



Busy B's Pre-School

36 Platkrone Street, Onverwacht, Lephalale, 0557
Contact Number: 014 008 5262 Cell: 079 932 2648
Email: info@busybs.co.za Website: www.busybs.co.za
Company Registration Number: 2022/565030/07
Directors: JH Anders gJ BE Anders

CONSTITUTION OF BUSY B'S PRE-SCHOOL

NAME OF ORGANISATION

BUSY B'S PRE-SCHOOL

PURPOSE

Our vision is to provide a place where children will be able to learn the foundation skills needed to grow to their full potential and readiness for school. We aim to Love, nurture, and educate your child for school and life. We will teach your child to appreciate each child's individuality, while developing their ability to work and play together.

Our learners are taught that school can be an unending adventure, one that inspires a lifetime of curiosity and discovery. We nurture your child's individuality. We help you with important tasks that guide the intellectual, emotional, physical development of your child.

INTRODUCTION

Our learners are taught that school can be an unending adventure, one that inspires a lifetime of curiosity and discovery. We nurture your child's individuality. We help you with important tasks that guide the intellectual, emotional, and physical development of your child.

VALUES AND GOALS

What we believe in: play, sharing, fun, quality, health, development, imagination, books, helping, individuality, relationships, movement, cooperation, success, responsibility, variety, music, families, independence, professionalism, curiosity, opportunity, growing, well-being, hands-on, safety, art, acceptance, gentleness.

What we teach: creativity, exploration, kindness, counting, curiosity, self-help skills, manners, language, diversity, problem solving, numbers, thinking, colors, shapes, persistence, alphabet, friendship, love of learning, confidence, and honesty.

What we do: care, help, plan, correct, play, prepare, inspire, encourage, educate, recognize, and meet needs, coordinate, explain, create, respond, implement, feed, dance, build, understand, guide, support, model, read, hug, rhyme and celebrate.



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What we give: time, energy, love, concern, experience, care, skills, resources, **Everything!**

SCHOOL MISSION STATEMENT

" The future begins here... leaving with a digital footprint "

SCHOOL MISSION

Providing quality care in a loving environment and providing children with a home away from home. Our goal is to develop, educate and stimulate, confident children who have a good basic education and are ready to face the challenges primary school. We focus on the overall development of each child.

ADMISSION POLICY – BUSY B'S PRE-SCHOOL

SUBMIT AN APPLICATION FORM COMPLETED IN FULL WITH THE FOLLOWING

DOCUMENTS:

- Copy of child's birth certificate
- Recent photograph of the child
- Copy of each parent's ID document
- Copy of child's clinic card
- Copy of medical aid card showing the child's name
- Proof of residence

ADMISSION AGE GROUPS

- 3 - 12 MONTHS: A child must be 3 (three) months old turning 12 months in the year of admission
- 1 – 2 YEARS: A child must be 1 (one) year old turning 2 (two) in the year of admission
- 2 – 3 YEARS: A child must be 2 (two) years old turning 3 (three) in the year of admission
- 3 – 4 YEARS: A child must be 3 (three) years old turning 4 (four) in the year of admission
- 4 – 5 YEARS: A child must be 4 (four) years old turning 5 (five) in the year of admission (Gr RR)
- 5 – 6 YEARS: A child must be 5 (five) years old turning 6 (six) in the year of admission (Gr R)

PATHS OF COMMUNICATION

Busy B's Preschool has an open-door policy. However, if parents wish to discuss anything about their child's progress or have any concerns regarding their child, it is advisable to book an appointment before speaking to their respective teachers. If further action is required, an appointment can be



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made with the principal or owner. Contact the principal or owner directly for confidential information.

PARENT INFORMATION

Parents should ensure that Busy B Preschool receives updates on changes to their address and phone number.

PARENTS' RIGHT TO CUSTODY

If the parent's custody of the child is reduced in any way, whether by divorce or otherwise, it is the responsibility of the parent who retains legal custody of the child to provide Busy B's Pre-School with a copy of the court order to such effect. Busy B's Preschool will not be responsible for the release of the child to a parent who may no longer be entitled to the child if Busy B's Preschool has not received proper notification. Busy B's Pre-School does not allow the above learner or any other learner to visit during the school day or on school premises.

PARENTS VISITATION POLICY

Under section 61 of the South African Schools Act 84 of 1996, parents have the right to visit the school to which their children have been admitted, but such visits must not interfere with school activities, therefore Busy B's Pre-School does not allow visitation, during the school day.

