



Bettenia Schools CC
Pre-school and Aftercare
Tel: 066 201 7345
Email: info@bettenia.co.za

Bettenia Schools Policies And Procedures 2026

Bettenia Schools CC

Pre-School and Aftercare

Policies and Procedures (2026 Edition)

About Us

Bettenia Schools, established in 1996, is a registered early childhood development centre and aftercare facility. We provide care and education for children from 18 months to 6 years, as well as aftercare services for children aged 7 to 12 years.

Our aim is to provide a nurturing, structured, and stimulating environment where each child can grow academically, emotionally, and socially. We are committed to maintaining high educational standards while ensuring the safety, well-being, and individual development of every child in our care.

Curriculum and Learning Programme

Our curriculum is theme-based, structured, and developmentally appropriate, aligned with early childhood education best practices.

Toddlers are introduced to foundational learning through guided play, interactive activities, and early exposure to books, language, and sensory experiences.

As children progress, we incorporate a structured learning programme that includes:

- Language development and early literacy
- Phonics and reading readiness
- Basic numeracy skills
- Creative arts and expression
- Life skills and social development

Pre-school classes are organised into learning areas that encourage exploration, independence, and problem-solving.

Daily Activities

Our daily programme includes a balance of structured learning and free play. Activities may include:

- Story time and group discussions
- Creative arts and crafts
- Music, movement, and singing
- Educational games and puzzles
- Physical development activities
- Outdoor play (weather permitting)



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Health, Safety, and Well-being

The health and safety of all children remain a top priority. Bettenia Schools maintains a safe, clean, and supervised environment at all times.

We follow established health and safety protocols, including:

- Supervised classroom and outdoor activities
- Hygiene practices appropriate for a school environment
- Clear procedures for illness and emergencies

Parents are required to keep children at home if they are unwell and inform the school of any contagious conditions.

Screen Time Policy

We prioritise active, play-based, and interactive learning experiences. Screen time is limited and used only when it supports educational outcomes.

Screen use is always supervised, time-limited, and age-appropriate. Personal devices are not permitted unless specifically requested by the school.

Communication and Digital Platforms

We value clear, respectful, and effective communication with parents.

Official communication channels may include WhatsApp, email, and school communication platforms.

Parents are expected to communicate respectfully and use appropriate channels for concerns. The school reserves the right to manage and moderate communication platforms.

Discipline and Behaviour Management

We follow a positive and constructive approach to discipline, focusing on guidance, respect, and age-appropriate boundaries.

Physical punishment or any form of emotional harm is strictly prohibited.

We work in partnership with parents to support consistent behaviour expectations.



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Protection of Personal Information (POPIA Compliance)

Bettenia Schools complies with the Protection of Personal Information Act (POPIA).

Personal information is collected and used only for school-related purposes and is stored securely. Information will not be shared without consent unless required by law.

Parents have the right to access and request corrections to their information.

Admissions Policy

Admission is subject to availability and completion of all required registration documentation.

All relevant medical and emergency information must be provided before a child may attend.

Fees and Payments

Fees are payable in advance and must be settled by the due date each month.

Late payments may incur penalties. Continued non-payment may result in suspension of services.

Arrival and Collection

Only authorised individuals may collect children. Identification may be requested.

Late collection may result in additional charges.

Illness Policy

Children showing signs of illness will not be permitted to attend school.

If a child becomes ill during the day, parents will be contacted to collect the child.

Medication will only be administered with written consent.

Our Commitment

We strive to create a positive, inclusive, and supportive environment where children feel secure and valued.

We are committed to building strong relationships with parents and maintaining open communication to support each child's development.



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Meals and Nutrition

Parents are required to provide sufficient, healthy meals and snacks for their children each day unless otherwise arranged with the school.

The school encourages balanced nutrition and may provide guidance to parents where necessary.

Nap Time and Rest Periods

A daily rest or nap period is provided for younger children to support healthy development from 12:00-14:00

Children are encouraged to rest in a calm and supervised environment. Parents may provide comfort items such as a blanket or small pillow if needed.

Children who do not sleep will be engaged in quiet activities during this time.

Toilet Training and Hygiene

The school supports children who are in the process of toilet training in a respectful and encouraging manner.

Parents are required to provide sufficient extra clothing. Teachers will assist children while promoting independence and good hygiene practices.

Water Conservation Awareness

In line with current environmental considerations, children are taught responsible water usage practices.

Appropriate flushing and hygiene practices are encouraged while maintaining cleanliness and health standards.

General Conduct and Expectations

All children, parents, and staff are expected to contribute to a respectful, safe, and positive school environment.

Any behaviour that disrupts the well-being of others may be addressed by management in accordance with school policies.

Parents are required to make an appointment with the relevant teacher to discuss any concerns. In urgent cases, parents may contact the school office, and the matter will be addressed as soon as possible.

Operating Hours

- *Drop-off is from 06:45 only.*
- *The school day starts promptly at 08:00.*
- *Half-day learners must be collected at 13:00 and no later than 14:00. After 14:00, strict late collection fees will be applied.*
- *Full-day learners must be collected no later than 17:45. After 17:45, strict late collection fees will be applied. Bettenia Schools CC reserves the right to update policies and procedures as required.*