**Child Registration and Agreement Form**

Please complete this form and return it with the registration fee of R300 (non-refundable) for new admissions and the relevant documents-Copy of learner Clinic book, Birth Certificate, Parent/Guardian ID document.

This form must be completed by someone who has parental responsibility.

**Fees for 2025/2026 (per month)-R1300 (daycare) above 2years, aftercare R600**

**Family Details**

<table>
<tr><td colspan="2">Date of Admission</td><td colspan="3"></td></tr>
<tr><td colspan="2">Childs Full Name</td><td colspan="3"></td></tr>
<tr><td colspan="2">Childs Surname</td><td colspan="3"></td></tr>
<tr><td colspan="2">Date of Birth</td><td></td><td>Male/Female</td><td></td></tr>
<tr><td rowspan="3">Parents/ Guardians Names</td><td>Mother</td><td colspan="3"></td></tr>
<tr><td>Father</td><td colspan="3"></td></tr>
<tr><td>Others (specify)</td><td colspan="3"></td></tr>
<tr><td colspan="2" rowspan="3">Parent/Guardian Addresses<br>Please provide names and addresses for each parent and guardian known to the crèche (continue on separate sheet if required)</td><td colspan="3">Mother Address:</td></tr>
<tr><td colspan="3">Father Address:</td></tr>
<tr><td colspan="3">Other(Specify)Address</td></tr>
<tr><td colspan="2">Other people allowed to collect your child?<br><br>(Names and Contact Numbers)</td><td colspan="3">Full names:_____<br><br>Contact Numbers:_____<br><br>Full Name:<br>Contact Numbers:_____</td></tr>
</table>

## Contact Details

| | |
|---|---|
| Home Telephone Number | |
| Mother | Cell phone: |
| | Work: |
| Father | Cell phone: |
| | Work: |
| Email Address | |
| Additional Numbers of Parents/guardians | |

## Legal Responsibility and Contact Details

| | |
|---|---|
| Who has Parental Responsibility for your Child? E.g. The child's main guardian(s). | Name &Surname: |
| Who has Legal Contact With your child? E.g. a parent who lives at a different address. | Name &Surname |

## Daytime Emergency Contact Details

| | |
|---|---|
| Mother | Name: |
| | Contact Number: |
| Father | Name: |
| | Contact Number: |
| Guardian | Name: |
| | Contact Number: |
| 1st Alternative Contact (Required) | Name and Relationship to Child: |
| | Contact Number: |
| 2nd Alternative Contact (Required) | Name and Relationship to Child: |
| | Contact Number: |

## Health Information

| | |
|---|---|
| Doctors Name and Contact Number (if applicable). | |
| Does your child have Any: | Barriers to Learning? |
| | Special Needs? |
| Does your child have any special health requirements? | |
| Any known allergies (food, plasters, medication, etc.)? | |
| Does your child have any special dietary requirements, preferences or food allergies? | |
| Are all childhood vaccinations up to date? | |
| Is your child on chronic medication?(if Yes, specify) | |

## Consent Information

| **Please sign that you are willing to give your consent for the Following:** | **Signature** |
|---|---|
| Holding personal information (paper and computer based). | |
| Sharing information with other professionals (E.g. Health Visitor or Speech Therapist). | |
| Photography to be used in-house only (e.g. Photo observations for child's educare folder). | |
| Photography to be used in educare publicity Material, including on the internet,ECD FB Page, social media(please note that children's name will NOT be Used in any website or in any publicity). | |
| First aid and emergency medical treatment, including the Administration of Calpol should your child's temperature rise suddenly above 39°C. **Medication will only be administered should the above occur as STAFF AT ECD DOES NOT GIVE MEDICATION TO LEARNERS.** | |
| Use of hand sanitizers/Dettol. | |
| Use of plasters and bandages | |

## Other Information

| |
|---|
| Other Languages used at Home: |
| Festivals Celebrated at Home: |
| Any other details or information that may be useful for us to know? *E.g. What your child likes, What their fears may be, any special words they use, what comforters they may need and When;* |

## Survey

| How did you hear about All-Nations Educare? Please tick the appropriate box. | | | | | |
|---|---|---|---|---|---|
| Facebook | | Flyer/Pamphlet | | Outside Sign | |
| Another Parent/Friend | | Recommendation | | Other | |
| Why did you choose All-Nations Educare? | | | | | |

## Important

We ask that you keep us informed of any changes to your details. Periodically we may ask you to Confirm your details for our records.

