



School Info Guide



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Letter from the principal

Dear Parents

We would like to take this opportunity to express our heartfelt gratitude for entrusting us with the safety, well-being, and education of your child. This is an immense responsibility that we do not take lightly. We assure you that we are fully committed to creating a safe, loving, and nurturing environment where your child can thrive.

As educators, we understand the critical role we play in your child's development, and we are honoured that you have chosen Baby Steps. We recognize that you had many options, and it is the trust and support of parents like you that strengthens our school community. Your partnership is invaluable, and together, we can help each child reach their fullest potential.

To ensure the highest level of safety, we have implemented comprehensive security protocols and have trained our staff to quickly identify and address any potential concerns. Our facilities are designed with your child's well-being in mind, and our highly skilled teachers are dedicated to providing a rich, stimulating learning experience. Through interactive and fun teaching techniques, we inspire a genuine love for learning, fostering active engagement using all our senses.

At Baby Steps, we believe in inclusive education that recognizes and celebrates the uniqueness of every child. We embrace their individual talents, nurturing their strengths to empower them to become confident, independent learners who believe in their ability to achieve their dreams. Our ethos is built on this foundation, creating an environment where every child feels valued, supported, and inspired to succeed.

This is not just a school; it's a community. It's OUR school, a family where every child, parent, and staff member belong. Together, we will continue to grow, evolve, and ensure that Baby Steps remains a step ahead in delivering the best possible education. We are constantly improving our environment to provide a dynamic, cutting-edge learning experience for your children.

We look forward to continuing this journey with you and are excited about the future of your child's education at Baby Steps. Together, let's help them achieve their fullest potential and reach for their dreams.

Yours in love and education,
Tracey Urquhart
Principal, Baby Steps Early Learning Centre



Baby Steps School poem

By Kelsy Lotz

Baby Steps is the place to be.
It is the very best.
We learn so much all the time.
Our teachers don't ever rest.
At Baby Steps the kids are in charge, we do what makes us happy.
Be careful not to push your luck, your teachers can be quite snappy.

If your teacher gets cross, there's no need to hide.
The school principal is always on our side.
She comes to visit and makes sure the kids come first.
She is filled with so much love, her heart is about to burst.

Our teachers are special and always know what to say.
We try our best to drive them crazy, but they love us anyway.
We always get kisses and hugs when we arrive to class.
But by the end of the day, they go home to pour one big glass.

We always have the most fun.
There is always so much to do.
Suprise shows from the magician and animals visits from the zoo.
Our school has lots of extra murals to give our teachers a break.
Aside from experiments and learning how to bake.

We have music, computers, robotics and chess.
We have fun while the teachers clean our mess.
Baby Steps reminds us how special we all are

Our motto Baby Steps to big dreams
will take us very far.

The type of
teacher you want
for your child



I am looking for a teacher

Marilyn Pattison

I am looking for a teacher who is beautiful inside
Honest with the students giving a sense of pride
I am looking for a teacher with a healthy self-esteem
Who clearly states the rules and doesn't have to scream

I am looking for a teacher who creatively prepares
But whose first priority is to convey that she cares
I am looking for a teacher who is interested, not aloof
Who treats her students with respect even when they goof

I am looking for a teacher who knows how to laugh and smile
Who enjoys what she's doing and goes the extra mile
I am looking for a teacher who believes children can learn
Who praises their efforts and talents when they give their best return

I am looking for a teacher who communicates with parents well
Gently and carefully selecting words when there's a problem to tell
I am looking for a teacher who will fill a child with desire
To love to learn more every day with curiosity that won't tire

I am looking for a teacher who encourages children to have a dream
to work at solving problems building their self-esteem
There are teachers out there, the kind I'm looking for
For their students' future success, they have opened up the door.



Baby Steps
teachers are
experts in their
field.

Our Vision

To be the leaders in Early Childhood Education.

A dynamic empowered team fostering a love of teaching and learning from Babies to Grade R.

Empower teachers and learners to be confident and reach their full potential.

Guiding and educating other Preschools and educators offering training to aspiring teachers.

Our Mission

- Inculcate Christian values.
- Create a loving and caring environment.
- Respect different cultures and religions.
- Develop the child as a whole.
- Build resilience through emotional intelligence.
- Build confidence and self-worth in every child.
- Work alongside parents, families and the community.
- Make meaningful contributions to the wider community.

Our Values

- Love
- Care
- Kindness
- Acceptance
- Honesty
- Respect
- Tolerance
- Sense of family

Code of conduct

“It is through the practice of virtue that respect, and honour can be gained.”

