

Consent

Bright Beginnings Academy Preschool

PRESCHOOL

075 284 8096

brightbeginningsacademy2@gmail.co.za

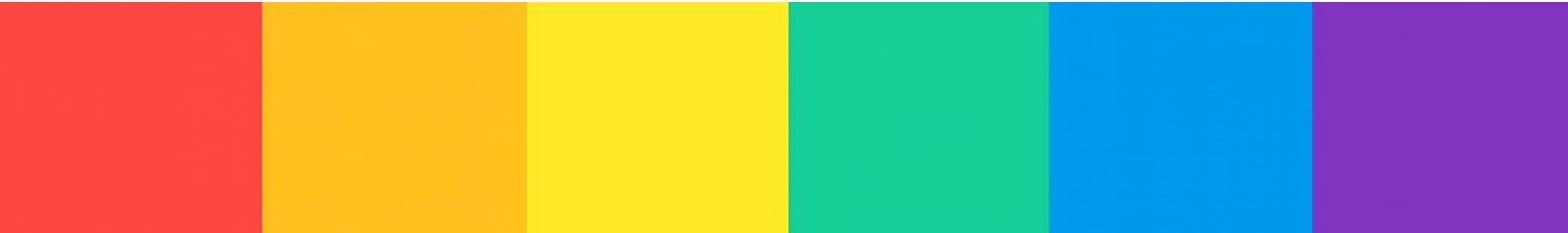
76 Ascot Street, Windsor Park

Kraaifontein, 7570

www.brightbeginningsacademy.co.za

© bright beginnings academy





PRICE LIST 2026

REGISTRATION FEE

R450.00

1 Child Full Day

R2300.00 per month: January - December
(Subject to Change)
1 Child Full Day

1 Baby Full Day

R2800.00 per month: January - December
(Subject to Change)
1 Child Full Day

Family 2 Children Full Day (Above 18 Months)

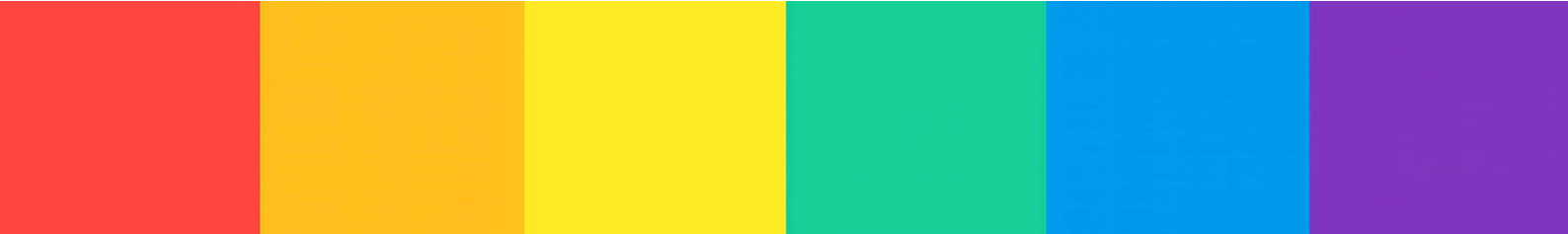
R4000.00 per month: January -
December (Subject to Change)

1 Baby + Child

R4700.00 per month: January -
December (Subject to Change)

PLEASE NOTE

*Fees are payable in advance
before the 7th of the month including
payments for January-December.
A payment after the 7th is a late payment
and a penalty of R50.00
will be added to your account.



