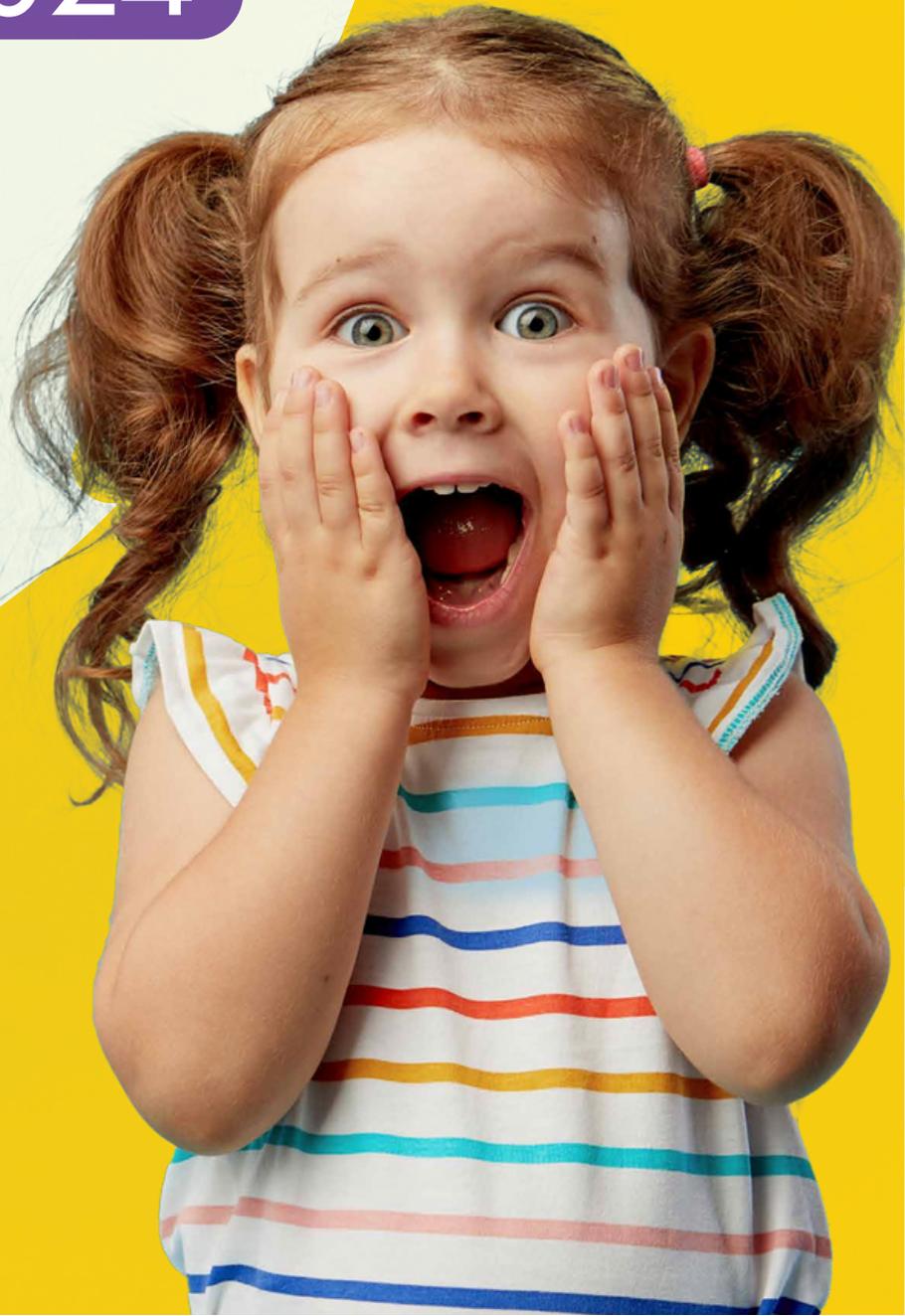




Bright Beginnings Preschool

# INFORMATION GUIDE **2024**



# INTRODUCTION

## WELCOME TO BRIGHT BEGINNINGS

The aim of the parents' information guide is to provide insight into our fun and nurturing school environment, as well as act as a quick referencing tool for all stakeholders to obtain the relevant information needed regarding our policies and procedures.