- I will treat others with kindness and respect.
- I am part of making my school a beautiful place.
- I am part of making my school a great place to learn.
- I am responsible for my own actions.
- I am responsible for all that I say or do.
- I can admit when I make a mistake.
- I will always apologize if necessary.
- I will help always keep my school clean and tidy, even if it means cleaning up after someone else.

General Information

School Contact Details:

School Principal: Tracey Urquhart 082 616 5830 info@baby-steps.co.za

Baby Steps Early Learning Centre (Bedfordview)

Harcus Road Branch

(28 Harcus road, Bedfordview)

Manager: Angie Franca

082 497 9177

harcus@baby-steps.co.za



Angie Franca

Baby Steps Early Learning Centre (Malvern and Germiston)

Baby Steps 2 Assumption

(cnr Mullins and Pandora Roads, Malvern)

Manager: Avril Yip

067 407 0290

ayip@assumptionconvent.co.za



Avril Yip

Baby Steps Babies and Toddlers

(1 Smith Road, Kensington)

Manager: Dominique Barker

frontier@baby-steps.co.za



Dominique Barker

Baby Steps Early Learning Centre (Linbro Park)

Linbro Park Branch (43 Reid Ave, Linbro Park)

Manager: Boni Roeloffse

064 687 6670

linbro@baby-steps.co.za



Boni Roeloffse

Accounts department: accounts@baby-steps.co.za

Uniform supplier and accounts queries

Mandy Johnstone 082 895 4313

Accounts@baby-steps.co.za

Head of Education and Manager of Riley Road (Bedfordview):

Riley Road Branch

(22 Riley Road, Bedfordview)

Manager: Gorgia Lotz

066 220 4097

education@baby-steps.co.za / riley@baby-steps.co.za



Gorgia Lotz

Remedial and tutoring service:

Kelsy Lotz

073 806 6043

kelsy@baby-steps.co.za



Kelsy Lotz

Baby Steps Therapists

Speech Therapist



Kayli Altmuner

Speech Therapist



Danielle Naubereit

Occupational Therapist



Sabrina Da Silva

Intra Mural Specialists

BActive Craig



Music Program

Annette



School Hours:

Baby Steps Early Learning Centre is open from 7am to 17h30pm daily.

Please note penalties will incur for late pickups, R100 for every 10mins, payable to the Manager directly, this will be added to your school bill if not payable to the manager in charge.

School Access and Security:

We understand that dropping your child off at school can be a stressful experience, however, we would like to emphasize that limited access into the school premises is essential for the safety of your child.

We have noticed that parents and grandparents often leave the school gates open, which can compromise the safety of your child. It is vital that we maintain a secure and controlled environment to ensure the safety and well-being of all our students. Our security guard is responsible for enforcing this policy and ensuring that all children are protected.

Moreover, we encourage parents to keep their interactions with teachers brief during drop-off times. Long chats can lead to a lack of supervision and teaching, which can be disruptive to the learning environment. We value the quality of education that we offer, and we want to ensure that every minute of the teaching day counts.

We appreciate your co-operation in this matter and hope that you understand the importance of our safety policies. If you have any concerns, please do not hesitate to contact us.

Security guards: Please treat the security guards with courtesy should they need to stop you or inconvenience you in any way during the course of their duties. They have been empowered to search cars randomly if a need arises. Please remember that they are there for your child's protection. Car access stickers: access stickers are allocated to each family upon enrolment. Cars not displaying access stickers on the windscreen will not be allowed into the school without signing in. Additional stickers are available from the office. Students leaving early: Should a student need to leave school early for a particular reason, approval needs to be gained from the relevant class teacher and school manager. A written note, email or WhatsApp is required the day before or in advance.

School fee structure and payments:

School fees are paid on or before the 1st of each month in advance over 12 months. Full fees are required for December and January.

School fees can be paid electronically into our school bank account. We have card machines available on the premises as well. No cash is accepted and kept on the premises.

Baby Steps Sacred Heart

Payment options	Full Day	Sibling rate (2 kids)
Fees for the year Upfront payment for the year	R72 000 R70 000	R132 000 R120 000
Monthly x12	R6 000	R11 000
Baby Steps Early Learning Centre Acc No: Branch code: Reference: Child's surname/Sacred Heart		

Health and Safety Protocol:

No Toys allowed:

There are several potential dangers associated with bringing toys from home to preschool. Here are some of the most significant ones:

Risk of Loss or Damage: Young children are often forgetful and may lose their toys or accidentally damage them during playtime at preschool. This could lead to tears and frustration for the child, as well as potential conflict with other children who may have borrowed or accidentally damaged the toy.

Spread of Germs:

Toys brought from home may not be cleaned regularly or may be contaminated with germs or bacteria. This can be exceptionally problematic in preschool settings where children are in close contact with one another, potentially spreading germs and illnesses.