RULES

1. Operating Hours: The school operates from 06:00 to 17:00. A late collection fee of R100 per child will be charged for any pickups after closing time.
2. Transport available on request please confirm with information officer
3. Admission Age: Children from 3 months up to 6 years are accepted.
4. Registration & Fees: A once-off registration fee of R450 is due upon enrolment. Tuition fees are payable monthly in advance over 12 months.
5. December Break: The school closes for approximately 3 weeks in December each year (exact dates may vary annually).
6. Late Payments: Payments made after the 7th of the month will attract a R50 penalty fee.
7. Termination of Enrolment: One full calendar month's written notice is required if you wish to withdraw your child.
8. Holiday Periods: Fees remain payable during national school holiday periods in March, June/July, and October.
9. Extra Clothing: Parents must provide a spare set of labelled clothing for their child.
10. Winter Nap Time: A blanket may be sent during winter for nap time. Pillows are not permitted.
11. Medication Policy: A medicine form must be completed for any medication brought to school. Medicine must be collected at the end of each day. Parents are required to read and understand the Medicine Policy.
12. Illness: Children with contagious illnesses should not attend school.
13. Toys: Personal toys are not allowed at school.
14. Sweets: Please do not send sweets with your child.
15. Supplies: Each child is asked to contribute three toilet rolls and one pack of 80 wet wipes per term, as well as liquid handwash and tissues once a year.
16. Drop-off & Pick-up: Parents must personally escort their child to and from the front door.
17. Communication Book: We will be using whatsapp and/or Class Dojo to communicate with parents.
18. Stationery: Each child must bring one ream of paper per year, except for those in the 3–4 years, Pre-Grade R, and Grade R groups.
19. Authorised Collection: If someone other than a parent collects the child, both the teacher and office must be informed, and a password must be provided.
20. Child Safety: The safety and well-being of every child remains our highest priority.
21. Meals: Breakfast and lunch are provided. Please send along a healthy snack for 10:00 and 15:00.

***Onderhewig aan
verandering.***

***Subject to
change***

Bright Beginnings Academy

Preschool

075 284 8096

brightbeginningsacademy2@gmail.com

www.brightbeginningsacademy.co.za

Where little steps become big futures

Guidelines were provided by WCED regarding the administration of medication and the treatment of wounds, Bright Beginnings Academy would like to share the following guidelines with you:

Administration of Medication at Bright Beginnings Academy may only take place in the following ways: The primary responsibility for the health and well-being of your child is, and will always remain, with the parents/guardians.

CHRONIC MEDICATION

If a child suffers from a chronic health condition and requires medication on a regular basis, the parents are responsible for the following:

- » Any chronic medication must be accompanied by a doctor's letter, which will be kept in the child's file. Medication provided by parents/guardians will be stored in a safe place out of reach of all learners.
- » Medication must be supplied in its original packaging.
- » The packaging label must be clearly marked with:
 - the child's full name and surname,
 - the prescribing doctor's details, and
 - exact instructions on dosage, frequency, and method of administration.
- » Parents/guardians must provide a written instruction explaining the learner's medical condition and the need for medication during the school day.
- » Parents/guardians must also supply all relevant information to ensure the school understands why the medication is necessary during school hours.
- » The first dose of the day must be administered by the parents at home.
- » Parents/guardians must ensure that the medication is within its expiry date.
- » If the medication is no longer required, parents/guardians must immediately inform the school and remove the medication from the premises.

Antibiotics

If a child is required to take antibiotics, the parents/guardians are responsible for the following:

- » Any antibiotics must be accompanied by a doctor's letter, which will be kept in the child's file.

Any medication supplied by the parents/guardians will be stored in a secure place, out of the reach of all learners

- » The antibiotics must be provided in the original packaging.
- » The packaging label must be clearly marked with:
 - * the child's full name and surname,
 - * the prescribing doctor's details, and
 - * exact instructions for dosage, quantity, and timing of administration.
- » Parents/guardians must provide a written instruction explaining the learner's medical condition that requires antibiotics to be given during the school day.
- » Parents/guardians must supply the school with all relevant information to ensure staff understand why the child needs antibiotics during school hours.
- » The first dose of the day must always be administered at home by the parents/guardians.
- » Parents/guardians must confirm that the antibiotics are still within their expiry date.
- » If antibiotics are no longer required, parents/guardians must immediately inform the school and remove the medication from the premises.

Medication will only be administered if the consent form has been completed by the parents/guardians. These forms will be available from the staff member on duty at the gate.

