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WWW.BRIGHTSTARTEDUCARE.CO.ZA

Application for Admission 2020

DETAILS OF LEARNER

Surname _____ Name(s) _____

D.O.B. _____ ID No _____

Gender _____ Telephone _____

Residential Address _____

Who does learner reside with (Mother/Father/Both Parents)? _____

Previous School Attended (if any) _____

Sibling(s) at Bright Start (Y/N) _____ Sibling name(s) _____

PARENTS DETAILS

Mothers Name _____ Surname _____

ID No _____ Email address _____

Residential Address _____

Tel Home _____ Cell No _____

Work Address _____

Tel Work _____ Occupation _____

Employer/Company _____

Marital Status _____

Fathers Name _____ Surname _____

ID No _____ Email address _____

Residential Address _____

Tel Home _____ Cell No _____

Work Address _____

Tel Work _____ Occupation _____

Employer/Company _____

Marital Status _____

ALTERNATIVE CONTACT DETAILS

Name _____ Surname _____

ID No _____ Residential Address _____

Relation to child _____

Cell No _____ Tel Home _____

MEDICAL HISTORY

Allergic to _____

Illnesses _____

Medical Aid Name _____

Medical Aid No _____

Please note: Our school has a NO MEDICATION ON PREMISES policy. No medication is allowed to be administered to any learner (over the counter or prescribed). All Children must be immunised against: TB, Diphtheria, Whooping Cough, Measles, German measles, Mumps and Polio. Yearly checks for ears (hearing) and eyes (vision) should also be done. Always keep the clinic card in a safe place for future use.

SCHOOL FEES STRUCTURE FOR 2020

Levy for the year = **R700**

This fee covers tissues, toilet paper, hand soaps, classroom wet wipes etc.

AGE GROUP	FEES	TIME SLOTS		Please Select One
6-36 Months	R2050 p/m	07h00 - 12h30		<input type="checkbox"/>
	R2200 p/m	07h00 - 14h30		<input type="checkbox"/>
	R2800 p/m	07h00 - 18h00	Fri 17h00	<input type="checkbox"/>

3yrs - 5 yrs	R1950 p/m	07h00 - 12h30		<input type="checkbox"/>
	R2100 p/m	07h00 - 14h30		<input type="checkbox"/>
	R2500 p/m	07h00 - 18h00	Fri 17h00	<input type="checkbox"/>

Preferred Start date: _____

- A non-refundable admin fee of **R150** will be applicable on submission of admission form.
- Please email proof of payment to admin@brightstarteducare.co.za
- Applications will not be processed unless this fee and all relevant documentation has been received.

CONSENT AND INDEMNITY

As parent/guardians, I/we give consent for my child to participate in all the curricular and extra-curricular activities, as set out by BRIGHT START PRESCHOOL & EDUCARE. This includes various outings and excursions and the transport to and from the school.

Furthermore, I/we fully understand and accept that all activities shall be undertaken at my child's own risk. I/we undertake on behalf of ourselves/myself and my child/ren, hold harmless and absolve BRIGHT START PRESCHOOL & EDUCARE and its staff against and or all claims that may arise.

This consent is signed with indemnity and is signed with the knowledge that BRIGHT START PRESCHOOL & EDUCARE and the staff will take all responsible precaution for the safety and welfare of my child/ren.

SIGNATURE OF MOTHER _____ **DATE** _____

PRINT NAME IN FULL _____

SIGNATURE OF FATHER _____ **DATE** _____

PRINT NAME IN FULL _____

RULES AND REGULATIONS OF BRIGHT START EDUCARE

1. One calendar months' notice in writing to be given in advance, should you wish to terminate your child's attendance at our school.
2. Fees are payable on the 1st of every month.
3. Hours are from 7:00am to 6:00pm Monday – Thursday; & Friday till 5:00pm. Should you fail to collect your child ON TIME, you are liable for a R20 per 10 minute fee. Record is kept of payments due.
4. School fees are payable in full, irrespective of whether your child attends school for a whole month or not.
5. Dress in clean, comfortable clothes and flat shoes every day. Hair must be neatly tied.
6. Participation in all parent-teacher or school activities is encouraged.
7. Attendance of all parent-teacher or school meetings is compulsory.
8. Please inform the teacher if any other person will be fetching your child/ren.
9. Kindly be advised that December is not an optional but a compulsory month. Should you not pay for December, your child will automatically not be accepted for the following year.
10. School is closed on all public holidays and Islamic holidays such as Eid. School also closes earlier during the month of Ramadaan. Earlier closing time is announced at least a month in advance.
11. The customer hereby gives his / her consent for a credit check.

