table, bathing pairs, using sand times, clocks and stop watches, cooking activities and building structures.
8. Future ready by providing opportunities and resources for investigation, exploration and experimentation.

27. MEAL TIME

There is never a more critical time in a child's life when nutrition is so important. In their early years, children discover new tastes and textures, new likes and dislikes; which makes the task of ensuring every child enjoys healthy, well-balanced meals and snacks, as challenging as it is important. At Bright Beginnings, our Chef has been trained to provide a diet that meets the nutritional requirements at every stage of development; fresh fruit and vegetables regularly appear on the menu. Bright Beginnings Preschool's Chef is required to complete our basic training provided by Pick n Pay Foods. The course addresses areas such as 'Food and Nutrition', 'Nutrition for the Under 5s,' 'Menu Planning', 'Health and Wellbeing', 'Preparations'; and 'Promoting Healthy Eating'. Bright Beginnings Preschool is committed to delivering quality, balanced meals and snacks to all the children attending our schools.

Breakfast (06H30 to 08H15)

We have provisions of porridge, cereals and muesli in case your child does not make it on time for breakfast. Kindly advise at drop-off whether breakfast is required for your child if drop off takes place after 08:15

Morning Snack (10H00 to 10H30) depending on the age time may differ

A substantial and healthy mid-morning snack will be provided e.g. popcorn, raisins, fruits, yoghurts, sandwich, juice, pretzels, raisin bread, peach slices, rice cakes and lots of water, muffins, scones etc.

Lunchtime (included in half-day programme: 11:30 to 12:30)

A substantial and healthy lunch will be provided e.g. mash potatoes and vegetable, quiches, pasta, baked potatoes, cheeses, tuna, sandwiches and juice/water/ice tea. Should parents have objections to any of the above or special dietary requirements, please do let us know well in advance. Children need to eat well to remain healthy and energetic.

Afternoon Snack (included in full-day programme: 15:00 to 15:30)

A substantial and healthy mid-afternoon snack will be provided e.g. popcorn, raisins, fruits, yoghurts, sandwich, juice, pretzels, raisin bread, peach slices, rice cakes and lots of water.

Fruits all day long for children with a very healthy appetite; fruits are available in the fruit basket, all day long! Parents are encouraged to bring a bag of fruits weekly, in order for the children to have a variety of selections from which to choose from! Parents should try and collect the children after these eating periods, so as not to disrupt the children, during eating time!

Bright Beginnings Preschool environment support 'school readiness' through a wide range of quality resources and equipment that promote all areas CAPS, including mathematics and literacy. Your preschooler will be refining all the knowledge and skills they have gained throughout their time at Bright Beginnings Preschool. They will be active learners, eager for new challenges with a "CAN DO" attitude.

Our community:

At Bright Beginnings Preschool, we aim to offer the best learning exposure and environment to our children. To a large extent this is achieved by aiming for a teacher/assistant to children ratio of 1:10 on the upper end of our age groups. For our younger group we feel that a ratio of 1:5 will enable us to provide the personal touch and care this group requires. This will be a gradual process which will gather steam as our establishment grows.

What We Do at Bright Beginnings Preschool:

At Bright Beginnings Preschool we believe in informal education, focusing on the child's independence and helping them to reach age-appropriate goals. Interesting themes and fun days at school ensure that the child learns primarily through play.

Progressive education is play and art based, exploratory, and emergent. That means we take the children's interest into account, we push boundaries with our creativity and we allow children to learn through exploration.

We don't follow set standards. We acknowledge that children grow at their own pace and each child is an individual that needs something different. *****

We still have expectations, routines, and structure. Children feel safe when there is routine and they thrive when we set high expectations to ensure each child reaches their full potential through a safe and comforting environment.

Progressive education is emphasis on learning by doing:

Highly personalised education accounting for each individual's personal goals;

Hands on projects;

Expeditionary learning;

Experiential learning;

Integrated curriculum focused on thematic units;

Integration of entrepreneurship into education;

Strong emphasis on problem solving and critical thinking;

Group work and development of social skills;

Understanding and action as the goals of learning;

Collaborative and cooperative learning project;

Emphasis on lifelong learning and social skills;

Continuous assessment by daily evaluation.

Number Sense is integral in ensuring children connect numbers to their own real life experiences.

Numeracy is embedded in our everyday lives and children are naturally curious developing mathematical ideas without often even realizing it. Mathematics is in everyday activities such as playing, reading, baking, storytelling and helping around the home/school. Early numeracy encompasses things such as comparing quantities, searching for patterns, sorting objects, ordering, creating and building with blocks etc.

Letterland is a child-friendly, multi-sensory system for teaching children to read, write and spell.

The secret of its worldwide success lies in its pictogram characters and their ability to make learning fun!

Art is alive in the child. Art education helps create and appreciate visual aesthetics. When kids are encouraged to express themselves and take risks in creating art, they develop a sense of innovation and inventiveness that will be important in their adult lives.

Continuous Assessment:

Integrated continuous assessment curriculum

Extensive and individual continuous assessment done on each child monthly

Outcomes and activities are derived from continuous assessment and goals are set for the following month

These goals are used to do weekly theme planning

Weekly planning is customised to focus on the children's strengths and develop their weaknesses or areas that have not yet been developed fully

Every single activity is done with a purpose and an outcome in mind

The following skills are developed through our daily programme:

Communication, language and literacy

Thinking and memory skills

Reasoning and numeracy (Mathematics)

Knowledge and understanding of the world (Science and Technology)

Health and physical development

Creative development (Art)

This results in a child who is physically and intellectually well developed, which ensures that they are equipped with the requirements for formal education. Our day programme is developed in such a way that focus is placed on the personal, social and emotional development of the child.

Variety in the day programme is of the utmost importance. Through play the child learns and continuously develops the senses, fine and gross motor skills, eye-hand-foot coordination, stimulation of thoughts, initiative, a daring attitude/venture, and a positive self-image.

Committed to Educational excellence and with you every step of the way.