Distractions from Learning:

Bringing toys from home may distract children from the educational activities and lessons planned by the preschool teacher. This can lead to a loss of focus and participation in the learning process.

Conflict with Other Children:

Children may become possessive of their toys and unwilling to share with others. This can lead to conflicts and potentially disruptive behaviour in the classroom.

Safety Concerns:

Toys brought from home may not meet safety standards and could pose a danger to the child or other children. For example, small parts that can be easily swallowed by young children or sharp edges that could cause injury.

For these reasons, it is often recommended that parents leave toys at home when their child attends preschool. Instead, preschools generally provide a variety of age-appropriate toys and learning materials for children to use during the day.

Soiled Clothing Protocol

We want to take a moment to explain our protocol for handling soiled clothes when changing diapers at school, as well as the reasons behind this procedure. Ensuring a clean and safe environment for your child is our top priority, and this protocol helps us achieve that goal.

When your child has a nappy change at school and their clothes become soiled, we follow these steps:

1. **Immediate Change:** When we notice that a nappy change is needed and there is a mess on your child's clothes, we promptly change them into fresh, clean clothing from their spare set provided by you. This is done to ensure their comfort and hygiene.
2. **Containment in Plastic Bag:** The soiled clothes are rinsed and carefully placed in a plastic bag. This step is crucial for several reasons:
 - a. **Hygiene:** Soiled clothing can carry bacteria and germs. By placing it in a sealed plastic bag, we prevent any contamination of other items or surfaces in the classroom. Soiled clothes can carry bacteria, germs, and potentially harmful pathogens. Attempting to clean them at school could risk spreading these contaminants to other areas, surfaces, or objects in the immediate vicinity. By placing the soiled clothes in a sealed bag, we minimize the risk of cross-contamination and maintain a hygienic environment.
 - b. **Odour Control:** Properly sealing the soiled clothes in a plastic bag helps contain any unpleasant odours, maintaining a more pleasant environment for everyone.
 - c. **Prevention of Cross-Contamination:** We want to minimize the risk of transferring any contaminants from the soiled clothes to other items, including your child's clean clothes or personal belongings.
3. **Returning Soiled Clothes:** At the end of the day or when you pick up your child, we will return the sealed plastic bag with the soiled clothes to you. No soiled items are allowed in the kitchen where the food is prepared and where the washing machine is situated. Therefore, we ask that you take the bag home.
4. **Baby Class:** This area in particular is very high risk as bottles are prepared and nappies are changed. Teachers need to ensure that their hands are sanitised after every nappy change and soiled clothing immediately put in a sealed bag. Many illnesses are spread in this way.

By adhering to this protocol set out by the GDE, we ensure the safety, hygiene and comfort of all children in our care. We appreciate your understanding and co-operation in maintaining a clean and healthy environment for everyone at our school.

Baby Steps Potty Training Guide

The parents' role in potty training.

Potty training typically begins between the ages of 18 months and 3 years old, but the exact timing can vary for each child based on their physical and cognitive development, as well as their readiness to learn this new skill. Here are some key aspects of the parent's role in potty training:

1. **Assessing readiness:** Parents should look for signs that their child is ready to begin potty training. These signs may include the ability to follow simple instructions, demonstrating interest in using the toilet, expressing discomfort when diapers are wet or soiled, and staying dry for longer periods.
2. **Establishing a routine:** Parents should create a consistent routine for potty training, which can involve setting specific times for using the toilet, such as after waking up, before bedtime, or at regular intervals during the day.
3. **Providing support and encouragement:** Parents need to be patient and supportive during the potty-training process, offering praise and encouragement when their child successfully uses the toilet. This positive reinforcement helps build confidence and motivation.
4. **Modelling proper behaviour:** Parents can demonstrate proper toileting habits by using the bathroom themselves and discussing what they are doing. This helps children understand the process and expectations.
5. **Teaching hygiene:** Parents should teach their child the importance of proper hygiene, including handwashing after using the toilet.
6. **Addressing accidents:** Accidents are a normal part of the potty-training process, and parents should respond calmly and reassuringly, reminding their child that it takes time and practice to master this skill.
7. **Transitioning from nappies to underwear:** When the child is consistently using the toilet, parents can gradually introduce underwear as a sign of progress and growing independence.

Remember that each child is unique, and the timeline for potty training will vary. It's important for parents to be patient and flexible, adapting their approach as needed to best support their child's learning and development.

What is the teacher's role in assisting the parent and child with potty training.

