



BAKEN AKADEMIE PRESCHOOL AND DAYCARE

Parent Handbook | Version 2

Welcome

Welcome to Baken Akademie Preschool and Daycare.

This handbook helps parents understand the daily operations, expectations, procedures and policies of the school. It supports strong communication, consistency, safety and a positive partnership between home and school.

Applies to both campuses

Elephant Campus - 372B Boundary Road, Northriding, Randburg

Giraffe Campus - 437 Aureole Drive, Northriding, Randburg

Read together with enrolment and financial documents

This handbook should be read together with the completed Learner Enrolment Form and the current Fee Structure & Financial Policy.

Where fee-related matters are mentioned, the current Fee Structure & Financial Policy remains the controlling financial document.

1. SCHOOL HOURS

Option	Times	Collection
Full Day	Drop-off: from 06:30 Formal school: 07:30 - 16:00	Latest collection: 17:30
Half Day	Drop-off: from 06:30 Formal school: 07:30 - 13:00	Latest collection: 13:30
Holiday Care	Available for enrolled learners unless otherwise communicated.	Operational hours: 06:00 - 17:30, unless otherwise communicated.

Late collection expectations

- Late collections place a strain on staff and children.
- Parents are requested to notify the school as soon as possible if delayed.
- Late collection fees are charged according to the current Fee Structure & Financial Policy.
- Current late collection structure: 17:30 - 18:00: R50 per incident; after 18:00: R150 per incident.

2. ARRIVAL AND COLLECTION

Arrival and collection rules

- Learners may only be collected by authorised persons listed by the parent/legal guardian.
- The School reserves the right to request identification before releasing a learner to any authorised person.
- Parents must notify the school in writing or through an approved communication channel if collection arrangements change.
- Children may not be left unattended at drop-off.

- Any custody arrangements, court orders or legal restrictions must be disclosed on the Learner Enrolment Form and supported by documentation where applicable.

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
- Age-appropriate developmental activities

Programme approach

A balance between structured learning and age-appropriate play is maintained throughout the day. The programme may be adjusted according to age group, weather, school events and operational requirements.

4. CLOTHING AND 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

Personal belongings

All personal belongings should be clearly labelled. The School will not take responsibility for lost or unlabelled items.

5. MEALS AND NUTRITION

Children aged 2 years and older will receive

- Breakfast
- Snacks
- Lunch

Children younger than 2 years

Children younger than 2 years are required to bring their own food, formula, bottles and feeding items, depending on age, developmental stage and feeding requirements.

Parents must inform the school of

- Allergies
- Dietary restrictions
- Intolerances
- Medical concerns
- Special feeding requirements

6. HEALTH AND ILLNESS

General health rule

Sick children should remain at home. This protects the child, other learners and staff.

Children should not attend school if they

- Have a fever
- Are vomiting
- Have diarrhoea
- Have a contagious illness
- Are medically unfit for school

Parents must notify the school of

- Medical conditions
- Allergies
- Medication
- Developmental concerns
- Changes affecting the learner

Medication

Medication may only be administered if it is clearly labelled and accompanied by written instructions from the parent/legal guardian. The School may request additional medical guidance where required.

7. EMERGENCY MEDICAL PROCEDURES

In the event of an emergency, the School may

- Seek medical assistance
- Contact emergency services
- Contact the parent/legal guardian or emergency contact
- Arrange transport for emergency treatment where necessary

Medical costs and consent

Parents remain responsible for all medical costs incurred. Emergency medical treatment consent is recorded through the Learner Enrolment Form.

8. DISCIPLINE AND BEHAVIOUR

The School maintains a structured environment built on

- Respect
- Kindness
- Responsibility
- Self-discipline
- Christian values

Behaviour approach

Positive discipline and guidance are used to encourage appropriate behaviour. Aggressive behaviour, bullying or repeated disruptive behaviour will be addressed promptly and may require parent meetings, intervention or further administrative action.

9. PARENT COMMUNICATION

Communication may take place through

- WhatsApp groups
- Newsletters
- Email
- Notices
- Meetings

Communication expectations

Parents are encouraged to maintain respectful and constructive communication with staff members. Concerns should be addressed directly with the relevant teacher or management. Contact details must be kept up to date.

10. ABSENTEEISM

Absence notification

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

Fee position

There will be no fee reduction for absenteeism, illness, holidays, temporary absence or extended leave. Fees remain payable to maintain the learner's placement within the school, as set out in the current Fee Structure & Financial Policy.

11. HOLIDAY CARE

Holiday care availability

Holiday care is available for enrolled learners during school holidays unless otherwise communicated. Holiday care is included in the normal school fees, unless otherwise communicated in writing.

Holiday operating hours

Operational hours during holiday periods are 06:00 - 17:30, unless otherwise communicated. Operational dates and programme details may differ during holiday periods.

12. SAFETY AND SECURITY

Safety priority

The safety of learners remains a priority. Parents are requested to cooperate fully with security procedures.

Security procedures may include

- Controlled access
- Visitor verification
- Collection authorisation
- Supervision protocols
- Identification checks where required

13. PHOTOGRAPHS, VIDEOS AND SOCIAL MEDIA

Use of photographs and videos

Photographs or videos may occasionally be taken during school activities, functions or events. These may be used for internal school communication and/or marketing and promotional purposes, depending on the consent provided by the parent/legal guardian.

Possible use may include

- Newsletters
- Parent communication
- School social media
- School websites
- Promotional material

Consent and POPIA

Media consent is recorded separately on the Learner Enrolment Form. Personal information, photographs and videos will be handled in accordance with POPIA requirements and the consent provided.

14. CHRISTIAN ETHOS

Christian foundation

Baken Akademie Preschool and Daycare is founded on Christian values and principles. Families are expected to respect and support the ethos and values of the School.

Children are taught

- Kindness
- Honesty
- Gratitude
- Compassion
- Respect
- Responsibility

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
- Read and comply with the current Fee Structure & Financial Policy

16. CONTACT INFORMATION

Elephant Campus	Giraffe Campus
372B Boundary Road Northriding, Randburg	437 Aureole Drive Northriding, Randburg
Telephone: 010 016 9377 (Office Hours) Nita: 084 025 2878 Maronique: 072 165 6612 nita@bakenakademie.com	Telephone: 010 016 9377 (Office Hours) Jaxe: 079 896 4233 Tarryn: 066 252 8853 jx@bakenakademie.com tarryn@bakenakademie.com

Parent acknowledgement

I/We acknowledge that I/we have read and understood this Parent Handbook, and that this handbook must be read together with the completed Learner Enrolment Form and the current Fee Structure & Financial Policy.

Name / Role	Signature	Date
Parent / Legal Guardian		