



THE BRITISH SCHOOL OF LOMÉ,  
TOGO, WEST AFRICA.

# CRÈCHE

## INFORMATION FOR PARENTS 2014 / 2015



Member of the Council of  
International Schools



International Baccalaureate  
World School



Cambridge University  
International Certificate of  
Secondary Education

Residence du Bénin, BP20050, Lomé, Togo Tel: +228 22 26 46 06 [www.bsl.tg](http://www.bsl.tg)

## WELCOME TO BSL CRÈCHE

**WE OFFER THE MOST OUTSTANDING AND SUCCESSFUL CRÈCHE PROGRAMME IN LOMÉ.**

**WE LOOK FORWARD TO WELCOMING YOUR CHILD INTO THE EARLIEST STAGE OF THEIR EXCITING EDUCATIONAL JOURNEY AS PART OF THE BSL COMMUNITY.**



### OUR CRÈCHE

Our Crèche is a light-filled, spacious and air conditioned building, surrounded by mature private gardens. All furniture is child safe and child sized, including that in our bathroom areas. Educational and play resources are all imported from Europe, to offer your child the very best start to their learning journey.

Outdoor play resources include a full range of toddler-sized imported playground equipment; sand and water play areas and a wide range of ride-on vehicles that will encourage your child's physical and social development.

Our Crèche staff team is led by Mrs. Cathy Jilalli, who has many years of experience in Early Years teaching since she gained her teaching qualification in France. She is fluent in English and French. She is supported by a team of Teaching Assistants, who are all highly experienced in meeting the needs of our youngest children.

Our Teaching Assistants are also fluent in English and French.

Our Crèche also has its own food service, serving snacks and meals prepared in our main school kitchen. We also have our own cleaning staff, who ensure that our Crèche is safe and hygienic environment for our children at all times.

### WHO IS ELIGIBLE TO JOIN OUR CRÈCHE?

Children who are between 18 months and 3 years are eligible to apply. We offer placements throughout the school year, subject to availability.

Eligible children should be able to demonstrate

- ◆ Strong and steady walking skills
- ◆ A sense of independence and curiosity
- ◆ Independent feeding skills
- ◆ An ability to separate easily from parents or carers
- ◆ Older children (2+ years) should demonstrate toilet training readiness
- ◆ Developing confidence in speaking

## WHAT IS OUR EDUCATIONAL PROGRAMME?

Our Crèche programme is based on the UK Foundation Stage programme, which is a framework for the social, emotional, physical and educational development of children from birth to 5 years. Our children learn through structured and guided play activities, building a wide range of skills that will prepare them for entry into Key Stage One of the UK curriculum at the age of 5.

You can access more information about this stage at

<http://www.foundationyears.org.uk/early-years-foundation-stage-2012/>



From pregnancy to children age 5

### WHAT IS A TYPICAL CRÈCHE DAY?

We offer a 5 day programme, from 7.30 a.m. till 12.30 p.m.

All children should bring a small backpack containing a full change of clothes.

A favourite toy may also be put in the bag, in case your child needs a familiar comfort on occasion.

- |                 |   |
|-----------------|---|
| ◆ 7.30 - 8.30   | Arrival, indoor puzzles and playtime                          |
| ◆ 8.30 - 9.00   | Circle Time - morning greetings, songs and social development |
| ◆ 9.00 - 9.30   | Structured learning activities                                |
| ◆ 9.30 - 10.00  | Snack break - fruit and drink and toileting                   |
| ◆ 10.00 - 10.40 | Outside playtime  |
| ◆ 10:40 – 11:15 | Structured learning activities and story time.                |
| ◆ 11:15 – 11:45 | Free playtime and toileting                                   |
| ◆ 11:45 – 12:15 | Lunchtime   |
| ◆ 12:15 – 12:30 | Hometime  |

Structured group activities are designed to meet the learning needs of the children according to their different ages and stages of development.

### HYGIENE

We encourage excellent personal hygiene in all the children from the very beginning.

All children are taught to wash their hands before and after eating, after toileting and after playtimes.

Our cleaning staff ensure that all surfaces are cleaned after each activity.

### FOOD AND DRINK

All snacks and lunches are prepared in our school kitchen, under the supervision of our Swiss catering manager. Cut fruit and water is served at snack times and a hot, balanced meal is served at lunchtimes.

If you prefer, you may send a packed lunch to school for your child.

If your child has any dietary restrictions, due to allergies, intolerances or religious requirements, please inform the Crèche teacher in writing.

You may also make arrangements with the crèche staff to collect your child at 11:30 so that your child may take their lunch at home.

*Please note that the Crèche fees include lunch provision and no reduction is available if your child's takes lunch at home.*

# IMPORTANT INFORMATION FOR PARENTS

## ILLNESS

A sick child should not be brought to the Crèche.

All children pick up infections and become ill from time to time, especially when entering a new environment. It is not part of the role of the day care staff at the Crèche to look after sick children.

**Please refer to the BSL Medication and Sickness Policy.**

If your child falls ill or has an accident while at school, they will be sent to the school nurse for treatment and the nurse will inform you. If the nurse feels that your child needs further medical attention, or that they should go home, they will keep your child in the infirmary until you collect them.

If a Crèche child is diagnosed with a significant illness (measles, chickenpox, rubella), all Crèche parents will be informed in writing.

## EMERGENCY CONTACT NUMBERS

Crèche staff keep records of all emergency contact phone numbers for each child.

In the event of an accident or emergency, we need to be able to reach a named contact quickly.

Please ensure that Crèche staff have the correct details on file.

If you are travelling, please make sure Crèche staff know how to contact you.

## COLLECTION OF CRÈCHE CHILDREN

We will **not** allow anyone to collect a child if they are not known to staff.

**We need to have a photo ID of all persons designated to collect your child on record.**

If your child is to be collected, on occasion, by anyone else, Crèche staff must be informed beforehand, or your child will not be released.

## ABSENCE

If your child is absent for any reason, please inform the school by telephone on the morning of the absence.

## BIRTHDAYS

Crèche children love to celebrate each other's birthdays, and you are welcome to send in a birthday cake or cupcakes on your child's birthday.

You may also send in some juice for your child to share with their friends.

Please note, however:

- ◆ Party bags of gifts for the children are not allowed - these can cause confusion among the children, so we ask that you distribute party bags only at parties held in your home.
- ◆ Family members and /or photographers are not allowed to attend your child's small party in the Crèche. Again, this often causes confusion and upset among the children. Crèche staff will happily take photos of your child with their classmates if you arrange this beforehand.

## CRÈCHE FEES 2014/ 2015

Annual Fee	3,410	Euro	2,236,500	Fcfa
Lunch Fee	153	Euro	100,000	Fcfa

- ◆ The Annual Fee charge is all inclusive of fruit, diapers and drinks.
- ◆ A new student one-time Registration Fee of 300,000 Fcfa and Capital Fee of 1,000,000 Fcfa are charged at the time of enrolment. There is also an annual Parents Association Fee of 20,000 Fcfa.
- ◆ An advance payment of 1 term is required.
- ◆ One term's notice is required to end the contract with the Crèche.
- ◆ The Crèche follows the British School of Lomé calendar - unattended days will be charged normally, and this also applies to any holidays taken outside of the BSL holiday schedule, since the place in the Crèche is kept reserved.
- ◆ Extra charges will apply for late collection of children if your child is collected after 12.40 p.m..