Teachers play an important supporting role in the potty-training process, particularly for children attending Baby Steps. They can help reinforce the potty-training efforts initiated by parents and provide consistency across different environments. Here are some ways teachers can assist parents and children with potty training:

1. Communication with parents: Teachers should maintain open lines of communication with parents, discussing the child's progress, challenges, and any specific strategies used at home. This helps ensure a consistent approach and reinforces the child's learning.
2. Establishing a routine: Teachers can help establish and maintain a consistent potty routine at school, just as parents do at home. This may involve scheduled bathroom breaks or regular reminders to use the restroom.
3. Monitoring and assistance: Teachers should closely observe children for signs that they need to use the bathroom and offer assistance as needed, especially for younger children who may require help with tasks like pulling down pants, wiping, or washing hands.
4. Offering encouragement and praise: Teachers can provide positive reinforcement by praising children for successfully using the toilet and following proper hygiene practices. This encouragement can boost children's confidence and motivation.
5. Addressing accidents: Teachers should respond calmly and supportively to accidents, understanding that they are a normal part of the potty-training process. They should reassure the child and help them clean up, reminding them that learning takes time and practice.
6. Providing a safe and comfortable environment: Teachers should ensure that the bathroom facilities are clean, accessible, and child friendly. They can also provide visual aids or step stools to help children feel more comfortable using the restroom independently.
7. Collaborating with other teachers assisting: If the child is in a setting with multiple teachers, it is essential for them to collaborate and share information about the child's progress and any strategies being used. This ensures that the child receives consistent support throughout the day.

By working closely with parents and providing a consistent, supportive environment, teachers can play a significant role in helping children achieve success with potty training.

We advise strongly against:

- Potty training before the child is ready.
- Potty training whilst going through a big change at home.
- Potty training during winter.
- Potty training only during school time.

Please make sure that enough clothes have been packed in for school in the event of an accident.
What could be the problem if children are still not potty trained by age four?

If a child is not potty trained by the age of four, there could be various factors at play, ranging from developmental issues to emotional or environmental factors. It is essential to consider each child's unique situation and consult with a pediatrician or healthcare professional to identify and address any underlying concerns. Here are some possible reasons a child may not be potty trained by this age:

1. **Developmental delays:** Some children may experience delays in their physical, cognitive or emotional development, which can impact their ability to achieve potty training milestones.
2. **Medical conditions:** Certain medical conditions, such as chronic constipation, urinary tract infections or neurodevelopmental disorders, can make potty training more challenging.
3. **Emotional factors:** Stress, anxiety or other emotional challenges can hinder a child's ability to learn and adopt new skills like potty training. Major life changes or stressful events might contribute to these difficulties.
4. **Behavioural issues:** Some children may be resistant to potty training due to a power struggle or a lack of motivation. In these cases, it's essential to address the underlying behavioural concerns and work with the child to establish a positive and supportive environment.
5. **Inconsistent approaches:** Inconsistency in potty training methods, routines or expectations between home and school or between caregivers can make it more difficult for a child to become fully potty trained.
6. **Learning disabilities:** Children with learning disabilities might need additional support and specialized strategies to master potty training skills.
7. **Late readiness:** Every child develops at their own pace and some may simply not be ready for potty training until later than their peers.

If you're concerned about your child's potty-training progress, it's essential to consult with a pediatrician, who can assess your child's development, rule out any underlying medical issues, and provide guidance on appropriate strategies and support. It may also be helpful to work with your child's educator, occupational therapist, or a psychologist experienced in child development and potty training to help address any challenges and provide personalized guidance.

Medical Emergencies:

Emergency medicine: Should any student have a serious allergy or condition (such as asthma) and require emergency medicine to be kept at the school, this can be left with the school manager. Teachers must be informed as to where emergency medicines can be sourced and a record of this fact needs to be kept on our student files. Allergies need to be highlighted on application forms to ensure they are entered on the student's file. If your child has a medical condition or any extreme allergies, please ensure we are notified immediately. Emergency/medical details: The details we have on file are those you supplied at the time you submitted your application to Baby Steps ELC. In case of an emergency, it is essential that our records are up to date. Over-the-counter medication: The school manager has some basic over-the-counter medication available for the treatment of minor ailments. These may only be dispensed with permission from parents, and parents will be contacted should any of these medications be administered. Sacred Heart does have a registered nurse on the property.

Celebrations:

We love to recognise special occasions such as our students' birthdays, however, we do ask that you take note of the following guidelines: Birthday rings: Our birthday children are made to feel very special on this important day. Please let your class teacher and school manager know if you would like to hold a birthday ring for your child. Parents are welcome to send cupcakes and treats as well as a party pack that will be sent home with the children for safety reasons. Parents do not normally attend their children's birthday ring at school. Our teachers take photos and the manager will send it to the parents however, if you do want to attend, this can be arranged with the school manager.

