



Beaulieu
Nursery School
A division of Kyalami Schools (Pty) Ltd



Beaulieu
Nursery School

Information Booklet





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ADMINISTRATION OF MEDICINE AT SCHOOL

The South African regulations about the administration of medication stipulate that no adult may diagnose or administer any medication to a child unless they are a registered diagnostician and have a license to dispense medication. Obviously, the parents of a child may administer medication at their own discretion.

If a child is running a temperature, that has been measured precisely with a thermometer or is at risk of a fever spiking, one may administer the relevant medication with written permission from a parent. In the case of a sick child coming to sickbay with a temperature, Mrs Pinker will call the child's parents and inform them of the situation. She will ask for the child to be collected from school. If we are concerned about the child running a high temperature, we will then ask the parent to email or sms us written permission to administer a specified dose of a specified medication. We expect the child will be collected from school as soon as possible.

If a child has a dangerous allergic reaction to something, we will ensure that the child is sent to a medical professional as fast as possible and with the parent's permission. This will be done by using the One Assist emergency service to call an ambulance and paramedics to attend to the child.

In the case of the administration of chronic medications, like asthma pumps or antihistamines, parents need to have completed and signed a Medication Permission Form available from the office, which must be given to Mrs Pinker. The medication must have a pharmacist's label on it specifying the child's name, the dispensing doctor's name and details of the dosage to be administered. No child may keep medication in the classroom or schoolbag, as it could be dangerous to both your child and others.

AFTERCARE

Aftercare is available daily from 13h30-17h00, utilising the Aftercare room at BeNS and the Grade 000/00 playgrounds. Fees are charged at a rate of R125.00 per afternoon (13h30-17h30) or R85.00 for a half day (13h30-15h30), payable on receipt of an invoice at the end of the month. Children who are not collected from BeNS by 16h30 will be taken to join the Beaulieu Preparatory School Aftercare at the BPS facility, supervised by Mrs Du Plessis (064 032 4982).

Parents who are late will incur a penalty of R107.00 between 17h30 and 18h00. Thereafter, the penalty will be R160.50 per each subsequent half hour or part thereof. Parents will be billed at the end of the month and bills must be settled within one week.



Aftercare at BeNS will be supervised by one full time person, Mrs Granny Tshwane. In addition, up to two BeNS Assistant teachers will be on duty each day on a rotational basis.

BEAULIEU ESTATE ACCESS STICKERS

Access to the suburb of Beaulieu requires access stickers for vehicles. These may be ordered using the application form that will be emailed to you. Please email the form together with your proof of payment to admin@beaulieu-estate.co.za.

Once the Beaulieu Country Estate office has processed your documents, they will let you know when you may collect your stickers from the Beaulieu Preparatory School office.

BIRTHDAYS

CLASS BIRTHDAY RING

Please liaise about a suitable day with your child's teacher. Parents may bring cupcakes or the birthday child's favourite sweets to school on the appropriate day for distribution to the whole class. Gifts and party packs are not to be brought to school.

BIRTHDAY INVITATIONS

You may post invitations in the children's lockers ONLY if the whole class or ALL the boys or ALL the girls are to be invited to parties. If you are inviting only a few children, please contact each parent directly and do not do this through the school.

BIRTHDAY BOOKS

Traditionally, parents donate a book to the library for their child's birthday (or another special occasion) each year. R170.00 is charged to your account to cover the purchase of a carefully selected book. Your child will choose a book from the 'Birthday Box' and will have a bookplate with their name and birthday inserted on the front page. The book will be sent home so that you can read it with your child, before returning it to the library.

CAR PARK

Please exercise patience and good manners when using parking, access points or facilities and pay attention to markings and notices.

- Children must be held by the hand when traversing the car park.
- No parking in the Beaulieu Preparatory School drop-off zone.
- Adults are expected to drive slowly, and with care and consideration, in the car park.
- No parking is permitted on the zebra crossing markings.
- Only cars with disability signs displayed on the windscreen may park in the disabled parking zones.
- Drivers must proceed with extreme caution through the entrance gates, especially when the sun shines directly in their eyes during winter.



