



The Learning Tree Educare

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DEAR PARENT

Welcome and thank you for visiting us, we hope you like what you saw and will be joining the family soon.

School fees for 2021 are R3300 for full day & R1750 for aftercare per month. In order to secure your child's spot, we require a R200 non-refundable deposit which will be deducted from your first month's fees. Should you pay the deposit and chose to withdraw your application afterwards, you will forfeit the deposit.

I have attached the rules and regulations of our crèche. We have tried to answer the questions most asked of us, but you are welcome to call us anytime if you have further queries.

Please complete the information form and send it with your child on his/her first day. Should any of your details change at any time please could you provide us with the updated information as soon as possible?

I am available to chat or for any queries or concerns anytime, please do not hesitate to contact me.

Yours in childcare

Shavaun Francisco
Principal



The Learning Tree Educare

MASTER DATA INFORMATION

I, the undersigned parent or legal guardian, hereby applies for admission of the child mentioned below.

1. Details of the child:

Surname:

Names in full:.....

Preferred name:

Date of birth:

Sex: Male Female

Ranking in family: 1st 2nd 3rd 4th

How many children are in the family?

Home language: Afrikaans English Specify if other:

Denomination:

Physical address:

Postal code:

2. Admission information:

Planned date of admission:

Previous day mother, playgroup or pre-school:

.....

Who will bring the child to school?

Who may collect at anytime?.....

Kindly provide the details of two people, who reside at a different address, whom we may contact should you not be immediately available, e.g. in case of emergency:

a).....

Contact number:

Relation:

b)

Contact number:

Relation:

3. Medical history (please specify details):

Previous serious illnesses:

Surgical procedures or operations:

Any speech, hearing or sight impediments:

Allergies:

Mental or psychological problems or defects:

Have all inoculations, as prescribed by law, been administered?

Yes No

Is the child's physical development, in your opinion, normal for his or her age?

Yes No

General practitioner or pediatrician:

Tel:

4. Details of parents / legal guardian:

Mother

Title: Mrs / Miss / Dr / Prof / Other (Please specify):

Full names:

Preferred name:

Physical address:

.....

Contact numbers - Home:

- Work:

- Mobile:

Home language: Denomination:

Email:

ID number:

Company:

Occupation:

Business address:

FATHER

Title: Mr / Dr / Prof / Other (Please specify):

Full names:

Preferred name:

Physical address:

.....

Contact numbers - Home:

- Work:

- Mobile:

Home language: Denomination:

Email:

ID number:

Company:

Occupation:

Business address:

5. Payment of fees:

Please note that fees are payable in advance and that they are due even if your child only attends for a portion of the month. We do not send out monthly invoices! **A fine of R10-00 per day will be charged on fees received after the 7th of the month, unless prior arrangements have been made.** All long overdue accounts will attract interest at 2% per month. Should your account be handed over for collection, you will be liable for all costs incurred.

In the case of a cheque being returned to us by the bank, a handling fee of 10% of the value of the cheque will be charged to the parent. **One calendar month's notice is required in writing when a child is to leave the Centre.**

Should there be more than one child per family attending the Centre, 10% may be deducted from the total amount due.

Fees may be deposited directly into our Bank account, using your child's name as a reference. Please NO cash deposits as these will incur bank charges!

Bank: Nedbank
Account Holder: Go Oils Africa cc
Account # : 1186108878
Branch: 103910

Person responsible for the account:

I do hereby undertake to abide by the rules and regulations, and to fully endorse the principles and objectives of the school.

Signed at (suburb):

Date:

Signature of *parent / legal guardian*:

PRIVATE & CONFIDENTIAL

PLEASE USE THIS SPACE TO FURNISH US WITH ANY INFORMATION YOU THINK WE WOULD NEED REGARDING THE WELL-BEING OF YOUR CHILD.

----- OFFICE USE ONLY -----

Deposit Paid:

Receipt # :

Actual Starting Date:



The Learning Tree Educare

INDEMNITY

I, have read the Rules and Regulations and agree to abide to the rules set out therein. I hereby give my consent for the administration of, or arrangement for any emergency medical treatment that may be considered necessary for my child in my absence. I request that the staff of THE LEARNING TREE EDUCARE act *in loco parentis* for my child in all respects whilst he/she is in their care and do hereby indemnify the staff against any claim arising out of any harm or damage which may be caused to the person or property of my child during such period, however caused.