Bright Beginnings Preschool was created to meet the existing need of high-quality childcare for children between 3 months and 6 years of age. We look forward to working in partnership with you in order to create a secure learning environment where learning is prioritised, and your child's growth potential is maximised.



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## 01 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.

A curriculum that is not dynamic is outdated. Our curriculum is filled with Montessori based activities which are fundamental to the development of cognitive and analytical skills. We also introduce our learners to sensorial based activities which are critical to motor development. Other activities such as fantasy play and arts and crafts are also a vital part of our syllabus, as they assist with 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.

## 02 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 practices stipulated by the department of education, as well as health and safety department, and we continuously engage with local government. We also aim to consistently exceed the 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.

## 03 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 provide guidance and support on the latest teaching methods and health & safety measures. Continuous training is done to ensure that our team is always up to date with the needs of our learners.

Together we rely on a team-based approach by 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 and educating children.

## 04 WHAT PARENTS SHOULD KNOW

Bright Beginnings Preschool admits children from 3 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.

## 05 SCHOOL HOURS

Bright Beginnings Preschool is open 5 days a week: Monday - Friday from 06:30 - 18:00. To make it easier for parents with work commitments, drop-off times begin at 06:30 and collection times may be extended to 13:00 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 teachers on duty.

Half day children whose parents are not punctual, 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 minute delay. No exchange of monies will take place between staff and parents for anticipated childminding, as this is prohibited and also compromises the safety of our staff and learners on the premises.

## 06 STAFF QUALIFICATIONS

All staff are comprehensively trained in first aid as well as fire fighting, in order to ensure that they can adequately handle emergency situations. This is required by the department of education. All teachers and staff respectively have gone through background checks to ensure that they are adequately suited for their roles. All teachers are required to have a minimum NQF Level 5 qualification. Continuous training and workshops are held throughout the year.

## 07 SLEEP

Children need to sleep at least 9 hours at night to be well adjusted, sociable and to benefit from the school programme. Children under the age of 5 (On the full day programme), will be required to nap for a duration of 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 learners quietly rest on the beds provided.

## 08 TOYS AT SCHOOL

Toys will not be allowed at school and, if your child/children refuse to separate from their toys, the school is not responsible for the losses or damages incurred herewith.

## 09 ABSENCE FROM SCHOOL

Kindly inform the principal/teacher should your child not be at school. Please note that no refunds and/or discounts are provided for absent days.

## 10 HATS

A sun hat must be worn at all times, this will be left at school and be washed on site. Children will not be allowed on the playground without protection from the sun. Bright Beginnings has a “No Hat, No Play” policy.

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 play therapist, speech therapist, occupational therapist and a physiotherapist who regularly meet with one another, as well as the class teacher and principal.

## 12 SECURITY MEASURES

Bright Beginnings Preschool has strict access control to the premises. Our grounds are continuously monitored by our local community security patrol, CCTV cameras and our own security guards. The relevant personnel are equipped with panic buttons and access to our school is controlled with biometric access.

Access to the property is restricted to Bright Beginning’s parents or prospective parents with prior arrangements for viewings. All other visitors will work by appointment only or in the sole discretion of the principal.

## 13 NEWSLETTER

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

## 14 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 the school principal. Please note that we may utilize some of your children’s photos for our communication, websites and newsletters, brochures, pamphlets and billboards. All such material belongs to Bright Beginnings Preschool and we will not be distributing photos to any persons that are 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.

## 15 YOU CAN FIND US ON



## 16 BIRTHDAYS

We are happy to celebrate your child's birthday with a little party at Bright Beginnings Preschool. Most parents enjoy bringing cake for the celebration amongst friends. We advise that parents consider bringing only cupcakes/cake pops as most parents prefer that their children not consume sugar in excess.

