



NPO 215 – 813

Registration 2022

Account number:

Name:

Surname:

Birthday:

Year born:

Gender:

Emergency number:

Transporter:

Document

Caregiver 1

ID
Proof of residence
Proof of income

Caregiver 2

ID
Proof of residence
Proof of income

Sponsor/Next of Kin

ID
Proof of residence
Proof of income

Child

Birth certificate
Clinic card

All copies of documents must be certified and handed in 2 days before registration.

Please make an appointment to enrol your child with Elmien @
082 976 4486

All three parties must be present on the day of enrolment to sign the documents.

Proof of payment of the registration fee must be submitted on the day of enrolment.

SAVF Werkende Handjies

Terms and Conditions 2022

Admission requirements

- Only children between the age of **2 -5 years** will be allowed at the ECD.
- **No bottles and nappies** are allowed.

Fees

- A non- refundable registration fee of **R250** must be paid on the day of registration.
- The ECD fee will be **R550** per month for **12 months**.
Or **R600** for **11months**
Or **R660** for **10 months**
Or once off **R6400 SAVE R200**
- The ECD fee are strictly payable on or before the **7th of every month**.
- The accounts close at **12:00** on the **7th of the month**.
- If the 7th falls on a weekend it will be transfers to the next working day.
- **If the account is not paid in full before the closing time the parents will not be allowed to bring their child to the ECD on the 8th of the month.**
- As soon as the ECD fees are paid in full the parents may bring the child back to the ECD.
- A fee of **R50** will be added to the account for late payment.
- All **ECD fees** must be **paid directly** into the **bank account** of **SAVF Werkende Handjies**.
- **No cash payments at the ECD.**
- Please use the account card that you will receive on the day of registration.

- The **reference number on the account card must always be used when making a deposit in to SAVF Werkende Handjies account.**
- ECD fees are payable for **12 months January – December** regardless of if the child attends the ECD or not.
- The parent must give 1 calendar month notice if the child is not returning to the ECD.
- The notice month must be paid in full.

ECD Hours

- The ECD will start on the **10th of January 2022.**
- The ECD will be open during school holidays.
- The ECD will be closed on public holidays.
- The ECD will be closed from 15 December – 15 January. (Dates will be confirmed)
- The ECD will be open from Monday – Friday from **7:00 – 4:00.**
- The ECD **close exactly at 4:00 – R80 will be charge to your account.**
- All children **must be at the ECD at 7:30.**
- The ECD program **start at exactly 7:45.**

Nutrition

- 8:30 Breakfast – Porridge
- 12:30 Lunch – Balanced cooked meal
- 2:00 Snack – Sandwich or fruit
- Parents must provide a home time snack (Simba chips, biscuits, yoghurt, or fruit).
- If your child has any food allergies it must be submitted to the ECD in writing.
- Were possible we will accommodate the child’s food needs, alternatively the parent must provide the food.
- Birthday parties please arrange with ECD in advanced.

Clothing

- The child must wear appropriate clothing, which also may get dirty, enabling him/her to play with ease.

- The parents must provide a clean set of clothing every day.
- The parents must provide something warm in case of cold weather.
- Girls wearing dresses must have a ski pants or shorts under neath the dress.
- All clothing must be marked clearly.

Diseases and Medication

- When the child is ill, he/she may not attend the ECD.
- Any infectious disease the child may have must be reported to the ECD. (Measles, Chickenpox)
- Any allergies or abnormalities should be brought to the attention of the ECD in writing.
- All medication must be handed in at the office and the necessary documents must be completed.
- In the case of emergency, the ECD personnel will act in the best interest of the child.
- **Parents must ensure that the emergency number is always available.**

Safety and Security

- SAVF Werkende Handjies ECD takes all reasonable steps to ensure that the Child is safe at the Facility.
- The parent/driver must **accompany the child into the ECD facility.**
- The parent/driver must **leave the child in the care of the teacher.**
- The parent/driver must **sign the transport form** when the child is **dropped off** and **picked up** at the ECD.
- No children allowed to accompany children to or from the ECD.
- The children will only be allowed to leave the ECD with the parent or person mentioned on the enrolment form.
- If a 3rd party come to pick up the child, the **parent must arrange** with the ECD **in writing.**
- The gate must always be closed.
- If your child is not attending the ECD you must inform the ECD before 8:00.
- All children must be at the ECD exactly 7:30.
- If the child got hurt at the ECD the parent will receive an incident report from the teacher.

- The parent must inform the ECD if the child's photo may be taken and use on the ECD reports. The parent confirms in writing.

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Make sure that you submit the documents 2 days before your appointment.