SCHOOL HOURS

Monday – Friday: 05:30 – 18:00
Public Holidays – Closed
Weekends – Closed

PROGRESS REPORTS

Reports on your child's progress will be sent Termly.

COLLECTION OF CHILDREN POLICY

If someone other than you is picking up your child, please inform the school. Children are accompanied by their parents or transporter to the security checkpoint and handed over to the custodial staff. Children should not be left in the parking lot or on the street. Late collection of your child(ren) will inconvenience the staff and they will be paid overtime (R150.00 every 30 minutes or part thereof).



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Children must be at school by 7:30
Late arrivals disrupts classes and group activities.

SCHOOL BAGS & CLOTHING POLICY

A school bag with 2 clean sets (Pre-School children) must be brought to school every day. Please mark all clothing. We are not responsible for any loss or damage. Please dress your child in appropriate old clothes. New and expensive clothes only spoil. Learning through playing is our goal and playing is messy. Parents ensure that no child has any strings on clothing that could snag on slides, trees or fences and cause strangulation. Children are not allowed to bring toys, candies, cell phones, weapons and chewing gum to school. If a cell phone or similar electronic device is brought onto the premises of Busy B Preschool by children, no employee will be liable for any loss or damage.

PLAYGROUND POLICY

See the playground supervision policy. All playground equipment is placed on a register. This equipment is checked daily by the staff and monthly by the health and safety manager. Severely damaged play equipment will be removed from playgrounds to prevent access for children. For repairs, see the contractor's policy.

When painting equipment, suitable lead-free paints are used. Teachers ensure that no children have laces attached to their clothes which could become entangled on slides, trees or fences and cause strangulation.

SLEEP TIME POLICY

Parents provide the school with a mattress and fitted sheet for their child to use for nap time. The mattresses are checked daily by the teachers and monthly by the health and safety staff to detect any damage. Parents should supply a blanket that they can use during Winter and on cold days. The sheets are washed every Friday by Busy B's Pre-School.

SCHOOL TOYS

All toys and tools are suitable for a certain age group. A register was created with all the toys and textbooks for each class. All equipment is visually inspected by teachers daily and officially inspected quarterly. Broken or dangerous toys are taken out of class, removed immediately or repaired as soon as possible. Any toy that increases the risk of suffocation is prohibited. The classes are checked daily by the teacher and monthly by the Safety and Health officer. Any damage must be reported immediately to management so that repairs can be made.



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Immediately remove all defective equipment from the classroom.

SUPERVISION

Children are always monitored and supervised continuously (this includes, but is not limited to, meal and nap times).

WEATHER POLICY

When the weather is not suitable for outdoor play, children are brought into the school to watch a movie, play blocks or other indoor activities. All children and staff can use the bottled water cooler. Staff and children are advised to drink water regularly in extreme heat. At the beginning of the year, parents should provide the school with a bottle of sunscreen for their child.

ACCIDENTS AND INCIDENTS

All accidents and incidents, no matter how small, are properly recorded in the accident / incident file by all employees involved. If necessary, an incident investigator will investigate the matter further and a report will be drawn up. If a child arrives with an injury (home accident), this is immediately reported to the principal and an accident report form is filled out.

HEALTH, MEDICATION AND ILLNESSES

Please inform the school if your child is not attending school that day. If your child (ren) has an infectious disease, please keep them at home.

DISABILITY POLICY

Busy B's Pre-School is not currently equipped to accommodate children with disabilities.

MEDICINE

Medicines can be administered at Busy B's Pre-School if the Medicines Register has been completed by a parent. All medicines are stored in the medicine box in the office or, if necessary, in the refrigerator. All medicines must be handed over to the teacher at reception and the details must be signed by the parent in the medicine registry. Upon departure, it is the parents' responsibility to request medication. Prescription drugs must be in the child's name, not expired, and have the original pharmacy label.



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ILLNESS

We reserve the right to refuse entry to a child showing signs of illness under the National Health Act 2003 (Act No 61 of 2003). Sick children should stay home until they are cured. In the case of a child with a high temperature (above 38°C), the parents will be contacted to pick up the child as soon as possible. Permission may be requested to give the child a single dose of Panado syrup. This information will be included in the Medication Log and Parent Call Book and parents will need to sign it when their child is picked up. Parents are also requested to email the school email address for written permission. If a child has any injury or is ill, it is immediately reported to the office and recorded in the incident file. No sleeping children will be accepted, and staff must take the Signs of Life test. In the event of an allergic reaction, the parents will be contacted and, if necessary, an ambulance will be called, for which the parents are responsible.