A birthday ring will be discussed with the teacher for the child.

## 17 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. No medication will be administered at school, unless in an emergency with signed consent from parents or guardians. Bright Beginnings Preschool has a strict 48 hour policy with regards to illness.

Should a child feel sick during the course of the school day, parents or next of kin will be contacted.

## 18 INCIDENT REPORTS

Bright Beginnings Preschool keeps a record of all incidents of any nature e.g. an injury or a fall.

We take all matters seriously and our aim is to keep your child safe and secure in an enjoyable environment. If you are aware of any allergy or chronic 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.

## 19 DAY ONE AT BRIGHT BEGINNINGS

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 welcome. We know that leaving your little one on the first day is difficult, but ask that you say goodbye and not linger, that we may settle our preschoolers as soon as possible.

## 20 COMMUNICATION

Most communication will occur electronically via email, newsletters and class WhatsApp groups. All information is available on our website: [www.brightbeginningschool.co.za](http://www.brightbeginningschool.co.za)

We have termly Parent/Teacher meetings as well as report cards which are 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.

## 21 PARENT RELATIONSHIP

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

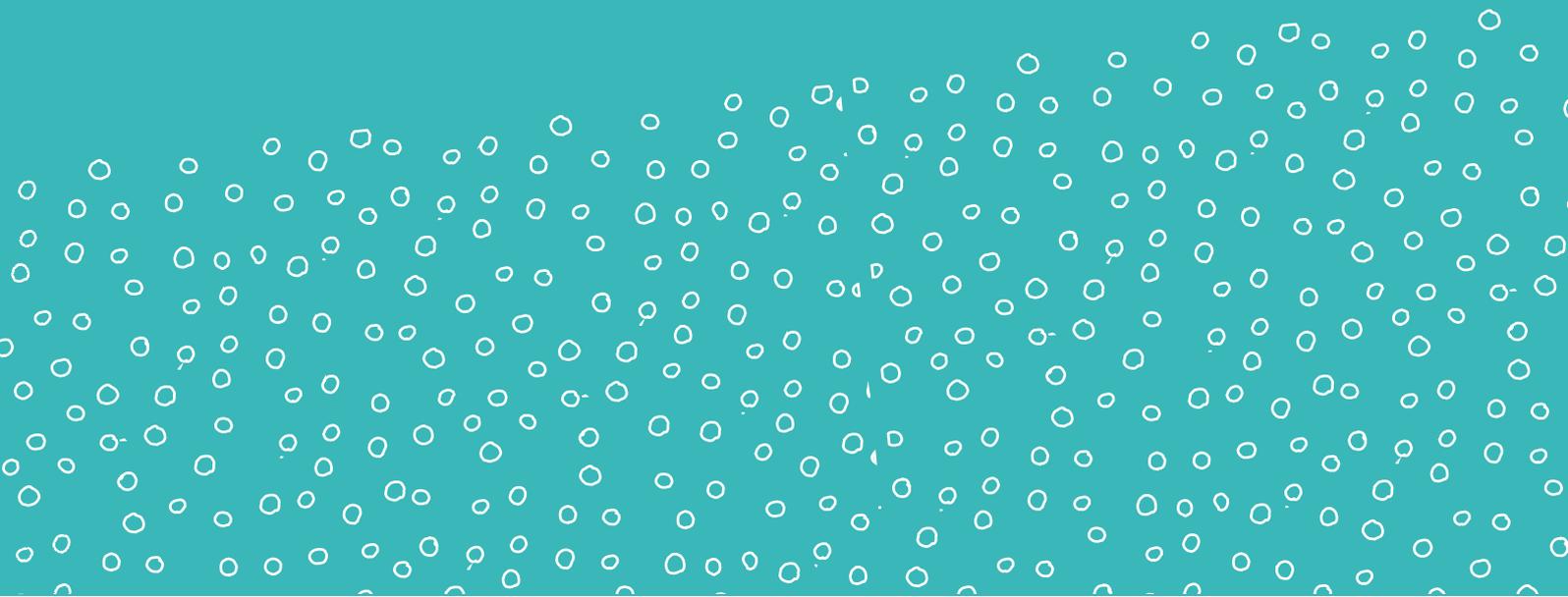
We are committed to offering quality childcare and education in a safe and happy environment that provides exciting opportunities and challenges, for all learners where they can play, learn and develop.