- PLEASE DO NOT, AT ANY TIME, PARK IN THE STAFF CAR PARK
- “Our children should be seen and not hurt.”

CLASS PARENTS

One parent from each class is asked to act as a class representative and to assist the class teacher in activities such as welcoming new parents and pupils, organising and serving teas, helping with school functions and conveying class-specific messages from your teacher to the parents. Please speak to your teacher if you would like to help.

COLLECTION OF CHILDREN DURING SCHOOL HOURS

Please inform our administration staff and the relevant teacher if you need to collect your child during school hours.

COMMUNICATION

An sms system and WhatsApp broadcast groups are available for important reminders.

We also make use of the School App. When you search for the Kyalami Schools Group in the Apple App Store or the Google Play Store, the App can be downloaded onto your phone or device. Beaulieu Nursery School may be selected. Follow the prompts to register and personalise your app with the information you wish to receive from the school.

Newsletters are sent out regularly via email. Please take note of dates and times mentioned in the newsletters to ensure you do not miss vital information. In addition, important letters may be sent out from time to time.

DEPARTURE PROCEDURE

Children are to be collected from their classroom and signed out in the teacher’s register. Children at Aftercare will be signed out from the Aftercare register.

EQUIPMENT

If small bits of school equipment or puzzle pieces come home in bags or pockets, please return them. It is not ‘stealing’ at this stage, but if you condone it by not returning things, a real problem could develop.

EXTRA-COST ACTIVITIES

Swimming lessons must be strongly considered as swimming is a life skill. It is important for you to note that it is a prerequisite for entry into Grade Nought at BeNS, that all children must be water safe. Toddlers will not attend extra cost activities.



GATES

Please assist us by keeping all school gates closed at all times. Do not allow your child to open or climb any gates.

HATS

Children must wear a hat when outdoors (no drawstrings). Hats must be left at school and will be washed weekly. Please ensure your child's name is on their hat.

NO HAT = NO OUTSIDE PLAY

HEALTH AND SAFETY

PLEASE BE SURE THAT YOU HAVE INFORMED YOUR TEACHER, AND THE SCHOOL OFFICE, OF ANY ALLERGIES YOUR CHILD MAY HAVE.

HEALTH RULES

Scrapes, bumps and bites

- ★ These are normal, developmentally appropriate and will happen from time to time. Incidents will be dealt with appropriately on a case by case basis.

Because young children are often ill, we need you to note the following:

- ★ Sick children are miserable and do not gain anything from being at school – they are far better off at home.
- ★ When children first start school, their immunity is often poor but it will build up as they get older. This means that they may get ill repeatedly if children who are unwell are brought to school. This is why it is so important that children who are ill, and infectious in any way, are to be kept at home.
- ★ If the teacher notices a child is not well, the child will be cared for in our sickbay and you will be called to collect your little one as soon as possible.
- ★ Children on antibiotics must stay away for at least 48 hours, after which they may return to school as long as they do not have a fever.
- ★ Please note that the school staff may not administer any medication, including antibiotics.
- ★ Please do not send a child to school who has run a temperature the night before or been sent home with a fever, even if they beg to come. They often feel better at first but fevers tend to return later in the day. Cancel afternoon social arrangements.
- ★ This applies to vomiting and diarrhoea as well.
- ★ If children have a runny nose with thick mucus and/or a cough with lots of phlegm, they should not be at school. Please try to teach your children to blow their noses correctly and to put an elbow in front of the mouth when coughing or sneezing.
- ★ Children may not come to school with nits or lice. If these do occur, a clearance certificate from a doctor, or municipal clinic, is necessary before your child will be



allowed to return to school. The chemist will recommend a special shampoo to use, but all signs of nits have to be gone before a clearance certificate can be obtained.