These basic school rules, along with those set out in the following prospectus, must be adhered to at all times:

Annexure A

General:

1. Communication with Parents

- It is against School Policy for Staff to give parents their personal mobile phone numbers.
- Disciplinary action is taken against staff who transgresses this policy.
- Always correspond with a Staff member via Reception or school email. Address all email correspondence to admin@brightstarteducare.co.za. Our Manager tracks all email communication.
- Staff are not encouraged to use their personal emails as this is often abused by parents.

- A quick message to the teachers may be written in the message book. This is checked daily by the teacher and the message conveyed to the necessary parties.
- Any concerns that you may have MUST first be addressed with your child's teacher. You are welcome to set up a meeting or a suitable time to give her a call. Thereafter, if the matter could not be resolved, you may request to address it with the Manager. If the matter is still not resolved, it will be escalated to the Principal and owners.
- The school Whatsapp line is only utilised to send broadcast notifications out to parents and not as a chat platform. Please use the email address, telephone or mobile number to contact the school or alternatively, you can send a message to your child's teacher in his/her message book.

3. Calendar

- Please refer to yearly calendar and monthly theme calendar for all upcoming dates and themes.

4. Child reviews

- This is a mid-year meeting by invitation with the class teacher. However, please do not hesitate to schedule a meeting with your child's teacher at any time in the year should there be anything you wish to discuss.
- All learners receive reports in June and December after being assessed.

5. School uniform

- Compulsory to be worn by the 3-5 year old preschool learners daily and all school outings.
- No super hero costumes and imaginative play costumes are allowed to be worn to school.
- All children to wear comfortable and practical clothing and shoes.

6. School Times

- Monday-Thursday, 07h00 – 18h00
- Friday, 07h00 – 17h00.
- School is closed on public holidays
- School is dismissed at 10:00 on the last day of the Academic year.
- School closes earlier during the Islamic month of Ramadaan. Earlier closing time is announced at least 1 month prior
- School is closed on Eid

- If there is one day between a public holiday and a weekend – school is closed on this day

7. Late Arrivals:

- School doors open for all at 07h00.
- Learners are encouraged to arrive at school no later than 08h30.
- Breakfast is served at 08h30 and academic instruction starts from 09h00 or as soon breakfast and toilet routine is complete.

9. Lost and found

- Lost clothing can be found in the ‘Lost and Found ‘basket in the foyer. Items with the students name clearly marked inside are placed in their locker.
- It is recommended that you mark all clothing items with your child’s name, including footwear and underwear.

10. Hair policy

- Hair must be washed regularly, kept free of nits and lice, and must be neatly styled. If nits or lice are found, children will be sent home. Check your child’s hair regularly.

11. Sick children

- Children who are unwell need to be kept at home.
- We do not have the facility to take care of a sick child. This will prevent teachers and other children from being affected and causing more absenteeism.
- This includes a temperature, vomiting, a runny or painful stomach, pink eye, etc.
- No medication will be administered at school.
- The onus is on the parent to contact the school and inform of his/her child’s absence.

12. Payments

- All cash payments need to be handed to the Manager in the office and be receipted immediately.
- Extra mural payments need to be paid directly to the provider.

13. School Diary:

- All learners should have an A5 hardcover message book as part of the school requirements for the year. This is a useful tool to maintain communication between parents and teacher.

- The diary needs to be checked daily and signed if a message has been written.

14. **Discipline:**

- Learners are encouraged to exercise independence and responsibility.
- Should any school rule be transgressed, the learner is reminded of the rule.
- Should the transgression continue, the learner is removed from the situation and spoken to. A time away from the other learners might be needed to think about their behaviour or to calm down.
- We encourage peer mediation.
- Parents are informed of any transgression/s and sometimes it necessitates a meeting with parents and a plan of action to be carried out at home in order to rectify persistent unacceptable behaviour.

15. **Prospective parents**

- May view the school in action upon appointment only. This is a security measure, as we are not comfortable with numerous amounts of strangers passing through the school at any given time.
- Pupils and parents must be held accountable for timeous arrival at school.

16. **Family Rules:**

- Please allow your child to walk into school and carry his/her own bag
- Drop off – Enter at the front gate/foyer and hand over your child to the teacher at the door.
- Collection – collect your child in the foyer.
- There is a late collection penalty fee if your child is collected after his/her time slot
- Please ensure that the entrance/exit gate is closed securely behind you as you enter or leave the school.
- Do not be shy to close the gate behind you if you do not recognize the approaching adult as a parent of the school.
- Park considerately.
- Drive cautiously when in the vicinity of the school.