Any special dietary requirements such as allergies or medical history will be identified and recorded upon registration. The Department of health and parents are notified of any outbreaks of notifiable or communicable diseases.

BUSY B'S PRESCHOOL RESERVES THE RIGHT TO CLOSURE FOR ANY NUMBER OF DAYS IF AN OUTBREAK OF COMMUNICABLE DISEASES IS REPORTED OR IF THE GOVERNMENT OR DEPARTMENT OF SOCIAL DEVELOPMENT ORDERS CLOSURE IN THE EVENT OF A NATIONAL PANDEMIC.

FIRST AIDERS

Busy B's Pre-School has at least one staff member trained in Level One first aid.

First aid equipment is stored in the office and a portable first aid bag hangs in the field near the back door for quick access. Parents are immediately notified of a child's head injury.

If your child(ren) are seriously injured, we contact the parents and have your child treated. If the school is unable to contact the guardian, the school reserves the right to decide. Parents are responsible for all medical and ambulance costs. We then fill out the accident / Incident report.

All employees are aware of the usual precautions to prevent contagion and follow basic hygiene procedures. Spilled blood and other body fluids can be cleaned up quickly with disposable gloves and the area cleaned with an appropriate disinfectant.

First aiders are trained in the correct first aid procedures for a choking child or infant.

GENERAL HYGIENE POLICY

The cleaning staff are responsible for hygiene management. A cleaning schedule has been established for the facility and bathroom. According to the requirements of the regulations,



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there are enough toilets and sinks for the number of children to wash their hands. A hand sanitizer unit with a hand sanitizer gel is also available to minimize the spread of bacteria. All bathrooms and toilets are checked daily and repaired if necessary. Management regularly checks eligibility. Toilet paper, hand soap and hand drying equipment are always provided.

POTTY TRAINING

Potty training does not begin until the age of 2 years. Potty training will only take place in a designated area. Spills are cleaned up and learners are washed and changed immediately.

NAPPY CHANGING POLICY

Parents of children who still wear diapers should provide 5 diapers per day (not all are used daily). Diapers will only be changed on the changing table and not on other surfaces (including tables and mattresses). Wet wipes and cream for children's bottoms are kept in the changing station, so teachers never leave children unattended on the raised surface. Disposable gloves are always used. Soiled nappies are thrown into an ecological plastic bag and placed outside in a bin.

CLEANLINESS OF EQUIPMENT AND TOYS

Tables and chairs are cleaned before and after meals with a suitable disinfectant. For this purpose, adequate cleaning equipment is made available to the staff. Toys are washed and cleaned regularly.

FOOD PREPARATION POLICY

We serve breakfast, snack, nutritious lunch and afternoon snack daily. Sweets and cold drinks are not recommended to teach our children healthy eating habits. The cooking ingredients and groceries are stored in a suitable cupboard with controlled access. Grocery cupboards are regularly checked for expired groceries. The products are inspected by the chef before use. Expired substances are disposed of immediately. Food is prepared in a clean environment according to Health and Safety requirements.

KITCHEN POLICY

Access to the kitchen is restricted to staff only. Access to the kitchen for children is restricted by locked doors at both entrances. The stove's main plug is switched off when not in use to prevent accidental ignition. Only competent personnel should operate the stove and other hot appliances. All kitchen appliances are registered and checked regularly (daily visual check by the chef and formal check by management at least every 6 months). Damaged equipment is taken out of use and immediately replaced. The equipment is stored in locked cabinets or drawers in the kitchen with access control.



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ENVIRONMENTAL POLICY

All chemicals are always stored in a locked storage area. Access is limited to employees only. A suitable fire extinguisher is located 10 meters from this area.

ENVIRONMENTAL HAZARDS

Busy B's Pre-School is checked for ticks, hives, bees, and rodent nests at least once every three months.

VEGETATION POLICY

There are no poisonous or dangerous plants on Busy B's Pre-School's property. Busy B's preschoolers learn about the dangers of consuming plants, berries, roots and more.

ELECTRICAL POLICY

Busy B's Pre-School has a valid electrical compliance certificate. All unused electrical connection points are always equipped with a protective cap. All Busy B's Pre-School teachers check all outlets daily.