Party invitations: Little people are very sensitive, and we do not want any hurt feelings so please ask your teacher to place invitations in the children's school bags instead of asking your child to hand them out, especially if you are not inviting the whole class.

Menu and lunchboxes:

Please ask your school manager for a copy of the school menu.

Toddlers to Grade 00 – All meals are provided and prepared on site. Please DO NOT send any snacks or meals to school for your children. Parents of babies may send in their breast milk, formula and meals until parents are comfortable with their children eating from our school menu.

Grade R- Bring their own packed lunch. They are provided with breakfast, morning and afternoon snack.

MENU - WEEK 1				
	Breakfast	Morning Snack	Lunch	Afternoon Snack
Monday	Jungle oats	Yoghurt	Spaghetti bolognaise, sprinkled with cheese and a side of carrots	Oat meal biscuit and sugar free juice
Tuesday	Tasty wheat or original maize meal	Oat meal biscuit and Rooibos tea	Mash potato/ sweet potato with meat balls and a side of gem squash with gravy	Jam puree sandwich and sugar free juice
Wednesday	Scrambled egg and toast, tomato sauce optional	Seasonal fruit	Quiche with a side salad, cucumber and tomato	Jelly and fruit salad
Thursday	Maltabella	Banana's	Rice/gravy, chicken nuggets and a side of butternut	Jam puree sandwich and sugar free juice
Friday	All Bran, Cornflakes or Rice Krispies	Baking snack	Fish fingers and chips, tomato sauce optional	Ice-cream

MENU - WEEK 2				
	Breakfast	Morning Snack	Lunch	Afternoon Snack
Monday	Jungle oats	Yoghurt	Mince stew, rice and mixed vegetables	Oat meal biscuit and sugar free juice
Tuesday	Tasty wheat or original maize meal	Oat meal biscuit and Rooibos tea	Cottage pie with a side of carrots	Jam puree sandwich and sugar free juice
Wednesday	Flapjack, syrup optional	Seasonal fruit	Summer: Macaroni and cheese with a side salad, cucumber and tomato. Winter: Butternut soup and a fresh brown roll	Jelly and fruit salad
Thursday	Maltabella	Bran muffin	Chicken, mushroom and vegetable lasagne	Jam puree sandwich and sugar free juice
Friday	All Bran, Cornflakes or Rice Krispies	Baking snack	Hotdogs and chips, tomato sauce optional	Ice-cream

VEGETARIAN MENU - WEEK 1				
	Breakfast	Morning Snack	Lunch	Afternoon Snack
Monday	Jungle oats	Yoghurt	Spaghetti bolognaise (made with soya mince), sprinkled with cheese and a side of carrots	Oat meal biscuit and sugar free juice
Tuesday	Tasty wheat or original maize meal	Oat meal biscuit and Rooibos tea	Mash potato/ sweet potato with tuna balls and a side of gem squash with gravy	Jam puree sandwich and sugar free juice
Wednesday	Scrambled egg and toast, tomato sauce optional	Seasonal fruit	Macaroni and cheese with a side salad, cucumber and tomato	Jelly and fruit salad
Thursday	Maltabella	Banana's	Rice and veggie fingers and a side of butternut	Jam puree sandwich and sugar free juice
Friday	All Bran, Cornflakes or Rice Krispies	Baking snack	Fish fingers and chips, tomato sauce optional	Ice-cream

VEGETARIAN MENU - WEEK 2				
	Breakfast	Morning Snack	Lunch	Afternoon Snack
Monday	Jungle oats	Yoghurt	Stew (made with soya mince), rice and mixed vegetables	Oat meal biscuit and sugar free juice
Tuesday	Tasty wheat or original maize meal	Oat meal biscuit and Rooibos tea	Cottage pie (made with soya mince) with a side of carrots	Jam puree sandwich and sugar free juice
Wednesday	Flapjack, syrup optional	Seasonal fruit	Summer: Macaroni and cheese with a side salad, cucumber and tomato. Winter: Butternut soup and a fresh brown roll	Jelly and fruit salad
Thursday	Maltabella	Bran muffin	Vegetable lasagne	Jam puree sandwich and sugar free juice
Friday	All Bran, Cornflakes or Rice Krispies	Baking snack	Fish fingers and chips, tomato sauce optional	Ice-cream

Holidays and Important events:

Baby Steps Early Learning Centre is closed on the dates listed below:

- School opens 8th January 2025
- 21 March – Human Rights Day
- 1 April – Family Day
- 18 – Good Friday
- 21 – Family Day
- 27 April Freedom Day
- 28 April School closed (PUBLIC HOLIDAY)
- 29/ 30 April – **SCHOOL CLOSED**
- 1 May – Worker's Day
- 2 May – **SCHOOL CLOSED**
- 16 June – Youth Day
- 30 June - 4 July – School Winter Break – **(CLOSED FOR 1 WEEK)**
- 9 August – Women's Day
- 24 September – Heritage Day
- 12th December – School Closes at 12pm for the year
- School re-opens for the year 12 January 2026

Important events:

These dates will be confirmed and sent to you in the New Year and events are subject to change.

