



BEEHIVE INFORMATION GUIDE

Welcome to the wonderful and busy Beehive at Tres Jolie College!

We're thrilled to have your little one buzzing with us! Below is all the important information you need to ensure a happy, smooth, and successful school experience for your child.

Early Drop-Off

Our Pre-School opens at **7:00 AM**, but if you require early drop-off from **6:30 AM**, please make arrangements with the school office in advance.

What to Bring Every Day

A School bag with a spare set of clothes,

- Offers comfort and familiarity from home
- Promotes responsibility and independence
- Must include a **spare set of clothes** (accidents happen!)
- Should never include personal toys

Please ensure:

- **All clothing and items are clearly labelled**
- You top up **wet wipes and tissues** when requested throughout the year



Communication

Children aged 18 months – 2 years will receive a **black hardcover communication book**:

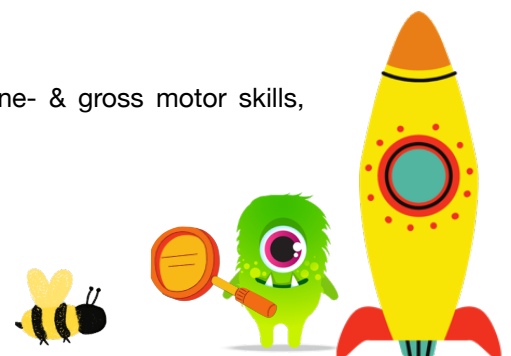
- It contains notes, reminders, and messages
- Please cover and return it daily in your child's bag
- Lost books can be replaced at **R20 each**

Other communication happens via your class **WhatsApp Group**.

Daily Learning & Themes

We follow a **developmental curriculum** featuring:

- New themes every 2–3 weeks
- Daily Learning Stations focused on early maths and reading, fine- & gross motor skills, creative activities, explorations and social interaction.
- Songs, stories, and **Show & Tell** related to themes
- Physical Development Program





Sick Policy

- Please **keep sick children at home**
- Inform us if your child will be absent due to illness
- Children with contagious conditions (e.g. diarrhoea, colds, lice) must stay home until fully recover

Medication

We do **not administer medication** unless pre-approved by the Principal under special circumstances.

In a medical emergency:

- We will contact parents immediately
- If unreachable, we reserve the right to seek medical assistance

Clothing & Play

Our learning includes play, art, movement, gardening, and baking—so **mess happens!**

- Dress your child in **comfortable, older clothing**
- Avoid fancy or hard-to-remove outfits
- Encourage your child to take responsibility for their belongings

Birthdays

We love celebrating birthdays! To keep it simple and affordable, please send **cupcakes or a birthday cake**. We'll make sure your child feels extra special on their day.



Feedback & Communication

We love hearing from you!

- Please notify us of any home life changes (e.g. illness, bereavement)
- Address any concerns directly with us—your feedback helps us grow
- Inform the office of **any contact or address changes** immediately

Discipline

We use gentle, respectful strategies such as:

- **“Talking Teddy” time-outs** for calming and redirection
- **Teacher Effectiveness Training (T.E.T.)** to equip educators with skills for resolving behavioural challenges
- We also support **Parent Effectiveness Training (P.E.T.)**—learn more at www.ptytraining.co.za



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Meals & Routines

- **Morning tea:** Served at **9:00 AM**
- **Lunch:** Served at **12:00 PM**
 - Please pack extra food or pre-order from the canteen if needed
- **Aftercare snack:** Served at **3:00 PM**

Nap Time

- **Nap/rest time:** Daily after lunch. **Half-day children should be collected by 12:30 PM**
- Please send a **clean, labelled blanket**
- Blankets must be **taken home monthly for washing**

Toilet Training

Potty training takes place in **Autumn and Spring**. You'll receive a letter during Potty Training Week. For children in training, please pack:

- 3 x Easy-to-remove outfits
- 3 x Pull-ups
- 2 x Nappies
- Wet wipes

We approach potty training with sensitivity and care. Readiness differs for every child and we'll never force progress.

18 Months – 2 Years

Children in this age group must bring:

- A bottle of water or juice
- Sippy cup
- Formula (if needed)

For any questions or help, feel free to contact our office. We look forward to growing and learning together!

Warm buzzes,

The Beehive Team