DRAIN POLICY

All drains are equipped with protective covers to prevent access to children. The lids are inspected monthly by the health and safety officer.

CONTRACTORS POLICY

Where possible, no construction and maintenance work will be carried out during school hours. If the work is done during school hours, the children are separated from the building / construction area. A person designated by the school will continuously monitor the progress of the work in accordance with agreed safety standards. Devices are removed from the workspace when the job is complete. In the case of repairs on the playing field, the area is carefully inspected for dangerous objects (nails, tools, sharp objects, etc.) after the work is completed.

HIV/AIDS POLICY



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No one living with HIV should be denied the opportunity to receive an education or work as an educator if they are able. HIV infection does not pose a significant risk to others at school if the necessary precautions are taken, so there is no reason to deny infected educators and learners the same rights as others. The law does not allow students or educators (or employees) to be coerced into being tested for HIV - Busy B's will comply with this rule. Truly voluntary disclosure of a learner's or educator's HIV status is welcome. Educators who receive such information must be prepared to keep it confidential and ensure that unfair discrimination does not result.

DISCIPLINE POLICY

STAR RULES:

- Safety first
- Toys belong to everyone.
- All play together.
- Respect & kindness for all people & things.

These simple, logical, and positively worded rules are learned by all children. A clear understanding of school rules helps children understand acceptable social behaviour. Providing children with interesting and developmentally appropriate choices also minimizes discipline issues. Our goal is to help children be caring, sharing, safe and respectful. When a situation arises where we feel a child is not behaving that way, rather than "punishing" a child, we use the situation to teach them important life skills. Our first answer is to stop the unwanted behaviour. Then we talk individually with the children involved and why the interaction was not appropriate. It is important for children to learn to solve things and communicate with each other. Our role as teachers is to guide them and keep them safe. Learning to resolve a disagreement with another is a lifelong skill. Time out is only used when a child needs to understand that their actions were unacceptable and against class rules. At no time is a child humiliated or physically punished. If there are discipline issues that require further attention, our goal is to contact parents immediately and help them find ways to improve the situation.

EMERGENCY SITUATIONS

An emergency plan is in place and is practiced regularly with all children. This plan includes fires, bombs, and other security threats. Nothing should be placed under fire safety equipment such as fire extinguishers (this includes but is not limited to children). The children are evacuated from the building under the supervision of the staff and meet at the collection point where all the children are counted.

CURRICULUM POLICY

GROW IT – CURRICULUM ACCREDITED BY THE NCF (National curriculum framework for children from birth to four years old)



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E Classroom (Grade R)

CHILDREN'S BIRTHDAYS

Birthdays can be celebrated with cupcakes, cakes and / or a party package. Each of these options must be provided by the child's parents.

EXTRA-MURAL ACTIVITIES

A variety of extra-murals are offered including MORSJORSIES (1-4 YEARS), NETBALL & RUGBY (4 – 6 YEARS), COMPUTERS 4 KIDS (3 – 6 YEARS).

LANGUAGE POLICY

Busy B's Pre-School is an English medium school.

RELIGION POLICY

The South African Schools Act (Act 94 of 1996) affirms the constitutional rights of all citizens to freedom of conscience, religion, thought, belief, and expression and to freedom from unjust discrimination based on any ground, including religion, in public educational institutions. Within this constitutional framework, we, Busy B's Pre-School, have a responsibility to promote the fundamental values of a democratic society through the school curriculum, through extracurricular activities and in our approach in general. These core values include justice, tolerance, multilingualism, openness, responsibility, and social honour.

SCHOOL CLOSURES POLICY

The school has the right to close for long periods (e.g., political unrest, etc.). The school is closed on all public holidays and during the December/January school holidays for approximately 2.5 weeks. We can include 4-5 weekdays per year with bank holidays to make an extra-long weekend or two. You will be informed of these possible closures in the first newsletter of the year (January). Busy B Preschool reserves the right to close for several days if a communicable disease is reported.

STAFF CELL PHONE POLICY

To ensure effective teaching, mentoring and supervision of children, Busy B's Pre-School asks staff to leave cell phones at their desks and not be taken into the playground as children are observed without staff distraction. A verbal warning will be issued if cell phones are taken onto the playground. Busy B's Pre-School office numbers are given to the family in case of an emergency. Cell phone calls at other times can be answered quickly and messages can be checked.