- Parents evening
- Mother's Day
- Baby Steps turns **10** – 1st April
- 12th April Baby Steps Birthday Party at Linbro
- Father's Day
- Heritage Day and grandparents' day picnic
- Grade R Graduation
- Father Christmas comes to visit and Christmas Party.

(There are smaller events taken place during the year. You will be advised and notified in advance accordingly).

Academics:

Senior Phase of Preschool – What to expect at Baby Steps Early Learning Centre

Scholastic achievement at school is dependent on a solid foundation. We pride ourselves on making sure that your child gets the best care and is nurtured and loved.

A huge passion of mine is school readiness. There isn't a stronger foundation than the curriculum we offer at Baby Steps Early Learning Centre. It makes me happy to know that our learners leave us very prepared for Grade 1.

School Readiness Curriculum

- Gross Motor skills: An area often overlooked but very crucial to overall development and can impact performance in class. Core Strength, concentration, eye -hand co-ordination, crossing the midline, gross of fine motor strength and pre- sport skills are covered.
- Music: Auditory processing, body awareness, rhythm, beat, timing.
- Baking: Measurement, quantity, life skills and sensory development.
- Perceptual skills: Auditory and visual memory and processing skills.
- Cognitive development: Thinking and reasoning skills.
- Pre math skills: Simple addition, subtraction, data handling, categorizing and basic number concepts.
- Pre-reading skills: Eye-tracking, sound recognition, blends, rhyming words and syllables.
- Language development: Vocabulary, articulation and comprehension.
 - English, Afrikaans, Zulu and sign language.
 - Exposure to Eisteddfod and termly Speech
- Social and emotional: Independence, teamwork, sharing and dealing with emotions.
- Life skills: General knowledge is enhanced weekly with our changing themes and experiments.
- Computer and Robotics: Critical thinking, coding, sequencing and technology.
- Chess: Problem solving, concentration and cognitive processing skills.
- Teaching: Children learn in different ways and we need to cater to all the different styles of learning. We try to make use of learning through all our senses. We incorporate technology with our touch screen, smart T.V. and PowerPoint presentations. We offer whole class teaching, small group teaching and one-on-one lessons (with a specialized aid teacher). In this way, we can ensure that every child gets what they need and can reach their potential.

A HAPPY CHILD IS A LEARNING CHILD!

Weekly themes for 2025:

Juniors Big babies – 2/3 years old

MONTH	THEME
Jan – Feb	Orientation / My School
March	My Home
April	My Family and Easter
May	All about me and my body
June	My Environment
July	Birds (home/wild/tropical/land and water birds)
August	Insects
September	Amphibians and Reptiles
October	Weather/Seasons
November	Traffic and Transportation
December	Revision/Holiday and Christmas

Weekly Themes Grade 000 to Grade R:

Term 1

Weeks	Weekly Theme	Letter	Colour	Number	Shape
1	Orientation Week				
1	My new class	c	Red	0	Circle
2	All about me and my 5 senses	a/a	Yellow	1 and 2	Square
1	Health and Hygiene	d	Blue	3	Triangle
2	My Home and My Family	g/q	Green	4 and 5	Heart and Rectangle
2	Modes of transport	e/s	Orange	6 and 7	Oval
2	Space (Easter as side theme)	Consonants	Black	8 and 9	Moon
2	Opposites and prepositions	Vowels	Purple	10	Diamond
1	Revision and Assessment week	Revision of term 1 criteria			
2	Holiday Program - school still open	Continues assessments			

Term 2

Weeks	Weekly Theme	Letter	Colour	Number	Shape
2	My garden and insects	b/h	Brown	1	Hexagon
1	Birds	m	Pink	2 - even numbers and 2 times table	Pentagon
1	Environmental awareness	n	Green	3 - odd numbers	Octagon
1	Amphibians	p	White	4 - quarter/half/whole	Triangular prism
2	Occupations	Capital letters	Red	5 - 5 times table	Cube
1	Metric System (Weight, Volume, Mass etc...)	Syllables	Gray	6 - graphs	Star
1	Revision and Assessment week	Go over all criteria			
1	We are closed				
2	On the farm	r/f	Yellow	7/8	Cylinder
1	Pet and Vet	i	Blue	9	Cross
2	Wild animals	j and rhyming words	Orange	10 - times tables	Sphere
3	Holiday Program - school still open	Assessments and one on ones			

