

General Information & School Rules 2020

EDUCATING PROGRAMME

- The curriculum is outcomes based and individualized for the different age groups.
- The goal of the curriculum at MCBH is to learn through play.
- The curriculum will only be followed during the 4 school terms (see calendar). An informal program will be followed during school holidays.
- The children will receive an individualized progress report every term. The purpose of the progress report is to keep you up to date with your child's ability to reach his/her milestones. Assessment will take place on a continuous basis through observing each child individually. Assessment will be done informally.
- Routine activities and the outside terrain are seen as an integral part of the curriculum.
- Education will be given in English or Afrikaans, depending on the child's home language.
- Children will be allowed to play and discover new things for themselves. Although everything we "teach" will be done in a "playful" and informal manner, all of the activities presented between 8:00 and 12:00 will have educational value and will be done with a specific outcome in mind.
- **A short summary of activities in the curriculum for the different age-groups**

1. LANGUAGE: Theme discussions, labelling, rhymes, stories, games, noises, music etc.
2. NUMERACY/ EARLY MATHEMATICS: Counting, clapping, stamping, sorting, more or less, full or empty, shapes and sizes, patterns etc.
3. MUSIC and MOVEMENT: Outside play on different apparatus, climbing, dancing, singing, skipping, jumping, playing with instruments etc.
4. SENSORY ACTIVITIES: (Messy play) Mud, water, sand, dough, flour, beans etc.
5. CREATIVE PLAY: Paint, paste, colouring, drawing, cutting, modelling etc.
6. PERCEPTIONAL PLAY: Gross motor, Fine motor, Auditory, Visual, Taste, Smell etc.
7. EDUCATIONAL TOYS will be used in all of the above mentioned categories. The educational programme is outcomes based.

STAFF

Principal/ owner

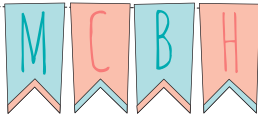
The Principal of MCBH is Rhona Erasmus and she is also the owner of MCBH. She and her staff are working together as a team to make MCBH a unique, special and loveable home. The staff will be evaluated on a regular basis. The final decision regarding any matter lies with her.

She is also responsible for internal control and accurate management. Her door is always open to discuss any matter regarding your child. Kindly make an appointment if you would like to see her in private.

Teachers

Every teacher of MCBH is hand-picked to the advantage of every baby and toddler in our care. Caring is our first priority and then the education of your child. We have appointed our teachers with that in mind. The teachers of MCBH will attend different courses and seminars on a regular basis to make sure that your child always receives the best care and education. The teachers are also doing preparations for their classes which are checked by professionals. This ensures that they follow the syllabus and that everything is up to standard.

Every teacher is unique and they have different qualifications.



Administration

All administration, placements and correspondence will be handled by Ulaan Marais. Parents are welcome to contact her at any time or send an e-mail to her. She and the principle work closely to make sure that everything runs smoothly.

Staff Ratio

There will be one teacher per class. She will be helped by assistants to give your child the best care and love.

Ratio's per class:

Senior class: 1:8

Junior class: 1:8

Baby classes: 1:4

The above ratios are not applicable during school holidays due to children being absent.

Assistants

The main aim of assistants is to assist the teacher and they will also receive regular training.

Domestic Staff

Domestic staff includes a cleaner and gardener. They work as a team to keep the area hygienically clean and tidy for all the babies, toddlers, parents and staff.

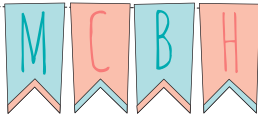
OPERATIONAL TIMES

School hours

- Monday to Friday 6:45 – 18:00
- Teaching Programme starts at 08:30 – 12:00
- No person is allowed in the classroom between 12:30 and 14:00. Pick up time is before 12:15 or after 14:00. Contact the office if we need to keep your child awake during 12:15 and 12:30 or if you are picking up your child in this time. The child will be laid down after 12:30.
- Breakfast is served at 7:45. Please make sure your child enjoys breakfast at home if he/she will not make it for breakfast at school. (after 8:00)
- Lunch is served at 12:00.
- MCBH closes at 18:00.
- Please keep in mind that our staff works very long hours. You will be charged R60 for every 15 minutes after 18:00.

Holidays

- MCBH will be open during the March, June (partly) and September holidays.
- Please see the calendar for all the important dates



CARING

Classes

Children will be placed in classes according to their emotional development and not their age.

Age division is **only a guideline:**

Baby Class: 3 – 11 months

Baby Class 2: 7 – 17 months

Junior Class: 12 – 24 months

Senior Class: 20 months +

MCBH may choose to move your child to another class if we think he/she will benefit from it.

The baby home is caring for children from birth until two (2) years. The children are leaving the baby home in December when he/she is turning three (3) the next year.

The Department of health and welfare will inspect the Baby home on a regular basis.

Meals and liquids

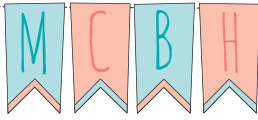
- A balanced menu is worked out by professionals to the advantage of your child. No purity will be provided by MCBH.
- Please make an appointment with the headmaster if your child has specific needs regarding his menu. We will do as much as possible to accommodate you. Please note that you will have to provide the food in these circumstances.
- All meals must be enjoyed at school. No food will leave the premises.
- Only personnel are allowed in the kitchen.

