



BAKEN AKADEMIE PRE-SCHOOL & DAYCARE Parent Handbook 2026

Welcome to Baken Akademie Pre-School & Daycare.

This handbook has been created to help parents understand the daily operations, expectations, procedures, and policies of the school. The purpose of this handbook is to ensure strong communication, consistency, safety, and a positive partnership between home and school.

This handbook applies to both:

Elephant Campus – 372B Boundary Road, Northriding, Randburg
Giraffe Campus – 437 Aureole Drive, Northriding, Randburg

1. SCHOOL HOURS

Full Day

Drop Off: From 6:30
Formal School: 07:30 - 16:00
Latest Collection: 17:30

Half Day

Drop Off: From 6:30
Formal School: 07:30 - 13:00
Latest Collection: 13:30

Late collections place a strain on staff and children. A late collection fee may apply where collection takes place after closing time.

Parents are requested to notify the school if delayed.

2. ARRIVAL & COLLECTION

- Learners may only be collected by authorised persons
- The School reserves the right to request identification before releasing a learner
- Parents must notify the school if another person will collect the learner
- Children may not be left unattended at drop-off

3. DAILY PROGRAMME

The daily programme may include:

- structured learning activities
- indoor and outdoor play
- snack and meal times
- music and movement
- creative activities
- rest or nap time
- story time
- developmental activities

A balance between structured learning and age-appropriate play is maintained throughout the day.

4. CLOTHING & PERSONAL ITEMS

Parents are requested to provide:

- labelled extra clothing
- nappies and wipes where applicable
- bottles and formula where applicable
- hats
- blankets for younger children
- comfort items required for rest time

All personal belongings should be clearly labelled.

The School will not take responsibility for lost or unlabelled items.

5. MEALS & NUTRITION

Children aged 2 years and older will receive:

- breakfast
- snacks
- lunch

Children younger than 2 years are required to bring their own food depending on age and feeding requirements.

Parents must inform the school of:

- allergies
- dietary restrictions
- intolerances
- medical concerns

6. HEALTH & ILLNESS

Sick children should remain at home.

Children should not attend school if they:

- have a fever
- are vomiting
- have diarrhoea
- have contagious illnesses
- are medically unfit for school

Parents must notify the school of:

- medical conditions
- allergies
- medication
- developmental concerns
- changes affecting the learner

Medication may only be administered if clearly labelled and accompanied by written instructions.

7. EMERGENCY MEDICAL PROCEDURES

In the event of an emergency:

- the School may seek medical assistance
- contact emergency services
- transport the learner for emergency treatment

Parents remain responsible for all medical costs incurred.

8. DISCIPLINE & BEHAVIOUR

The School maintains a structured environment built on:

- respect
- kindness
- responsibility
- self-discipline
- Christian values

Positive discipline and guidance are used to encourage appropriate behaviour.

Aggressive behaviour, bullying, or repeated disruptive behaviour will be addressed promptly.

9. PARENT COMMUNICATION

Communication may take place through:

- WhatsApp groups
- newsletters
- email
- notices
- meetings

Parents are encouraged to maintain respectful and constructive communication with staff members.

Concerns should be addressed directly with the relevant teacher or management.

10. ABSENTEEISM

Parents are requested to notify the school if a learner will be absent.

There will be no fee reduction for absenteeism, illness, holidays, or temporary absence.

11. HOLIDAY CARE

Holiday care may be available for enrolled learners during school holidays unless otherwise communicated.

Operational dates and times may differ during holiday periods.

12. SAFETY & SECURITY

The safety of learners remains a priority.

Security procedures may include:

- controlled access
- visitor verification
- collection authorisation
- supervision protocols

Parents are requested to cooperate fully with security procedures.

13. PHOTOGRAPHS & SOCIAL MEDIA

Photographs or videos may occasionally be taken during school activities, functions, or events.

These may be used for:

- newsletters
- communication
- social media
- websites
- promotional purposes

By signing the contract the parent hereby gives the authority to use said photographs for social media posting according to the POPIas act.

14. CHRISTIAN ETHOS

Baken Akademie Pre-School & Daycare is founded on Christian values and principles.

Children are taught:

- kindness
- honesty
- gratitude
- compassion
- respect
- responsibility

Families are expected to respect and support the ethos and values of the School.

15. GENERAL EXPECTATIONS

Parents are requested to:

- support school procedures
- maintain respectful conduct
- ensure fees are paid on time
- keep contact information updated
- work together with the school in the best interests of the learner

Contact Information

Elephant Campus

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Baken Akademie Pre-School & Daycare

Building Strong Foundations for the Future.