- ★ Ringworm must be treated with an anti-fungal ointment and must be covered if the child is at school. Children may not come to school until the ointment is being used.
- ★ Impetigo must be treated with antibiotics by a doctor and it must be covered. It is highly contagious.
- ★ Conjunctivitis (pink eye) is also very contagious and the eyes must have been treated, have no discharge and may not be pink, before the child returns to school.
- ★ Chickenpox is contagious until all the spots have dried up and no new spots have occurred for 2 days. This usually takes about 2 weeks. We allow children to return to school once the scabs have fallen off – there should be no open sores or bleeding.
- ★ Please check any unexplained rashes with your doctor before sending your child to school. Some may have allergic reactions while others may be contagious.
- ★ A spare asthma pump must be given to the teacher if your child is asthmatic and there is a possibility that they may need it.
- ★ Please remember to keep the school informed of any allergies or food intolerances that your little one may have.
- ★ Sunscreen: We request that parents apply sunscreen before sending their child to school. As part of our classroom routine, the children will be taught to reapply sunscreen (supplied by the school) during the morning.
- ★ One Assist is an emergency back-up for our students and staff. This product offers immediate emergency assistance for pupils and the effective management of emergency processes.

Healthy is happy. So let's try our best to keep our school that way.

SAFETY RULES

All children are taught these safety rules:

- ★ No dress-up clothes are allowed to be worn while climbing.
- ★ No playing with sticks or sharp objects.
- ★ No throwing of sand, stones or toys.
- ★ Keep away from the area in front of, and behind, the swings.
- ★ No rough play or chasing on the climbing apparatus.
- ★ Walk in corridors, bathrooms and paved pathways.
- ★ Bathroom floors are to be kept dry (Cleaners are to close the bathrooms while the floors are drying after being washed).
- ★ No children allowed in the kitchen unless accompanied by a teacher or a teacher's assistant.
- ★ We do not hurt others and we keep ourselves safe.
- ★ No necklaces, chains or jewellery to be worn by children – they are a safety hazard.



- ★ All parents need to be aware of the following:-
- ★ No children may climb on gates to open the latches.
- ★ Children may not open the school gates to let people in or out.
- ★ Children must be held by the hand when traversing the car park.
- ★ Older siblings may not fetch younger children.
- ★ Children's finger nails must be kept short to minimise injury should there be a scratching incident.
- ★ Children may not wear nail polish on their fingernails.
- ★ Parents must accompany children into the school building.
- ★ Parents need to notify the teacher and receptionist if their child is going home with another adult.
- ★ If people other than parents will be fetching a child (e.g. au pair, driver, relation), parents are asked to introduce them to the teacher.
- ★ Children may not enter the school while watching or using a device. NO SCREENS!

First Aid boxes are situated around the school for minor mishaps and include gloves, plasters, antiseptic, and cotton wool. More serious accidents are dealt with by the teachers and Aftercare staff who all hold valid first aid certificates. Practices of Fire/Evacuation, Shelter and Lock-Down procedure drills are held regularly.

HIV/AIDS

- ★ We teach all the children never to touch someone else's blood.
- ★ We always use gloves to treat wounds.
- ★ All cuts must be covered with plasters.
- ★ We treat everyone as though they are HIV positive.

LIBRARY

Your child will visit the library once a week from February onwards.

All pupils are issued with a canvas library book bag in which library books are to be transported to and from school. The library bag is to be used for library books only. Lost or damaged books will be replaced at the parents' expense. A fee of R100 will be charged to replace lost library bags.

MARKING OF PROPERTY

Marking of clothing is **COMPULSORY**. This includes dummies, blankies, pillows, teddies etc.

MY SCHOOL/ MAKRO CARDS

Beaulieu Preparatory subscribes to the My School Programme. Cards are issued to parents, grandparents and other adults. If this card is presented at a shop displaying the My School logo, a percentage of the transaction is paid to the school at no extra cost to the purchaser.



Please apply for your My School cards online <https://www.myschool.co.za/supporter/apply>

Makro Riversands has introduced the Makro Student M-card which works in the same way as the My School card but is specific to Makro Riversands. Parents are asked to link their Makro cards to the school. This also provides revenue to us at no cost to you.

These are wonderful fundraisers for the school.