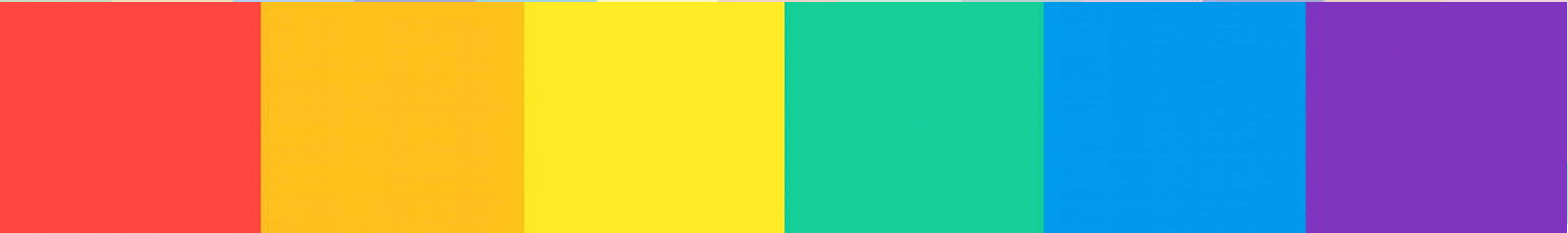
Acute medication

- » It is not the duty or responsibility of school staff to diagnose or treat acute medical conditions.
- » acute medication will be stored on the school premises.
- » acute medication will be administered by staff.
- » Acute medication must be given directly by the parents/guardians. Parents/guardians are encouraged to request prescriptions from doctors that require only two daily doses (e.g. morning and evening for antibiotics), so administration during school hours is avoided.

No medication will be kept on the school premises.

Treatment of Wounds:

If your child sustains an injury that results in an open wound, staff will clean the wound with water only. /Vo antiseptics such as Dettol, Savlon, creams, or ointments will be applied. A plaster will be placed on the wound if necessary. In cases of more serious injuries, parents/guardians will be contacted immediately to decide on the next course of action (e.g., calling emergency services or taking the child to a medical facility). Parents/guardians must ensure that they are reachable at all times in case of an emergency. Please do not send your child to school if he or she is unwell. Children who attend school are expected to be healthy enough to participate in all activities, including outdoor play and movement.



Consent for Administration of Medication and Emergency Procedures

I/, _____, Parent/Guardian of
_____ learner at _____

, I acknowledge that while my child is in the care of the school, including during any time spent in the hostel (if applicable), he or she may from time to time require medical attention.

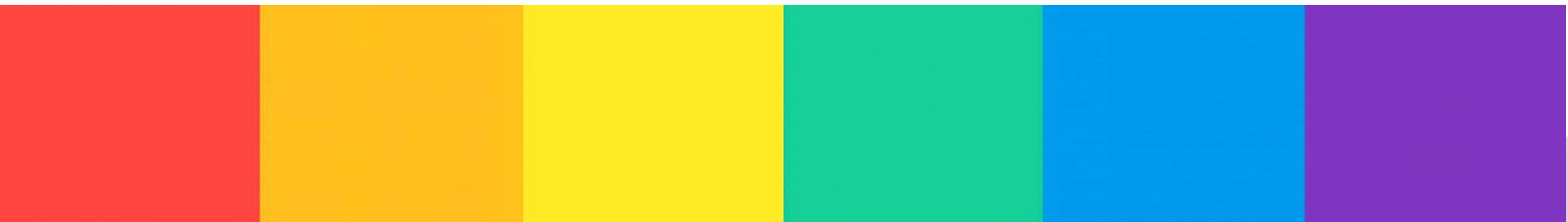
I hereby give permission for medication to be administered to my child by the designated staff member when deemed necessary. I trust that this person will act responsibly and ensure that medication is not given unnecessarily.