Furthermore, I understand and agree that all fees are payable in advance and are due on the first working day of each month. However should your child's /children's school fees be more than ONE (1) month in arrears, you will be instructed to remove your child/children from our Educare. I also agree to give **one calendar month's written notice** when my child is to leave.

In the event of Divorce the parent signing the enrolment form is responsible for settlement of the account. In the event of any legal action being instituted against me for recovery of any amount whatsoever, I shall be liable for all legal costs incurred ie. Admin costs, 10% receipting fee, interest at the rate of 15,50% from date of outstanding fees until date of payment in full. If the matter is defended, I will be liable for legal costs incurred on an attorney/client scale. The Policy of this company has been explained to me verbally.

A credit check may be done on the signatory.

Signed at on this

day of

.....
Parent or Guardian

Witness 1:

Witness 2:



The Learning Tree Educare

RULES AND REGULATIONS

HOURS

We are open strictly from 06h30 to 18h00 Mondays to Fridays, excluding public holidays. A fine of R100-00 for the first 20 minutes per child will be charged should children be collected after 18h00, thereafter R100 for every 10minutes. We know these are harsh penalties but please understand that it is a long day for our teachers and they would like to get home to their own families in the evenings too, so please respect our opening times.

Saturdays and Public holidays we open up from 8am to 2pm at an additional fee to assist those parents who have to work. Please enquire at office.

We only close for a few days between **Christmas and New Year** each year. Usually the 23rd December to the 3rd January depending on what day of week it falls on.

HOLIDAY PROGRAM

During "school holidays" we do not close, instead we create a fun and entertaining holiday program for all classes from Babies to Aftercare. We might ask for an item or two in advance to help add to the fun

THEMES

We change our theme weekly and encourage children to bring something fun or exciting from home relating to our theme that we could discuss or show the rest of the class during morning ring.

SECURITY

If anyone other than a parent who is known to us is to fetch your child, we **MUST** be informed. No child will be handed over to someone unknown to the staff without specific instructions from the parent. We have a fully operational alarm system with panic buttons, as well as surveillance cameras in all classes and play areas. We have a key pad access front door, the code will be given to you once you start and should not be given to anyone else for safety reasons. This code is changed occasionally.

DISCIPLINARY PROCEDURES

We do not tolerate any form of punishment, other than 'time out', where a child will be removed from the normal activities of the class for a time period relevant to the child's age.

STAFF

Our staff compliment is as follows:

Babies:	3 Teachers, one for every six babies.
Toddlers:	3 Teachers
Three to Four year olds:	1 Teacher plus 2 Assistant
Four to Five year olds:	1 Teacher plus 1 Assistant
Grade R & Aftercare:	1 Teachers plus 1 Assistant

Besides the above staff, we have a full time cook and 2 cleaners, as well as a grounds man who assists the Manageress and Principal in the smooth running of the Daycare.

FACEBOOK

We put pictures up of your children often during the year and post them onto our CLOSED Facebook group. We also use this page to as a communicator although messages are also pasted into books ☺ please use the following link when searching for us.

<https://www.facebook.com/groups/141650762684729/>

EXTRA MURAL ACTIVITIES

Click-a-mouse - school children are expected to know how to use a computer but it is often difficult to learn once they are in bigger groups so I encourage learning at a young age (3-5) and in a nice small group. More information and or enrolment form can be requested.

EAT AND SLEEP ROUTINE

Breakfast is served from 07h00 to 08h30. Children arriving later than this should have breakfast at home. Lunch is served at approximately 11h30, morning and afternoon snacks are served at 10h00 and 15h00 respectively.

We encourage healthy eating. Friday is our junk food day but ask that for rest of the week you try pack in healthy options for the morning snack. We provide saamies in the afternoon.

There is a compulsory sleep time for children (except Grade R) from 12h00 to 14h00. Our babies have similar sleep times, relevant to their needs.

BIRTHDAYS

There is no obligation for you to bring something to share with the other children, but please feel free to do so if you wish. We take photos and print them for you to have a keepsake of the celebration ☺ we do love to celebrate!

TOYS

We cannot take responsibility for toys brought to the Centre with the children, and therefore request that they remain at home. We have no objection to a Teddy Bear or a special pillow or blanket accompanying them for sleep time. PLEASE MARK CLEARLY!