Meals will be served at the following times:

Breakfast:	7:45	Snack time:	10:00
Lunch:	12:00	Snack time:	15:00

RULES REGARDING SICK BABIES/ TODDLERS

- Due to the fact that we have very young babies in our care, we want to request parents to take the staff and the other babies/toddlers in consideration, and do NOT send your sick child to school.
- The Department of Health forbids us to accommodate ANY sick children on our site.
- Our children play outside during the day as set out in our daily program. If your child is too ill to play outside, keep him/her at home for the day.
- If your child gets ill at the Baby House, he/she will be looked after in the sick room. Parents will be notified immediately and permission will be required to administer medication.
- Parents must collect their children within an hour from the time the call was made. We will not call if it is not really necessary.
- In an emergency, your child will be taken to the Midstream Medical Centre or Midstream Mediclinic Hospital. Please note that any costs incurred will be for the parent's account.
- Inform the school IMMEDIATELY if your child has been in contact with anyone who has a contagious disease, or even had a communicable disease. If more than one event are reported to us we will inform the parents, and a list of symptoms will be sent.
- NO medication will be administered without the written consent of the parent/s.
- Medication must be clearly marked with your child's name, amount and time to administer. Put it in a "ziplock" bag and PLEASE include a syringe.
- The owner/manager may use their discretion to decide whether a child is healthy enough to attend school.
- In future, no brothers/sisters are allowed in the classes.



Please note that if your child has ANY of the following symptoms, they should be kept at home and NOT be allowed at school:

- On antibiotics. After 48 hours on antibiotics your child may return to school, if they do NOT HAVE ANY other symptoms (listed below).
- If your child is on antibiotics, but is NOT contagious we REQUIRE a doctor's note to confirm it.
- Breathing difficulties or very persistent coughing.
- Colds, Influenza (Flu), Bronchitis or Bronchiolitis
- Croup (Croup is a viral infection and therefore contagious)
- Tonsillitis (Usually due to a viral infection, which indeed is contagious)
- Fever over 38,5°C
- Rash with fever
- Diarrhoea
- Vomiting
- Unusual fatigue
- Poor appetite
- Runny nose – not clear (green or yellow)
- Head lice
- Eye infections of any kind
- Contagious diseases eg. Measles, Mumps, Chickenpox etc.

Communicable disease

Patient may return to MCBH

German measles (rubella).....	Seven (7) days after appearance of rash
Haemorrhagic virus conjunctivitis (pink eye).....	Seven (7) days after beginning of symptoms
Hepatitis A.....	Seven (7) days after appearance of jaundice or on submission of a medical certificate
Whooping cough (kinkhoes).....	21 days after beginning of paroxysms or on submission of a medical certificate
Measles.....	Seven (7) days after appearance of rash
Mumps	Nine (9) days after appearance of swelling
Chicken pox	Fourteen (14) days after appearance of rash of on submission of a medical certificate
Rota-virus	Five (5) days after appearance or on submission of a medical certificate

Management will use their own discretion to decide whether the child is healthy enough to attend school after he/she became ill at school.

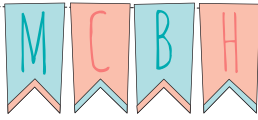
Highly contagious illnesses

A Doctor will be called in if a few babies/toddlers have been affected by a highly contagious illness. MCBH might close for a few days on his/her advice. MCBH will be sterilised and a report will be sent to every parent.

Strict control will be followed in concerning illness of staff and children.

Immunisation

- It is very important that your baby/toddler receives his/her immunisations as specified by your doctor.
- MCBH strongly suggests that your baby/toddler receive the following extra immunisations:
 1. Prevenar
 2. Chicken pox
 3. Rota virus



MEDICAL INFORMATION

First Aid

There will be a qualified first aid staff member present at the school.

Medication

- MCBH has a fully equipped first aid kit.
- Medication will be given to baby/toddler only on permission of the parent.
- Two staff members will be present when medication is given to your child.
- Strict control will be carried out regarding this matter.

Personal medication

Personal medication will only be allowed at the school if all information regarding the medicine is documented in the book:

- Name of parent
- Name of child
- Type of medication
- Reason for medication
- Dosage and time of administer

Physiotherapist

Monique Bergh and Lizl van Heerden are the two physiotherapists that is allowed to visit your child on the premises.

Details: 074 112 5235 (lizlvanh@gmail.com/ moniquebergh1@gmail.com) The financial agreement will be between you and the physiotherapist. The baby home does not take any responsibility for damaged directly or indirectly caused by this visit.

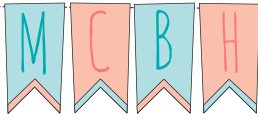
SECURITY

The security of the children and staff is of a high importance. The following rules and regulations comply with MCBH.

- A gate/door system is designed for easy opening for parents with babies in chairs and for toddlers with bags.
- Positive identification before gate will open.
- A list of all authorised people and copies of identification documents.
- Please inform the secretary or principal if someone other than the parent is coming to fetch the child. (Please write information in book)
- No child will leave the school with someone different other than the parents without an authorized form on their file.
- No entry to baby home or play ground except through the front door.
- Potential parents can only visit the school with an appointment.
- No exceptions will be made concerning your child's safety because we will undermine our own safety.

EXTRA-MURAL ACTIVITIES

- "Kindermuzik" is given by Heleen-Mare Brand.
Please contact her at the following number for more information: 082 924 7313.
Forms are available in the office.



IMPORTANT ASPECTS OF MCBH

- MCBH is a Christian School
- MCBH believes in the following:
 - Honesty
 - Fairness
 - Love
 - Care
 - Consideration
 - Friendliness
- The door at MCBH is always open for existing parents.
- Future or interested parents must be accompanied by the principal or manager on duty.
- Please inform MCBH if your information on file has changed.
- MCBH is allowed to change the rules and regulations from time to time, if it concerns the baby home or child.
- **MCBH, MCPP and the Primary school are owned by different owners. Your child does not automatically move to the next school. You have to fill in an application form at each school.**



NEVER LOSE
A CHANCE OF
SAYING A
KIND WORD



William Thackeray