



**Go Oils Africa T/A**  
**The Learning Tree Educare**  
REG: 2009/064890/23  
**61 Mydrecht Street, Bothasig**  
**021 558 9603/ 072 6936 952**  
[Shavaun19@hotmail.com](mailto:Shavaun19@hotmail.com)

Dear Parent,

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

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



**Go Oils Africa T/A  
The Learning Tree Educare**

**RULES AND REGULATIONS**

We are open strictly from 06h30 to 18h00 Mondays to Fridays, excluding public holidays. A fine of R100-00, per child, will be charged - should children not be collected by 18h00. After 18h10 a further R100 will be charged for every 10minutes you are late ie (if not collected by 18h20 R200, 18h30 R300, 18h40 R400, 18h50 R500 etc)

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.

Besides our normal working times, our daycare only closes between Christmas and New Year each year (official closing dates to be provided towards the end of each year)

**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 the office.

**COMINGS AND GOINGS**

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.

**SECURITY**

We have a fully operational alarm system with panic buttons, as well as surveillance cameras in all classes and play areas.

**MEDICAL ATTENTION AND MEDICATION**

Due to covid rules and regulations, no medicine may be administered to a child at the daycare. Please do not put any medicine in your child's bag. An up-to-date copy of your child's immunization card must be supplied on Registration.

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 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 a temperature above 37.5 degrees or conditions likely to be contagious or infectious e.g. diarrhea, very bad colds, head lice, measles, mumps etc, should please be kept at home until they are completely well. We realize that this is hard on working parents, but I am sure that you will agree that it's better than starting an epidemic at the daycare.

**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. Should a staff member be found guilty of any form of harsh punishment, e.g. smacking of a child, that staff member will be removed from our employment with immediate effect.

## **EAT AND SLEEP ROUTINE**

Breakfast is served from 08h00 to 08h30. Children arriving later than this should have breakfast at home. Lunch is served at approximately 12h00, morning and afternoon snacks are served at 10h00 and 15h00 respectively.

There is a compulsory sleep time for children, except of course for the Aftercare children, from 12h10 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. With the new covid rules and regulations, all party snacks need to be individually wrapped. We would prefer individual cupcakes be sent in place of a cake (blowing out candles on a cupcake is easier than on a slice of cake).

**TOYS** We request that all toys remain at home.

## **AFTER SCHOOL CARE**

We collect children from Wolraad Woltemade, Edgemead & Tafelberg. A cooked lunch is provided, and we do supervise homework, although the onus is on the parents to check homework each day. The afterschool children are welcome to join us during the holidays at no extra charge. **However, the monthly fees are still due even if your child does not attend during the holidays.**

***Parents must please notify us if their child is absent from school and therefore will not require a lift from school. This is very important, as we would not like to leave a child behind. A fine of R100,00 will be imposed on those who do not co-operate.***

## **EXTRA MURAL ACTIVITIES**

We offer Click A Mouse computer training as an extra mural.

The Shelby Ray Dance Collective dancing studio offers modern dancing & Oskar runs a Karate class

## **FUND RAISING**

We try and have fund-raising activities each term. These can be in the form of a raffle, boerewors roll sales, cake sales etc.

## **SPECIAL NEEDS CARE**

Please note that we are not a special needs school, nor are our teachers trained to take care of special needs children. We do termly assessments in order to be able to identify areas of concerns which might require early intervention. We work closely with each child to ensure that they have an opportunity to prosper in the mainstream environment. However, at times it may be needed to recommend an alternative environment should your child not be coping.

## **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 at the Daycare Centre 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.

**FACEBOOK**

We have a closed face book group. You may ask to join it once you are a parent with us. We also have an open facebook page advertising our Saturday Sitters page so please contact us for the correct link if you are struggling to find the correct group.

**INDEMNITY**

Please read the attached indemnity form and return it, completed, to us.

**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. A fine of R100,00 per day will be charged on fees received after the 7<sup>th</sup> 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. No cheques will be accepted.

A copy of the ID of the person who is responsible for their child’s fees must be supplied to us, as well as a copy of your child’s birth certificate and clinic card.