Please take the following into account in order to minimise the possibility of theft: Keep valuables at home. If you must send valuables to school, hand them in to the Manager/office for safekeeping. Their safety cannot be guaranteed at school.

Annexure B

Disciplinary:

- If the ground rules are consistently followed and positively reinforced, the necessity of external discipline will be diminished. When such external discipline is deemed necessary, the following guidelines will be observed:
 - Rules are stated on the child's first day of school.
 - Daily reminders are given, if necessary, to the group as a whole.
 - Inappropriate behaviour is stopped by the Teacher or Assistant.
 - If possible, work/activity is offered as preferable to isolation if the child appears to be 'in control'. However, if the child needs to regain control, he is isolated from work/classroom activities for a short time to re-think his/her behaviour; the child is then asked if he/she is ready to return to the class.
 - Problem solving skills are reinforced as well as suggestions for alternative behaviour choices.
 - Continued misbehaviour may mean the child is isolated from the group with adult supervision.
 - Parents will be called to discuss the child's continued behaviour.
 - Parents will be called to take the child home immediately should aggressive uncontrollable or defiant behaviour persist. A conference will follow.
 - If the inappropriate, unwanted behaviour persists, suggestions will be made that an alternative school may better meet the needs of the child in question.
- Policy regarding biting:
 - Biting is normal behaviour for some toddlers.
 - Toddler bites are not intentional.
 - Our staff supervises closely at all times and everything possible is done to keep all the children at our school safe and secure.
 - Just as falls and other minor mishaps cannot always be prevented, neither can all bites.
 - Injury reports are completed on all bites that leave a mark and other mishaps.
 - The parents of the children involved are informed of the incident.
 - When older children bite intentionally, the above disciplinary guidelines are followed.

Parents who have further questions about biting are invited to discuss the matter with us.

Annexure C

Code of conduct:

In order to provide students with the positive and safe learning environment that they need and deserve, everyone at Bright Start Educare is expected to follow a code of conduct.

- All students to be courteous, respectful and tolerant toward fellow students, staff and anyone else they come in contact with at school.
- They are expected to use appropriate language and behaviour when dealing with other students and school.
- Students must respect the rights and property of others.
- Students are expected to follow the classroom behaviour guidelines and routines.
- Physical and verbal abuse is not tolerated at Bright Start. Any student who physically harms another student, verbally abuses, or uses any form of intimidation will not be permitted to continue at Bright Start.
- Bright Start promotes a school environment where respect, courtesy and cooperation are the cornerstones of our educational philosophy.

Bright Start Educare is a community of students, teachers, administrative staff and parents whose common goal is to provide the best educational and loving environment to every student in a positive, encouraging and safe environment. Only in a positive and nurturing environment can a student achieve their full potential.

Notes to the parent:

1. Prepare your child

- Prepare your child for their first day of school by talking to them about their new school, the new friends they'll make, and the exciting new things they'll get to work with.
- It is also a good idea to read school going stories to them.

2. Positive Behaviours and Attitudes

- Modelling positive behaviours and attitudes plays an important role in the success of the first day of school, and the weeks thereafter.

- Keep discussions about preschool positive, and focus on things that your child is likely to enjoy. Children pick up on parent’s feelings, behaviours, and emotions, and are likely to emulate them if you are feeling upset or uncertain.

3. Contact us

- If you are feeling nervous about your little ones first day, please feel free to contact us telephonically. We are happy to answer any questions you may have, and provide with emotional support in the lead up to your child’s first day with us.

4. Your Child’s First Day of school

- Morning Routines
 - Establish a positive and happy morning routine for preschool days.
 - For children over two, this may include encouraging your child to pack their own school bag and talk about the day ahead.
 - In addition, always give yourself plenty of time to get ready and arrive on time. Feeling late or rushed can cause children to feel extra anxiety.
- Arriving at school
 - To ensure that your child receives the greatest benefit from the daily program, it is important to arrive before 8:30am.
 - Once you have arrived, hand your child over to the teacher on door duty, allow them to walk in and carry their own bag and say goodbye.
- Saying Goodbye
 - Establishing a consistent goodbye routine typically aids in better luck with successful goodbyes. Take a special moment with your child to say goodbye. Some of our current parents go with a simple kiss and a cuddle. Whereas others have established a ‘secret/special’ handshake. A special goodbye is a great way for your child to start their day feeling happy and reassured.
 - When it is time to leave, don’t linger in the classroom, or stay for “just one more minute.” The best thing you can do is give your child a hug and a kiss at the door, let them know you love them, and re-assure them that you will be back in the afternoon.