Before signing this document, verify that the content you are signing is correct.

Parent/Guardian: Print Name

Parent/Guardian: Signature and Date

_____ _____

Principle Signature and Date

_____

## Terms and Conditions

### Admission

A completed Childcare Registration Form and Registration fee are required to secure your child's place.

### Registration Fee

The registration fee of R300 covers administration.

### Fees and Invoices

Childcare accounts are payable UPFRONT MONTHLY, in advance for a calendar month of childcare. Accounts are payable by standing order, card and EFT made payable to ALL-NATIONS EDUCARE. Receipts will be issued in the week preceding the start of the month and will be due for payment on the $25^{TH}$ -$1^{st}$ of every month based on your preference. Unless there is a prior arrangement, a charge of R50 will be made for fees outstanding for five days after the $1^{st}$ of the month (meaning the $5^{th}$).Any parent or guardian whose fees remain unpaid after the five days ($5^{th}$) of the month, without prior agreement of the principal risks their child's place at the educare. A sibling discount is applied to the costs for the eldest child for the jointly attended days at the educare. All discounts are applied to core childcare provisions only. Unless we are in breach of these terms and conditions, fees must be paid for regularly regardless of the child's attendance. No refunds are given for days missed due to sickness or holidays or unavoidable crèche closure. Be aware that the number of crèche days provided may vary each month. If you expect to be late collecting your child, please notify the crèche as soon as possible. If notified, the Additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of R50 per half-hour to cover emergency staffing and other arrangements. The crèche will give parents and guardians two months' notice of any increase of fees which will normally be reviewed in April.

### Opening Times

The educare is open from 6:30AM-5:30PM.The crèche is open all year except on public holidays and in December Holidays. A special fee will be charged for Saturdays and public holidays for parents who want to bring their kids to educare.

### Termination, cancellation and change of sessions

One month notice is required by either party for any changes or termination of the agreement. If parent/guardian choses to leave prior to the end of their notice, the fees are non-refundable. The minimum period for any permanent changes is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the agreement form.

ALL-NATIONS EDUCARE reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or if a parent, guardian or child displays abusive, threatening or

otherwise inappropriate behavior or for any other reasonable cause. Intimidation or abuse of staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

**Personal property and belongings**

The educare cannot be held responsible for any loss or damage to any parents, guardians or child's property or belongings. Every reasonable effort will be made by the staff to ensure that property or belongings of any parent, guardian or child is not damaged. Please ensure that your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

**Liability**

The crèche accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the crèche being temporarily closed or the non-attendance of your child to the crèche for any reason. We accept no responsibility for children whilst in their parents care on crèche premises. We will not be liable to parents and children for any economic loss of any kind for damage to the child's or parents property for any loss resulting from a claim made by any third party or for a special, indirect or consequential loss or damage of any kind.

**Accidents and illness**

The educare reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at hospital is required, the crèche will make all reasonable attempts to contact the parents but if this is not possible, we are authorized to act on behalf of the parents and authorize any necessary emergency treatment. We will administer any prescribed chronic medicines only if parents have completed a medicine consent form. We may require parents to withdraw their child from crèche in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend crèche. We may also ask parents to withdraw their child from educare if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Parents must inform the crèche if the child is suffering from any illness, sickness or allergies before attending the crèche. The crèche is mindful of the needs of working parents and will endeavor to produce as much continuity of service as possible within the recommendations of the health department which the crèche is bound.