*One calendar month notice is required in writing when a child is to leave the day care.*

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

The following fees are per child per month:	<b><u>2025</u></b>	<b><u>2026</u></b>
DAYCARE	<b>R4 100.00</b>	<b>R 4 100.00</b>
AFTER SCHOOL CARE	<b>R2 500.00</b>	<b>R 2 500.00</b>

Fees may be deposited directly into our Bank account, using your child’s name as a reference.

Bank: NEDBANK  
Account Holder: GO OILS AFRICA CC  
Account # : 1186108878  
Branch: 103910  
Reference: Your child’s name

**DEPOSIT**

We require R500-00 deposit, which will ensure your allocated position, but is non-refundable should you cancel your application. This deposit will be deducted from your first month’s fees.

I ....., parent of .....

.....have been made aware of the above rules and regulations of The Learning Tree Educare.

Date:.....

Go Oils Africa T/A

# The Learning Tree Educare

61 Mydrecht Street,  
BOTHASIG



021 558 9603 / 072 6936 952

thelearningtreebothasig@gmail.com

Est. 2013 after the success of our Sister School EDGEMEAD DAYCARE

## APPLICATION FOR REGISTRATION

<b>FULL NAME AND SURNAME OF CHILD:</b>	<b>DATE OF BIRTH:</b>	
<b>PARENT'S DETAILS:</b>		
<b>Mother's Name and Surname:</b>	<b>Email:</b>	<b>Cell No:</b>
<b>Home Address:</b>	<b>Occupation:</b>	<b>Work Tel:</b>
	<b>Signature:</b>	<b>Home Tel:</b>
	<b>Date:</b>	
<b>Father's Name and Surname:</b>	<b>Email:</b>	<b>Cell No:</b>
<b>Home Address:</b>	<b>Occupation:</b>	<b>Work Tel:</b>
	<b>Signature:</b>	<b>Home Tel:</b>
	<b>Date:</b>	
<b>Please indicate child's primary residence</b>		
<b>Both:</b>	<b>Mother:</b>	<b>Father:</b>
<b>Please name current childcare provider:</b>		

**Go Oils Africa T/A The Learning Tree Educare**  
**MASTER DATA INFORMATION**



**SURNAME                      FIRST NAMES                      KNOWN AS**

Name of Child: .....

Date of Birth: .....

**SURNAME                      FIRST NAMES                      KNOWN AS**

Name of Father: .....

ID: .....

Cell Number: .....

Email: .....

**SURNAME                      FIRST NAMES                      KNOWN AS**

Name of Mother: .....

ID: .....

Cell Number: .....

Email: .....

Family Religion: .....

Home Language: .....

Known Illnesses: .....

Known Allergies: .....

Current medication: .....

Blood Group: .....

Family Doctor & Tel Number: .....

Child's Date of Birth: .....

Medical Aid: .....

Medical Aid # : .....

Number of Brothers or Sisters: .....

Starting Date: .....

Copy of your child's up-to-date Immunization Card supplied:                      YES                      NO

Copy of birth certificate:                      YES                      NO

My cell number may be given to other parents:                      YES                      NO

**PRIVATE & CONFIDENTIAL**



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

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NAMES AND TELEPHONE NUMBERS OF PEOPLE ALLOWED TO FETCH YOUR CHILD.

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FOR EMERGENCY PURPOSES, PLEASE SUPPLY AN ALTERNATIVE NAME AND TELEPHONE NUMBER TO CONTACT.

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**CONTRACT & INDEMNITY**

I, the undersigned, .....of (physical address .....

.....) which is my chosen domicilium citandi et executandi for all purposes in terms of this agreement, being unmarried / married in/out of COP, acknowledge that I have read the Rules and Regulations of Go Oils Africa T/A The Learning Tree Educare and agree to abide by 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 Go Oils Africa T/A 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 my child's /children's school fees be more than ONE (1) month in arrears, I will be instructed to remove my child/children from the Daycare. I also agree to give **one calendar months' 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, Go Oils Africa T/A The Learning Tree Educare, has been explained to me verbally.

A credit check may be done on the signatory.