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.

## 22 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, these fall outside the normal gross motor development that is included in curriculum. These activities carry an additional cost, paid directly to the external service provider. You can find more information in the entrance hall of the school.



# CURRICULUM

Bright Beginnings continues to promote healthy bodies and minds by:

1. Creating social environments where children can develop 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 a language rich environment in order to optimally educate children and for them to understand that words carry meaning.  
#raisingreaders
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. Adjusting teaching strategies in order to effectively teach each individual child in the best way that they learn: visual, auditory, kinesthetic, and reading/writing.
6. Supporting literacy skills using the Letterland and Jolly Phonics '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. Providing opportunities and resources for investigation, exploration and experimentation, this ensuring all learners are ready for the future.



## EVERYDAY PACKING

A change of clothes (including underwear), as the children often play with water and paint. Warm tops and socks are a necessity.

Nappies for everyday use. Alternatively, a supply of nappies Bright Beginnings may store for your child's use.

Kindly mark all your little one's belongings clearly. Please note that sterilised dummies need to be sent to the Baby centre.

## OUR COMMUNITY

At Bright Beginnings Preschool we aim to create the best learning environment for 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 1:6 will enable us to provide the personal touch and care this group requires. The Baby Centre's ratio is 1:4

## WHAT WE DO AT BRIGHT BEGINNINGS

At Bright Beginnings Preschool we believe in informal education, focusing on the child's independence and helping them 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 do not follow set standards. We acknowledge that children grow at their own pace and each child is an individual that needs something different.

We do however 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 PLACING EMPHASIS ON LEARNING

- Highly personalised education accounting for each individual's personal goals
- Engaging hands on projects
- Doing experiential learning
- Having an integrated curriculum focused on thematic units
- The Integration of entrepreneurship into education
- Placing strong emphasis on problem solving and critical thinking
- Doing group work and development of social skills
- Using understanding and action as the goals of learning
- Doing collaborative and cooperative learning project
- Placing an Emphasis on lifelong learning and social skills
- Conducting assessment by means of daily evaluation

## MEAL TIME

We provide 2 menu's which are rotated monthly and open to changes termly. 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 as well as 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. The course addresses areas such as:

- Food and Nutrition
- Nutrition for the Under 5s
- Menu Planning
- Health and Wellbeing
- Preparations
- Promoting Healthy Eating

Bright Beginnings Preschool is committed to delivering quality, balanced meals and snacks to all of the children attending our school.

## BREAKFAST (07H00 - 08H00)

We have provisions of various healthy porridges.

## MORNING SNACK (10H00 - 10H30)

A substantial and healthy mid-morning snack will be provided.

## LUNCH (12H30)

INCLUDED IN HALF-DAY PROGRAMME

A substantial and healthy lunch will be provided e.g. mash and potatoes and vegetables, quiches, pasta, baked potatoes, cheeses, fish, water, 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 (15H00 - 15H30)

INCLUDED IN FULL-DAY PROGRAMME

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 water

Beginnings Preschool environment supports "school readiness" through a wide range of resources and equipment that promote all areas of CAPS, including mathematics and literacy. Your preschooler will be refining all of 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 motivated, perseverant and determined attitude towards school and learning.