SCHOOL PHOTOS

Andre Louw has taken our photos for many years. He comes twice a year for individual kids photos, they are not compulsory but it is recommended. An example of the set will be put up on the notice board a few weeks prior to the photos being taken. A full set usually sells for R100 and a different back drop is used each time.

FUNDRAISER

We have a monthly cake sale, usually the last Friday of every month, we alternate which class donates the cakes to sell. It's open to all, everyone may buy the cakes and the funds made will be spent on the class that donated the goodies.

We will do 1 maybe 2 big fundraisers during the year which will all get put back into the crèche for whatever is needed at the time.

Donations in the form of toys, equipment and fantasy play item are always welcomed.

LICE

We have a very strict lice policy, if your child is found to have live lice they will need to be collected as soon as we notify you. Most shampoos do not kill nits (eggs); these will unfortunately need to be removed with a comb or better yet your fingernails to get rid of them. It is a 2 week process to get rid of them entirely as nits hatch regularly. If you have started the treatment, we will use our discretion regarding the amount of nits left in the hair to decide whether your child will need to be sent home again or not. It is in the best interest for everyone that these rules are followed. Please note that it is the parent's responsibility to check your child's hair regularly for lice although we do random spot checks during the week.

MEDICAL ATTENTION AND MEDICATION

All medicine is to be clearly marked and should be handed to the staff on duty on arrival, along with the relevant instructions. **Please do not put any medicine in your child's bag.** It is also important to remember to fetch your medicines when you collect your child later.

When a child is in need of medical or dental attention, the Principal or her nominee will contact the parent to make the necessary arrangements. If however, an emergency situation occurs and the parents are not available, the person in charge has the right to call in or take the child to a doctor/dentist.

Any child suffering from conditions likely to be contagious or infectious e.g. diarrhea, head lice, measles, mumps etc., should please be kept at home until they are completely well. We realise that this is hard on working parents some times, Viruses can be picked up

anywhere and often are contagious before signs begin but we may not look after sick children. If your child is needy or been booked off they should stay at home. Common colds are different as it happens more frequently and often needed to build immune system. **If you are called to collect your child because of a possible illness or we are concerned about something, we will require a doctor's note confirming the outcome before they return to school to ensure no unnecessary contamination as well as to be aware of what is doing its rounds at the time.**

GENERAL

Please let us know if there are any changes in the home circumstances, e.g. domestic problems, death of a relative or pet, etc. so that we may give the extra love and attention needed by the children over such a stressful period.

Please notify us if you are dissatisfied with anything. We appreciate feedback from the parents, good or bad, so that we may address a problem should it arise. We also request that we be notified of any change of address or telephone numbers. This is vitally important in case of an emergency or illness.

WHAT YOUR CHILD SHOULD BRING

BABIES (3 Months to 18 Months)

- One large bag containing at least TWO complete changes of clothing and other personal belongings. TO BE MARKED!
- Milk formula if relevant
- Two or three feeding bottles
- Wet Wipes (2 packets per month)
- Tissues (1 box per month)
- Many bibs
- Approximately six disposable nappies per day
- Nappy Cream
- Sunblock - For summertime outside play
- Receiving blanket and/or slightly warmer blanket
- Message book for two way communication

TODDLERS & JUNIORS (18 months - 4 years)

- One large bag containing at least one complete change of clothing - TO BE MARKED
- 2 packets (3 if in toddler class) of wet wipes and 1 box tissues per month
- One box thick wax crayons and one pack monomies
- 1 pad colour paper
- One blanket
- Plastic envelope - to send artwork home in
- Message book
- Yoghurt or something light for mid morning snack
- Juice Bottle
- Sunblock - For summertime outside play
- 1 Ream paper (once a year)

GRADE R

- 1 x Pritt Stick
- Plastic envelope - to send artwork home in
- Homework diary/message book
- Monomies and a pencil bag
- 1 pad colour paper
- A4 366 hardcover note book
- HB Pencil
- 1 pack of wetwipes (once a month) & 1 box of tissues (once a month)
- 1 Ream paper (once a year)
- Sunblock - For summertime outside play

AFTER SCHOOL CHILDREN

- A bag with a change of clothing for the afternoons, please include a swimming costume and towel for waterplay in summer, as well as shoes for holiday activities.
- Sunblock - For summertime outside play

ALL PERSONAL BELONGINGS MUST BE CLEARLY MARKED!!