- **Pick Up Routine**
 - It is important to be punctual when picking up your child. It is easy to lose track of time, but no matter who is picking your child up, always be on time. If you are late, it can cause your child to feel more anxiety, and makes drop off the next time much harder.
 - On your child's first day of school, it is wise to pick them up a little earlier so that they ease into their new routine.

5. Positive Daily Reflections

- On the way home, establish a routine where you talk to your child about their school day.
- Focus on the positive aspects of their day, such as their favourite activity, or playing with friends.
- By consistently reinforcing the positive aspects of their school day, your child will learn that their new environment is a fun and happy place, and their feelings of anxiety will decrease over time.

6. Helping your child

- Your child's basic need which allows him/her to develop socially, emotionally and physically are summarized below
 - Love, warmth and security
 - Physical contact, closeness- a smile, a kiss or a hug are vital for development
 - Sensible rules and limits that are enforced fairly and consistently – always try and give a simple uncomplicated reason
 - An orderly environment, regular routines, healthy eating and sleep patterns
 - Honest praise and encouragement – it will help the child feel good about him/herself and will motivate learning
 - To do things with adults and other children- a child should be made to feel that he/she is an integral part of the family.
 - To be treated with respect and understanding – a child's ideas should be shown to be worthy of consideration and he should feel that he is completely understood.
 - To stimulate a 'user- friendly' environment. See to it, if possible, that the child's surrounding is geared to his size. Cupboard handles, pictures, shelves, etc, in his/her room should be at an appropriate

height. Books, toys and other activities should have a proper home to which the child should return them after use. The child should have the use of a step in the bathroom to allow access to the basin, towel rail, etc.

- Allow your child to help with the household chores, shopping, cooking, cleaning, gardening, etc. allow your child to share your interest in hobbies and pastimes.
- Read to your child as often as possible
- Teach your child to care for animals, plants and books and take responsibility for them
- Most important of all, if you are experiencing problems with your child's development or character, medically, educationally or whatever, ask for advice, as all of us must work together to help our children develop into happy, fulfilled human beings

7. Points to remember

- Dress
 - We recommend flat-based, rubber soled grip shoes. Slippery shoes and raised heels are hazardous and are therefore not allowed.
 - We discourage super hero clothing as it promotes wild behaviour.
 - Please send your child with rain boots during winter. An old pair of slippers may be kept at school and worn in the class.
 - A spare set of clothing also needs to remain in your child's locker or bag in the event of him/her spilling water or dirtying themselves.
- Nappy changes
 - If your child is still on the nappy, you will need to provide all nappy changing necessities ie. Nappies, wetwipes, bum cream preferably on a weekly basis. This is kept in your child's pigeon hole in class.
- Bedding
 - All learners who nap at school (14:30 and full day) are required to send in a fitted sheet and blanket for nap time. This is send home every Friday to be washed and should be sent back to school every Monday.
- Toys
 - Children are not allowed to bring toys to school.
 - Please note that if a toy is brought to school, it will be confiscated and handed to the parent or adult who collects the child.

- Staff cannot be held responsible for loss or damage of any toys.
- Health
 - It is the parent's responsibility to inform the school if the child is ill.
 - If a child becomes ill during a school day, the parent/s will be notified and the child needs to be collected promptly as the school has neither the personnel, nor space, to care for a sick child.
 - Parents are responsible for keeping the school informed about the emergency telephone numbers.
 - Please do not send any medication to school, as those in need of medication are ill and need special care at home. Except under extraordinary situations, we prefer not to administer medication.
 - Lice -Please inform us immediately if you discover that your child has hair lice. It is not something to be embarrassed about, but more something that needs to be stopped. Your child cannot come to school until all the lice and the nits have been removed. We do try to do regular checks on the children's hair and ask that you please do the same at home.