OFFICE HOURS

The office is open from 06h45 until 15h00 on weekdays during the term.

The office will be open on selected days during the school holidays between 08h00 and 14h00.

OPEN DOOR POLICY

If parents have any areas of concern please let us know. Chat to your teacher or to Mrs Newman – we would like to ensure that we have happy parents and children. Please remember we cannot fix a problem if we do not know it exists!

OUTREACH

Isinkwa – “Bread for a Buddy”

“Bread for a Buddy” is an initiative aimed at uplifting orphaned and vulnerable children living within the community. This is achieved through the support and participation of Beaulieu Preparatory, its pupils and the wider school community.

Sandwiches are collected every Thursday and sent to two feeding schemes in Diepsloot. If you would like to support this initiative, please send the following to school with your child on a Thursday: an uncut peanut butter or jam sandwich, securely wrapped.

Throughout the year, a number of initiatives take place in support of our Bread Buddies and other beneficiaries.

P.T.F. (PARENT TEACHER FORUM)

The P.T.F. works to strengthen communication between Staff and Parents. It also raises additional funds for the school. The elected P.T.F. will meet regularly to provide practical assistance in all areas. They arrange both fundraising and social events.

PAPER COLLECTION/RECYCLING

As a school, we are committed to being aware of our environment and we encourage children to be environmentally friendly. We stand by the slogan “Reduce, Reuse and Recycle”. We teach the children to recycle all classroom waste.



Different coloured plastic bins are used to collect class waste. We encourage the children to carry this out at home too. There are recycling bins in the Beaulieu Preparatory parking lot where parents and children may deposit recyclable waste material.

PARENT ORIENTATION

We urge all parents to attend the Parents' Orientation evening which is held later in the year. The date will be communicated to you in due course.

PERSONAL DETAILS

If your personal details, especially telephone numbers, should change during the course of the year, please keep the office informed.

POTTY TRAINING

We've got you! This is a very gentle process that will start when your child is ready. Your teacher will share the details with you.

SCHOOL FEES

School fees become due and payable on the first day of each term. A 5% discount is granted if school fees are paid annually. Annual fee payments must reflect in the school's bank account on, or before, the first school day of the year.

All financial queries are to be addressed with the school bursar, Ms. Pegu, on 011 468 2830 or via email finance@beaulieuprep.co.za

SCHOOL TIMES

The school gates will be opened at 06h45 every morning. Mr Ndlovu will be on gate duty from 06h45-08h00 daily, after which the gates will be locked until 12h45. He will then resume gate duty until 13h30 and thereafter the gates will be locked again.

School starts at 08h00. When children arrive late, they miss the general settling down time. This is detrimental for them and disruptive for the whole class. Please be considerate of your child, the teachers and the other children in the class and ensure that all children are at school on time, preferably with time to spare.

Our school day ends at 12h00 before nap time. The children are woken from their naptime at 13h00 when they may be fetched. They will wait in the classroom until 13h30, after which they will be taken to Aftercare.



SOCIAL MEDIA

Facebook: beaulieunurseryschool
Instagram: beaulieu_nursery_school
Website: www.kyalamischools.org

SOOTHING/ COMFORT ITEMS

All are welcome. Please just be sure to label them.

SPECIAL DAYS

From time to time, you will be invited to a “Special Day”. Please do your best to attend these or send a special person along if you are not able to attend.

SUNBLOCK

Please apply sunblock to your child’s entire body before dressing them in the morning. We will reapply sunblock during the day.

WHAT YOU NEED TO SEND US

- 1 family photo
- A pillow (let your child choose a special one to leave at school)
- A blanket for naptime
- A suitable water bottle that is easy to open (preferably to leave at school)
- A mid-morning snack must be provided (see attached). “Munch and crunch” must also be provided each day.
- A hat (to stay at school)
- Consumables that will need to be refilled on request:
 - Nappies (a full pack)
 - 3 packs of wet wipes
 - Bum cream
 - 2 large boxes of tissues
 - A 2-pack of Carlton roller towel