Term 3

Weeks	Weekly Theme	Letter	Colour	Number	Shape
1	Spring	k	Colours of the rainbow	1	Circle
1	Dinosaurs	l	Primary colours	2	Rectangle
2	Our country and Heritage Day	t/u	Secondary colours	3/4	Triangle / square
1	Other countries and cultures	v	Blending colours	5	Pentagon
1	Shapes and colours	w	Warm colours	6	Hexagon
1	Literacy week	x	Cool colours	7	Heptagon
1	Currency and Shopping	y	Colour wheel	8	Octagon
2	Under the sea	z and revision	Experimenting with colours	9/10	Nonagon/ Decagon
2	Revision and Assessments				
2	Christmas				
1	Holiday Program				



Reports and Assessments:

We issue formal progress reports at the end of the second and third terms (June and December). Towards the end of the first term, when we have got to know each child well enough to make a considered assessment, we invite parents to a private meeting and/or parents evening to discuss individual progress. Please be assured that if we have any concerns at all, we will be in touch with you immediately. Please remember that we need a copy of your child's last school report as well as any therapist reports or assessments that your child might have had.

Junior and Senior daily routine:

Juniors	Seniors
7:00-7:30 Arrival	7:00-7:30 Arrival
7:30-8:00 Breakfast	7:30-8:00 Breakfast
8:00-9:00 Perceptual development	8:00-8:30 Morning ring/language development
9:00-9:15 Toilet Routine/Nappy Change	8:30-8:40 Toilet Routine
9:15-9:45 Gross Motor development	8:40-9:00 Gross motor development
9:45-10:00 Morning Time	9:00-9:45 Perceptual development
10:00-11:00 Outdoor Play/Activities	9:45-10:00 Morning Snack
11:00-11:15 Toilet Routine/Nappy Change	10:00-10:50 Outdoor Play/ Activities
11:15-12:00 Story Time/Lunch	10:50-11:00 Toilet Routine
12:00-14:00 Rest Time	11:00-12:00 Creative Arts
14:00-15:00 Outdoor Play/ Activities	12:00-12:30 Story Time/Lunch
15:00-15:30 Afternoon Snack	12:30-14:00 Rest Time
15:30-17:00 Free Play	14:00-15:00 Outdoor Play/ Activities
	15:00-15:30 Afternoon Snack
	15:30-17:00 Free Play

Communication:

Communication is of utmost importance; at baby steps we have many forms of communication. Junior children will have diaries with all information updated daily. There will be a notice board up with all reminders. We have broadcast groups which will always update parents on reminders and events. Monthly newsletters as well as parent/ teacher conferences.

School monthly requirements:

Babies – 2 years old (Juniors)	Grade 000 – Grade R (Seniors)
Nappy Packets	Hand wash
Hand wash	Box of tissues
Tissues	4 x face clothes (once off)
4 x face clothes (once off)	Sun block (Once off)
Wet wipes	School hat (no hat no play) Enquire within
Sun Block (Once off)	Hand sanitiser
Sun hat (no hat no play)	
Savlon 250 ml (Once off)	

Teacher/child ratio at Baby Steps:

Baby Class 0-12	1:3	1 Teacher for every 3 Children
Toddler Ages 1-2	1:5	1 Teacher for every 5 Children
Preschool Ages 2-3	1:6	1 Teacher for every 6 Children
Grade 000 ages 3-4	1:8	1 Teacher for every 8 Children
Grade 00 Ages 4-5	1:10	1 Teacher for every 10 Children
Grade 0/R Ages 5-6	1:12	1 Teacher for every 12 Children

School Uniforms: (1 year and up)

Our school uniform is designed to be both practical and smart. Although allowances do have to be made for little people, it is important that they wear it with pride. Please ensure your children come to school with the appropriate school uniform.

Please ensure that all uniform items are clearly labelled – Names and Surnames – even in socks and shoes, please. Please check clothing regularly to see if your child has brought home someone else's belongings. A sun hat forms part of the school uniform and must be worn every day. As you know, young skins need protection. If your child comes to school without a hat, we will need to keep them in the shade. Since it is not much fun to play quietly in the shade while your friends are running around the playground, the children soon learn this lesson, however, we would be grateful if you would reinforce it at home. All hats must be labelled with your child's name.

A copy of the uniform guidelines as well as order forms and information can be obtained from your school manager.

Baby Steps (Pre-school) Uniform is worn from MON-THURS and every FRI civvies (Normal clothes).

Grade Rs will wear the Sacred Heart uniform.

Creating a bond for life!