# BABY CENTRE

Welcome to our lovely new baby centre where we provide the following in the fully inclusive packaged rates:

- Nurse monitored
- Formula and bottles
- Baby Garden
- Baby Massage
- Weekly weight checks
- Breathing monitors
- Dedicated 4:1 staff ratio
- Hygiene products supplied (tissues, wetwipes, sunblock, bum cream, cot sheets and towels)
- Fresh baby food made daily on site - assisting parents with weaning babies onto solids
- Practical Baby Programme followed
- Baby Brain Gym
- Hi Mama app - tracking babies happenings throughout the day and sending parents a daily report regarding bottles, nappy changes, napping, mood etc
- First Aid including training on CPR and choking

# SWIM SCHOOL

Bright Beginnings Preschool includes a swim school offering on our premises.



## Swim School

### OUR FACILITIES INCLUDE

- A heated pool
- Shade port
- Safety cover
- Clearvu fence (2m height)
- Padi qualified swimming instructors (level 1 and level 2)
- First Aiders (level 1 and level 2)
- Pool watchers

### FEES

R1800.00 per swimming season  
One 30min class per week  
(12 lessons per term)

### SWIMMING SEASONS:

Mid September - Mid December  
January - March

# 2024 FEE STRUCTURE

Fees payable monthly (including December). Invoices are sent on the 25th of the month for the following month ahead. Fees must be paid in advance by the 1st of the month. A late penalty fee of R200.00 will be charged for late payments. Attendance suspension will be enforced by the 5th of the month until outstanding fees are settled in full. Fees are payable via internet transfer or debit order.

6:30 -13:00 (5 Days/week)	R4 500.00	per month over 12 months
6:30 -18:00 (5 Days/week)	R5 300.00	per month over 12 months
6:30 -13:00 (3 Days/week)	R3 350.00	per month over 12 months
6:30 -18:00 (3 Days/week)	R3 800.00	per month over 12 months

## BABY CENTRE

6:30 -13:00 - Baby Centre (5 Days/week)	R5 000.00	per month over 12 months
6:30 -18:00 - Baby Centre (5 Days/week)	R5 800.00	per month over 12 months
6:30 -13:00 - Baby Centre (3 Days/week)	R3 700.00	per month over 12 months
6:30 -18:00 - Baby Centre (3 Days/week)	R4 200.00	per month over 12 months

Once off enrolment fee applicable to new pupils R1 500.00

*Late collection after 18h00 will be billed a penalty fee of R150.00 for every 15min over time)  
2024 Fees include , Breakfast, Morning snack, Lunch and Holiday Club  
for children registered as full day attendance*

## PLEASE NOTE:

- In the event that a student is unable to further attend school, one term's notice is required. Absence due to illness or holidays does not exempt parents from any payment which is due.
- Bright Beginnings conforms to the ISASA 4 Term Calendar.
- Settlement of 2024 fees in full by 15 December 2023 will entitle you to a  
6% Annual Discount: Fees paid in full by 15 December 2023  
4% Termly Discount: Fees paid in advance for the term ahead. (Quarterly payments)
- Sibling Discount: 5% on the second and subsequent children. The eldest child is charged at the standard fee rate.

## STATIONERY, ART SUPPLIES, WORKBOOKS AND SECURITY LEVY.

Stationery fee: R1800.00 invoiced annually in January and pro rata for children enrolling after January.

Each student will be provided a Bright Beginnings shirt and hat upon registration. Additional uniform is available via the online shop found on the website.

*(Note: The hat will remain at the school in your child's respective classrooms.)*

## BANKING DETAILS

Bright Beginnings Preschool  
FNB Business Account  
Account Number: 62633207784  
Branch Code: 250655

# FIND US ON GOOGLE

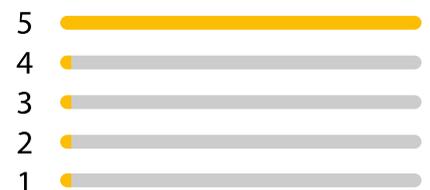


## ADDRESS

112 Church St, Johannesburg North,  
2188

SCAN THE QR CODE  
FOR DIRECTIONS

5.0  
★★★★★





# Bright Beginnings Preschool

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