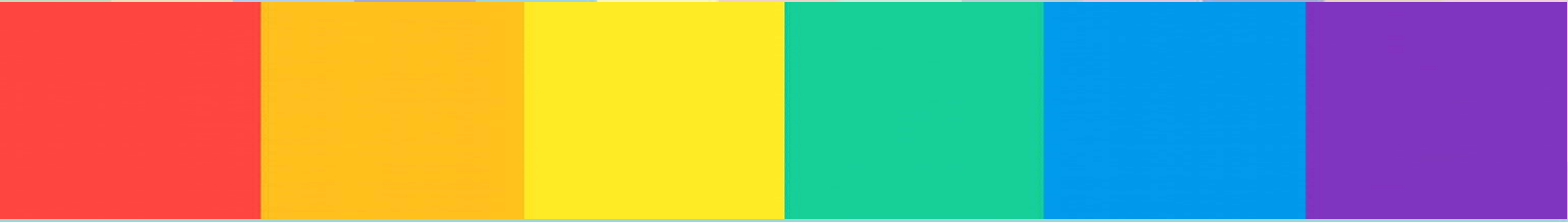
I consent to medication being administered for the symptomatic treatment of minor ailments, including: headaches, fever, sore throat, common colds, mild allergies, nausea and vomiting, stomach cramps, diarrhoea, dehydration, indigestion, earache, eye irritations, rashes, cuts and bruises, nosebleeds, and toothache. I understand that I am responsible for supplying the necessary medication when required.

I accept that I remain primarily responsible for my child's health. I undertake to take my child to a doctor, clinic, hospital, or other medical professional for treatment when necessary and to keep my child at home until he or she is healthy enough to return to school.

If my child is on chronic prescribed medication, I also give consent for it to be administered as prescribed by the person appointed by the Principal or professional nurse. I understand that prescriptions for chronic medication may be adjusted as my child's needs change. I accept responsibility for providing the school with a copy of the prescription and sufficient quantities of the medication for the period my child is in the school's care. This also applies to prescribed antibiotics.

I further accept that it is my responsibility to arrange for the safe delivery and collection of medication to and from the school.





I accept that it is my responsibility to ensure that all medication required for my child's needs is safely delivered to and collected from the school, or that proper arrangements are made for its secure delivery and collection.

My child is allergic to the following medication and may NOT receive it while at school: _____

In the event of an emergency, I grant permission for my child to be taken to a doctor, clinic, or hospital, and I accept full responsibility for my child's care.

I acknowledge that the school will always take reasonable steps to contact me when necessary, and I undertake to keep the school updated with my most recent phone numbers and contact details.

This consent shall remain valid and will be regarded as irrevocable until withdrawn in writing, for as long as my child is enrolled at the school.

Parent/Guardian Signature

Date

Witness Signature

Capacity of Witness

Witness Signature

Capacity of Witness



Bright Beginnings Academy

Preschool

075 284 8096

brightbeginningsacademy2@gmail.com

www.brightbeginningsacademy.co.za

Where little steps become big futures

SOCIAL MEDIA CODE OF CONDUCT FOR PARENTS

Contents:

Statement of Intent:

1. Legal Framework
2. E-safety and social media conduct
3. Online messaging
4. Direct Marketing
5. Monitoring and review

Appendices:

- a. Parent Declaration Form
- b. Acceptable use of Social Media letter to parent

Statement of Intent

Bright Beginnings Academy recognises the advantages of social media; however, if used irresponsibly it can negatively impact our school community, including harming the school's reputation. This Social Media Code of Conduct outlines the guidelines and expectations for how parents and staff should conduct themselves on social media platforms and when using messaging applications, such as WhatsApp.

Kelly Le Roux

CF Le Roux

1. Legal Framework

- 1.1.1 This policy has due regard to statutory legislation, including but not limited to the following:

Protection of Personal Info Act 4 of 2013 (POPI)

Defamation Act 2013

Protection of Freedom Act 2012 (as amended)

2. E-safety and Social Media Conduct

- 2.1 Bright Beginnings Academy expects parents to conduct themselves respectfully online. The school will not tolerate the following behaviours:

Posting defamatory or insulting comments ("statuses") about other parents, learners, the school, or its staff.