Signed at ..... on this .....day of

..... 2025.

Parent or Guardian .....

Witness 1: .....

Witness 2: .....

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## Consent to process personal information



I/We the undersigned

NAME: \_\_\_\_\_

ID / PASSPORT NUMBER: \_\_\_\_\_

hereby give my/our consent for the processing (use) of our personal information by Go Oils Africa T/A The Learning Tree Educare for the purpose of carrying out the following work:

- Record keeping of your child's progress in the classroom
- Sharing educational information with the staff to facilitate progress
- Sharing emotional, social and other child development related matters, with staff and child professionals.
- Sharing personal information that has a direct bearing on your child's wellbeing at school (Separation of parents, divorce, moving house, death in the family etc.)
- Sharing of your child's school records to the placement school of your choice (for example to move to Grade 1).
- Sharing photographs of your child on Go Oils Africa T/A The Learning Tree Educare closed Facebook account.
- Sharing your cellular number on the class WhatsApp group

This consent is furnished on condition that my/our personal information shall be used and processed in accordance with the Protection of Personal Information Act.

SIGNED AT \_\_\_\_\_(place) ON \_\_\_\_\_(date)

Parent / Guardian: \_\_\_\_\_

Child's Name: \_\_\_\_\_



## WHAT YOUR CHILD SHOULD BRING

### BABY ROOM (3 Months to 18 Months)

One large bag containing at least one complete change of clothing and other personal belongings  
(All items to be clearly marked please)

Milk formula if relevant.

Two or three feeding bottles.

Wet Wipes (2 packets per month) and Tissues (1 box per month).

Many bibs.

Approximately six disposable nappies per day (no cloth nappies allowed)

Nappy Cream and Sunblock.

Receiving blanket and/or a slightly warmer blanket.

A5 hard cover book (notebook)

### BEEZ (18 Months to 3 Years)

- 1 x Box thick wax crayons
- 1 x 2l Ice cream container for stationary
- 1 x Pad of colour paper
- 1 x Ream of A4 white paper
- A5 hard cover book (notebook)

One large bag containing at least one complete change of clothing and other personal belongings.  
(All items to be clearly marked please)

Feeding cups and /or bottles.

Two packets wet wipes and 1 box tissues per month.

Approximately six disposable nappies per day.

Many extra panties or underpants if the child is of potty-training age.

Receiving blanket and/or slightly warmer blanket for winter.

Sunblock in summer.

1 Small healthy snack and juice for morning tea-time.

Yoghurt for mid afternoon snack.

### Bunnies Class (3 years)

- 1 x Box thick wax crayons
- 1 x 2l Ice Cream Container for stationery
- 1 x Pad of colour paper
- 1 x Ream of A4 white paper
- A5 hard cover book (notebook)

One large bag containing at least one complete change of clothing.  
(All items to be clearly marked please)

One packet wet wipes and one box of tissues per month.

One blanket.

A healthy snack for morning tea-time (sweets **only** on a Friday).

Sunblock.

## **(4 – 6 years) Grade R**

- 2 x Pritt stick
- 1 x A5 hardcover book (please do not cover)
- 1 x 30p flipfile
- 2 x Pack monamies (turn ups)
- 1 x 2l Ice cream container for stationary
- 2 x HB Pencils
- 1 x A4 288p hardcover book (please do not cover)
- 1 x Pad of colour paper
- 1 x ream of A4 white paper

One large bag containing at least one change of clothing.

(All items to be clearly marked please)

One packet wet wipes and one box tissues per month.

Blanket.

One pack kokies, 1 box thick wax crayons and 1 box pencil crayons.

A healthy snack and juice for morning teatime (sweets **only** on a Friday).

Sunblock.

No medication or vitamins can be administered at the day care

## **AFTER SCHOOL CHILDREN**

A bag with a change of clothing for the afternoons.

(All items to be clearly marked please)

Sunblock

1 x Pack wet wipes and tissues per month.

4 x HB pencils.

1 x Pack of Monamies or colouring crayons.

1 x Eraser and metal sharpener.

1 x 2l Ice Cream Container for stationery