TRAINING OF STAFF POLICY



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Only competent persons are authorized to carry out work on the premises of Busy B's Pre-School. Unqualified employees are always supervised by a competent person within the meaning of the Act respecting occupational health and safety. Busy B's Pre-School staff are regularly sent to necessary trainings to constantly improve their knowledge and skills.

STAFF RULES AND REGULATIONS

See addendum A

PREMISES

A. SAFETY

The Busy B's will be equipped with a 6-meter-high Palisade wall with entrance and exit gate. The student play area is separate from the pickup and drop-off area and there is a staff parking area. Students cannot access the aforementioned areas without the presence of a teacher / assistant. For safety reasons there is an entrance to the school and an exit to the play area. The kitchen will be protected by security gates and no students will be allowed to enter the kitchen.

B. SECURITY

Busy Bs will be equipped with a fully functional alarm system with armed response, panic buttons and security doors on exit doors. Busy B's will be equipped with 6 fire extinguishers located in different areas of the school. CCTV cameras will be installed in every



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classroom, playground, reception and kitchen. We have full time supervision every day (5:30 a.m. to 6:00 p.m.).

C. EMERGENCY EVACUATION PLAN

See addendum B

LEARNERS

A. SAFEGUARDING

The safety of learners is our top priority, and they will be treated with love, respect, understanding and commitment.

B. SAFE COLLECTION OF LEARNERS

No student can leave the school with a person not authorized by the parent / guardian as indicated on the application form.

C. LOOKING AFTER LEARNERS

During the school hours of 05:30 and 18:00, students are looked after and cared for on the school premises by teachers and assistant teachers.



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D. UNCOLLECTED LEARNERS

Should a learner not be collected by Parent / Guardian / driver the learner will be kept at school until such a time they can be collected. Should there not be any arrangements made in advance by the Parent / Guardian / driver the relevant authorities will be contacted by the responsible Teacher / Assistant on duty.

E. MISSING LEARNERS

If a student is reported missing, SAPS will be contacted first, then the student's parent / guardian

F. EXCURSIONS

No learner will be allowed on any school excursion without a valid indemnity form.

G. TOILETING AND INTIMATE CARE

Girls will be taken to the toilet first by a Teacher / Assistant and they will be assisted and supervised. They will learn how to use their own toilet paper. After using the toilet, the Learners must wash / sanitize their hands thoroughly. Boys will be taken to the toilet after all the girls are done and the same policies will be applied. Learners are not allowed in the bathrooms by themselves.

H. POTTY TRAINING

From the age of 24 months a set Potty training Schedule will be followed, and progress will be reported to Parents / Guardians weekly.

I. SUN PROTECTION

Each class will be equipped with Sunscreen and will be applied to Learners before outside activities.



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J. DUMMY/BOTTLE POLICY

Learners will be allowed to have dummies / Bottle with them for nap time only (18 months and older)

INFORMATION

A. CONFIDENTIALITY

All Parents / Guardians and Learners information will be kept in the Learners Profile in a locked cupboard for safety and Confidentiality.

B. COMPLAINTS

Complaints should be given in writing and handed in at reception and will be dealt with in a confidential manner.

C. FIRST AID AND FIRE

School will be equipped with Teachers qualified with the necessary First aid and Fire Safety training.



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D. ADMISSIONS

All Parents will be required to complete a contract and application form where they will be required to provide the school with the necessary supporting documents.

E. PARENTS INVOLVEMENT

Every term there will be a Parents evening. We have a WhatsApp group for each class where Parents will be kept up to date daily. Newsletters will be given during each term and a term planner will be given at the beginning of each new term. This way we will help the Parents to plan and budget for activities during the term.

F. UNACCEPTABLE BEHAVIOUR

No Parent / Guardian will be allowed to shout, swear, or show any signs of aggressive behaviour on the school premises.

CODE OF CONDUCT

Addendum C

MEMBERSHIP

❖ Director:

Jan Harm Anders
ID: 691126 5037 08 7
13 Wildevy Street
Onverwacht
Lephallale
0557
Cell: 083 609 8936

❖ Director:

Barbara Elize Anders
ID: 780619 0067 08 5
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I AGREE TO ABIDE BY THE ABOVE INFORMATION, TERMS AND SCHOOL RULES AND
ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THEM IN LEPHALALE AT BUSY B'S PRE-
SCHOOL ON THE _____ DAY OF _____ 20____

Parent Name and Surname

Signature

Busy B's Principal

Date