082 616 5830

www.baby-steps.co.za

info@baby-steps.co.za

School activities:

Intra murals are part of the school curriculum and implemented weekly:

- Baby Steps Gross Motor program
- Makaton
- Robotics and Coding
- Computers
- Music
- Baking
- Creative art
- Science Experiments
- Chess
- Pottery

Show and Tell and School Projects and Poems: (Grade 00 to Grade R)

These activities are done termly and will be communicated to parents in advance.



Intra Murals

Included in school fees.



- Pottery (age 3 and up)
- Chess (Grade 00-Grade R)
- Baking (toddlers to Grade R)
- Manners for minors (Grade R)
- Makaton (6 months to Grade R)
- Mini Netball (Grade 000 to Grade R)
- Mini Soccer (Grade 000 to Grade R)
- Computer and Robotics (Grade 00 to Grade R)
- Science Experiments (all ages)
- Afrikaans and Zulu (all ages)
- B Active (all ages)
- Music (all ages)



Code of Conduct for Parents:

Let's work together for a successful school year

1. Punctuality:
 - Ensure your child arrives on time each day.
 - Respect drop-off and pick-up schedules to maintain a smooth transition.
2. Communication:
 - Maintain open and regular communication with teachers and staff.
 - Share important information about your child's health, special needs, or changes in routine.
3. Respect for Staff:
 - Treat teachers and staff with courtesy and respect.
 - Listen to their guidance and address any concerns through constructive dialogue.
4. Participation:
 - Engage in preschool activities and events whenever possible.
 - Contribute positively to the preschool community.
5. Health and Hygiene:
 - Ensure your child is in good health before sending them to preschool.
 - Follow the preschool's illness policy to prevent the spread of illness.
6. Supplies and Materials:
 - Provide necessary supplies, such as diapers, spare clothes, and snacks, as requested by the preschool.
 - Label all personal items to avoid mix-ups.
7. Behaviour Modeling:
 - Set a positive example for your child through your own behavior and interactions with others.
 - Encourage kindness, sharing, and co-operation.
8. Safety:
 - Follow safety guidelines when dropping off and picking up your child.
 - Notify the preschool of any custody issues or changes in authorized pick-up persons.
9. Privacy:
 - Respect the privacy of other families and children in the preschool.
 - Do not share personal information without permission.
10. Conflict Resolution:
 - If you have concerns or conflicts, address them with the preschool administration or staff in a respectful and constructive manner.
 - Avoid confrontations in front of children.
11. Tuition and Fees:
 - Pay tuition and fees promptly according to the preschool's payment schedule.
12. Involvement:
 - Consider volunteering or participating in parent-teacher meetings or events to support the preschool's mission and activities.

Agreement of disclaimer and indemnity

Made and entered into between:

_____ and _____ the Parents
("Parent"

which includes guardians) of _____ ("the Pupil").

and

BABY STEPS EARLY LEARNING CENTRE (PTY) LTD

1. We the Parents of the Pupil hereby agree that:

1.1 Baby Steps its director, employees, representatives, contractors and nominees ("Baby Steps") have not and do not guarantee, warrant and assure the elimination of risks and accidents in a preschool environment.

1.2 We absolve Baby Steps from all liability and waive and indemnify Baby Steps against all claims (on behalf of the Pupil, by the Parents or their invitee or any other third party) for any losses or damages (direct, incidental, special or consequential) of whatever nature flowing directly or indirectly from:

1.2.1. any injury (including a fatal injury), illness and losses suffered by the Pupil, the Parents, or their invitees and

1.2.2. any damage to or theft of the Pupil's, the Parent's, or their invitee's property and from whatsoever, cause arising whilst the Pupil is Baby Steps, save only for the exclusion of gross negligence or willful misconduct on the part of Baby Steps.

2. We further hereby acknowledge and agree that:

2.1 We (jointly and severally) shall be liable and responsible for the payment of:

2.1.1. medical/and or hospital accounts, where applicable, should any injury, loss or damage be sustained to the Pupil.

2.1.2. all legal costs (on the scale as between attorney and own Client) and disbursements incurred should Baby Steps be required to defend any legal proceedings instituted by a third party arising directly or indirectly from any act or omission of the Pupil, Parent and/or their invitee.

2.2 We have been given an adequate opportunity to read and comprehend the terms of this agreement.

2.3 We understand and accept the terms and conditions as set out in this agreement

3. This agreement shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the Pupil's enrolment at Baby Steps.

Parents signature: _____ Date: _____

Parents name: _____ Parents ID number: _____

Witness signature: _____

Witness's name: _____ Witness ID number: _____



Building a solid
educational foundation!

Enrol without delay.



082 616 5830 www.baby-steps.co.za info@baby-steps.co.za



Give your child
the best with

BABY STEPS