- 2.2 Publicly criticising or undermining the school's values, teaching methods, or policies on social media.
- 2.3 Attempting to "friend" or "follow" staff members on personal social media accounts.
- 2.4 Posting anonymously or under false identities to avoid accountability under this code.
- 2.5 The school has a Complaints Policy in place to provide parents with the proper channels to raise concerns.
- 2.6 Parents are reminded that broadcasting grievances on social media is inappropriate and harmful.
- 2.7 Any breaches of this Code of Conduct will be taken seriously. In cases where posts are illegal, defamatory, or discriminatory, the matter may result in legal action or prosecution. Bright Beginnings Academy Pre-School also reserves the right to request the removal of any online content that may damage the school's reputation.

3. Online Messaging

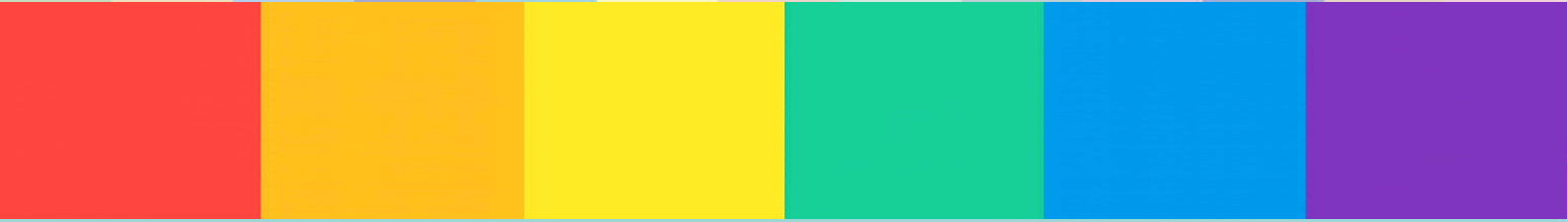
- 3.1 Bright Beginnings Academy expects parents to use messaging apps, such as WhatsApp, in a respectful and responsible manner.

The following behaviours are strictly prohibited:

*** Sending abusive or offensive messages to other parents.**

*** Sending abusive or defamatory messages about staff members, parents, or the school.**

*** Sending inappropriate or abusive messages directly to staff members, particularly outside of school hours.**

- 
- 3.2 Bright Beginnings Academy values the convenience of instant messaging as a tool for maintaining contact and strengthening the school community. When used positively, these platforms can help keep parents, staff, and the wider community connected.
 - 3.3 Should any problems arise from contact over messaging apps, the school will act quickly by contacting parents directly, to stop any issues continuing.
 - 3.4 Bright Beginnings Academy can request a meeting with parents if any misconduct, such as sending abusive messages or posting defamatory statuses occurs online.
 - 3.5 The school's complaint procedure will be followed as normal if any members of the parent teacher association or governing body cause any discrepancies through their conduct using online messaging.
 - 3.6 The principal can, with the permission of the parent, view messages sent between members of the parental body to deal with problems quickly and effectively.
 - 3.7 The principal can request that "group chats" are closed down, should, any problems continue between parents or parental bodies.

4. Direct Marketing

- 4.1.1 From time to time, Bright Beginnings may make use of social and electronic media to share information or market our services directly to parents.
- 4.1.2 In accordance with the POPI Act (Protection of Personal Information Act) and POPIA regulations, your signature below confirms that you consent to receiving such direct marketing communication. If you have previously provided consent but wish to withdraw it, please contact our Information Officer at brightbeginningsacademy2@gmail.com to request the immediate cancellation of any direct marketing messages sent to you.
- 4.1.3 Should you not wish to be included in our direct marketing projects (new clients), please indicate your objection in the letter titled "Direct Marketing Consent" that is attached to this Code of Conduct.

5. Monitoring and Review

- 5.1 The principal will review this Code of Conduct on an annual basis and will ensure that any updates or amendments are communicated to all staff and parents.
 - 5.2 All parents are required to read this Code of Conduct and sign the agreement form. In the event of any changes or updates to the Code, parents will be asked to review the revised version and sign a new agreement form.
- 