



EDGEMEAD DAYCARE

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Dear Parents

Attached please find the rules and regulations of our daycare.

We have tried to answer the questions most asked of us.

Our goal is to be known as the most loving and caring daycare in our area –
SIMPLY THE BEST!!

Should you require any further information, please contact our admin assistant,
Lindsay, at edgemead.daycare51@gmail.com .

Yours in childcare

Shavaun Francisco

EDGEMEAD DAYCARE



RULES AND REGULATIONS

HOURS

We are open strictly from 06h30 to 18h00 Mondays to Thursdays and 06h30 to 17h30 on a Friday. We are not open on 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)

WHAT YOUR CHILD SHOULD BRING

Attached please find an annexure detailing items to be brought by the different age groups.

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. diarrhoea, very bad colds, 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, but I am sure that you will agree that it is 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 employ with immediate effect.

STAFF

Our staff complement is as follows: 3 teachers per class.

Besides the above staff, we have a full-time cook and 2 cleaners. We also have a Manageress and Admin Assistant who assist the principal in the smooth running of the Daycare.

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 12h15 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 to 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 transport children to and from Edgemoed Primary and Edgemoed Pre-Primary Schools. A cooked lunch is provided, and we do supervise homework, although ***the onus is on the parents to check homework each day***. The after-school 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.

The school your child attends must be informed that he/she will be fetched by us so that the teacher does not keep him/her in after school for extra work or punishment.

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 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. 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:	<u>2024</u>	<u>2025</u>
DAYCARE	R 4 100-00	R 4 300-00
AFTER SCHOOL CARE	R 2 700-00	R 2 900-00

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

Bank: Absa
Account Holder: Edgemoor Daycare
Account # : 9165385031
Branch: 632005
Reference: Your child's name

DEPOSIT

We require a 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.

EXTRA MURAL ACTIVITIES

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

The Shelby Ray Dance Collective dancing studio offers music and movement classes.

The ACS Gymnastics Club offers gymnastics classes.

Sports Hub offering multi-sport classes.

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.

INDEMNITY

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

PLEASE NOTE

Edgemead Daycare is a Christian-based daycare and our meals are therefore not Halaal.

WHAT YOUR CHILD SHOULD BRING

BABY ROOM (3 Months to 18 Months)

One large bag containing at least 3-4 complete changes of clothing and other personal belongings (All items to be clearly marked)

Milk formula or breast milk if relevant. Please send in your child's bottles (with a note on how to make them up) and dummies. We do have a Sanitation procedure in place.

Two or three feeding bottles.

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

Approximately six disposable nappies per day or 1 x packet (no cloth nappies allowed)

Nappy Cream and Sunblock along with a sun hat for sunny days

Receiving blanket and/or slightly warmer blanket.

1 x ream of white paper

Please note: ALL CLOTHES AND PERSONAL BELONGINGS MUST BE CLEARLY MARKED!

TODDLERS (18 Months to 3 Years)

Please can you also supply the following:

- 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
- 2 x Wet Wipes and 1 x box Tissues **per month**
- 1 x A4 Plastic Art Folder
- 1 X Pritt Glue Stick

One large bag containing at least 3-5 complete changes of clothing and other personal belongings. ***(All items to be clearly marked please)***

Feeding cups and /or bottles.

Approximately six disposable nappies per day / or a pack of nappies when needed.

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 (fruit / sandwich / nibbles) and a yoghurt for mid-afternoon snack.

BUBBLE GUPPIES CLASS (3 - 4 years)

Please can you also supply the following:

- 1 x Box thick triangular pencil crayons (not monamis)
- 1 x A5 hardcover notebook
- 1 x 2l Ice Cream Container for stationary
- 1 x Pad of colour paper
- 1 x Ream of A4 white paper
- 1 x box thick wax crayons and
- 1 x pritt stick
- 2 x wet wipes and 1 x box tissues **per month**
- 1 x A4 Plastic Art Folder
- 1 x 20-page flip file

One large bag containing at least 3 complete changes of clothing.

(All items to be clearly marked please)

A sealable - re-fillable bottle and a lunch box with healthy snack and yoghurt for morning tea-time (sweets **only** on a Friday).

Sunblock and a blanket

SEAGULLS (4 – 5 years)

Please can you also supply the following:

- 1 x Pritt stick
- 1 x A5 hardcover notebook and 1 x Colouring book
- 1 x 20- or 30-page flip file
- 1 x 2l Ice cream container for stationary
- 1 x Pad of colour paper and 1 x ream of A4 white paper
- 1 x A4 Plastic Art Folder
- 1 x box thick wax crayons, 1 x box thick pencil crayons and 1 x box kokis
- 2 x wet wipes and 1 x box tissues **per month**

A sealable - re-fillable bottle and a lunch box with healthy snack for morning tea-time (**sweets only on a Friday**).

Sunblock and a Blanket for winter (light blanket for summer)

AFTER SCHOOL CHILDREN

Please can you also supply the following:

A bag with a change of clothing for the afternoons (**All items to be clearly marked please**)

Sunblock

2 x Pack wet wipes and 1 x box tissues per term

4 x HB pencils, 1 x pad Colour Paper and 1 x pad Coloured Cardboard

1 x Pack of Monamies or colouring crayons

1 x Eraser and metal sharpener.

1 x 2l Ice Cream Container for stationary and 1 x bottle for juice or water

*We cannot run the aftercare without parents keeping us in the loop on your child's school attendance. **Please notify Tracy of the days your child attends school, and the times, whether they are absent or not etc.***

Because of the food preparation time, school children will need to eat breakfast at home during school time (unless they arrive early enough to eat breakfast before the bus leaves at 07h00).

Lunch and snack will be provided by the day care. If your child feels the snack of sandwiches is not adequate, he/she can bring their own snack.

Morning driving times are:

07h00 - first school run

07h20 – second school run

08h00 – pre-school run

EDGEMEAD DAYCARE

MASTER DATA INFORMATION

	SURNAME	FIRST NAMES	KNOWN AS
Name of Child:
Name of Father:
Name of Mother:

Father's ID # :

Father's Occupation:

Employer:

Business Address:

.....

..... Postal Code:

Business Telephone #:

Cell # :

Business E mail:

Private E mail:

Mother's ID # :

Mother's Occupation:

Employer:

Business Address:

.....

..... Postal Code:

Business Telephone # :

Cell # :

Business E mail:

Private E mail:

Home Address:
.....
..... Postal Code:

Home Telephone No.:

Postal Address:
.....
..... Postal Code:

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

I would like to receive notifications via e mail. YES NO

I prefer notifications to be sent to: Dad's work e mail Y N or to Dad's private e mail Y N
: Mom's work e mail Y N or to Mom's private e mail Y N

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

Previous day mother, playgroup or pre-school:

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

Deposit Paid:

Receipt # :

Actual Starting Date:

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 EDGEMEAD DAYCARE 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 EDGEMEAD DAYCARE act *in loco parentis* for my child

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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 month's 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, EDGEMEAD DAYCARE, has been explained to me verbally.

A credit check may be done on the signatory.

Signed at on this

day of 20_____.

.....
Parent or Guardian

Witness 1:

Witness 2:

EDGEMEAD DAYCARE



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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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 Edgemean Daycare for the purposes 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 Edgemean Daycare's 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