Snack

- A cooked breakfast and lunch is provided to each child every day. You will receive a monthly menu of what is being served for lunch via email.
 - If your child stays till 12h30 you are required to pack in a snack for 10am. If your child stays till 14h30 or full day, please pack in extra snack for when they wake up from nap time. Please consult the ideas on the 'snack suggestions' list.
 - If your child brings a yoghurt, please pack in a spoon
 - No chips, chocolates and sweets allowed. These are reserved for outings.
- Outings
 - Children need to be dressed in the school uniform (available at school) and closed shoes on outing days or school visits.
 - The snack needs to be packed in a clear bag marked with their name. (no yoghurts and lollipops) Sweets, chocolates and chips are allowed.
 - We insist that all children be strapped in during transportation.

- Themes
 - Each month we have a theme /themes, which we discuss during circle time.
 - We ask that you please send items or books with relevance to the theme to school.
 - We also try and keep the outings related to it, however this might not always be possible.
- Birthdays
 - We celebrate each child's birthday at the school on the day (or the day closest to it) with a small birthday ring ceremony.
 - You may send cupcakes/muffins and/or party packets to school.
 - Party packets are sent home with each learner and not eaten at school.
- Child behaviour
 - Being at school your child is now exposed to many more external influences and experiences.
 - We have found that our new 3-year-old children towards the 2nd/3rd term begin to gain their confidence and assertiveness, and will begin to try and practice this especially at home. It is part of your child's natural development, and ask you please to be firm yet understanding.
 - We have had utterances of bad words on a few occasions. It is definitely discouraged and the undoing of this usually takes some time.
 - Sometimes we are not aware of the 'tales' being carried within groups of children; so please inform us if there are any concerns

8. Bright Start Educare has the right to terminate any contract between parent(s) and Bright Start with immediate effect if Annexures A, B, C, D are not adhered to that may directly affect the school or its teachers from being able to adequately or successfully carry out the schools aims, functions and objectives. **Or** in the event of any parent(s) making use of any form of abusive, offensive, defaming, intimidating language and/or actions that may be directed at any staff and/or management and/or owners and/or learners of Bright Start Educare.

Annexure D

Do's and don'ts

To ease your child's integration, a list of things to Do and Avoid

- DO feel free to make an appointment to meet us after school if you wish to discuss anything with your child's teacher or the principal.
- DO assist whenever you are able (by responding to teachers' request)
- DO feel free to give the teacher a note or a call if you have any suggestions, praise or problems
- DO pay fees as stipulated
- DO inform us if you are going to be late or if you are not picking up your child yourself after school
- DO be sensitive to the children and teachers working if you unavoidably arrive late
- DO AVOID discussing your child with another adult in front of your child
- DO AVOID having adult conversations with other parents or teachers inside the school or at the door in the morning and afternoons
- DO watch younger siblings when at the school, in terms of their disturbing our prepared environment and also for their own safety
- DO realise that the children are presented materials in a specific manner by the teacher and it would be confusing to your child if you tried naively to teach them (this can easily happen when children are 'showing' you things in the environment)
- DO be consistent with your routines at home. This helps your child make a secure start to their schooling. If your child feels tired, and needs a day off – let them take Monday or Friday so that consecutive days at school are accepted as the norm
- DO send a snack with your child to school, and if we are going on outings a disposable snack
- DO remember
 - sunscreen and hats in summer
 - gumboots and slippers in winter
 - a change of clothing to be kept in their bags
 - mark their possessions with their names
- DO AVOID sending any monies to school in your child's bag
- DO hand any monies to the teacher on door duty in a marked envelope / in the office and wait for your receipt
- DO AVOID asking the teachers on door duty to relay verbal messages to other teachers / management
- DO make a note for the teacher in the message book or email the school

Snack suggestions:

- Sandwich
- Crackers
- Fruit (NB: Grapes must be sliced in half)
- Yoghurt (with spoon)
- Biltong
- Pretzels
- Popcorn
- Muffin
- Cold meats
- Dried fruit
- Cheese

DECLARATION AND AGREEMENT

I declare all the information submitted is correct and true. I acknowledge that I have read through and understand Annexures A, B, C, D and shall abide by the policies as stipulated in the above mentioned annexures of Bright Start Educare.

On acceptance of my application at the above institution, I understand and shall abide by the rules of BRIGHT START PRESCHOOL & EDUCARE, as set out in the prospectus.

Please make sure to initial each page of this document to confirm acknowledgement.

MOTHER _____

SIGNED _____ **DATE** _____

FATHER _____

SIGNED _____ **DATE** _____

Please include and attach copies of the following documents:

- 1. *Copy of Mother's ID*
- 2. *Copy of Father's ID*
- 3. *Birth Certificate*
- 4. *Clinic Card*
- 5. *Admin fee proof of payment*