**Agreement**

The terms and conditions represent the entire agreement and understanding between the parents (including other guardians) and the crèche. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One month notice will be given of any changes made.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (Parent/Guardian):_____

Print Name (Parent/Guardian):_____

Date**:**_____

# National Curriculum Framework (NCF)-Day Programme

| | |
|---|---|
| 07:00-08:00am(60mins)<br>08:00-08:30am(30mins)<br>08:30-08:55am(25mins) | Arrival/Free play(ELDA 1,2)<br>**Breakfast(ELDA 1)**<br>Toilet Routine Wash Hands(ELDA 1) |
| 09:00-09:20am(20mins) | Morning ring &Topic discussion<br>(ELDA 3,6) |
| 09:20-10:00am(40mins)<br>10:00-10:10am(10mins) | Creative Art (ELDA 5)<br>**Toilet routine &wash hands (ELDA 1)** |
| 10:10-10:40am(30mins) | Mathematics (ELDA 4) |
| 10:40-10:50am(10mins)<br>10:50-11:20 am(30mins)<br>11:20-11:30am(10mins) | **Snack Time (ELDA 1)**<br>Music/movement ring (ELDA 1,5)<br>Toilet routine (ELDA 1) |
| 11:30-12:00am(30mins) | Communication (ELDA 3) |
| 12:00-12:30 PM (30mins)<br>12:30-12:40 pm (10mins) | Indoor play (ELDA 1)<br>Toilet routine &wash hands (ELDA 1) |
| 12:40-13:00 PM(20mins)<br>13:00-14:00 PM (60mins) | **Lunch (ELDA 1)**<br>Rest/sleep (ELDA 1) |
| 14:00-14:10 pm (10mins)<br>14:10-14:30 pm (20mins)<br>14:30-14:50 pm (20mins) | Toilet routine & hand wash (ELDA 1)<br>**Snack time (ELDA 1)**<br>Story ring (ELDA 3) |
| 14:50-15:20 pm (30mins) | Tidy up (ELDA 1) |
| 15:20-16:20 pm (60mins)<br>16:30-17:15 pm(45mins) | Free play (ELDA 2)<br>Friday Departure<br>Monday to Thursday Departure |

# MENU

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| **08:00** | **BREAKFAST** | **BREAKFAST** | **BREAKFAST** | **BREAKFAST** | **BREAKFAST** |
| | **MAIZE MEAL** | **JUNGLE OATS** | **MAIZE MEAL** | **JUNGLE OATS** | **MAIZE MEAL** |
| **10:00** | **SNACK** | **SNACK** | **SNACK** | **SNACK** | **SNACK** |
| | **FRUIT OR YOGHURT** | **FRUIT OR YOGHURT** | **FRUIT OR YOGHURT** | **FRUIT OR YOGHURT** | **FRUIT OR YOGHURT** |
| **12:00** | **LUNCH** | **LUNCH** | **LUNCH** | **LUNCH** | **LUNCH** |
| | **RICE & VEGGIES STEW** | **FISH DISH** | **PASTA** | **RICE &BAKE BEANS FOOD** | **FRIDAY SURPRISE!!** |
| **14:30** | **SNACK** | **SNACK** | **SNACK** | **SNACK** | **SNACK** |

# (Fee Payment Confirmation)

Please tick your: Payment Type, payment period, Bank if you choose EFT,

| | | | | |
|---|---|---|---|---|
| **Payment Type** | Cash | | EFT | |
| **Payment Period** | Monthly | 15TH | 25TH | Weekly |
| | | 30th | 31ST | Forthright |
| **If payment is via EFT, Please tick your bank.** | Ned Bank | | FNB | |
| | Standard Bank | | Capitec | |
| | Absa Bank | | Investec | |
| | Other | | | |

| | |
|---|---|
| Comments | |
| Signature | |
| Date | |

## Over 2 years –R1300

## After care- R600

For any information contact principal: 0742053135

**BANKING DETAILS-ALL-NATIONS EDUCARE TRADING NPC**

BANK-FNB

Account Name: ALL-NATIONS EDUCARE TRADING NPC

Account No: 63160784435

Account Type: GOLD BUSINESS ACCOUNT

Branch: 250655

**Ref No: Child Name & Surname**

## Dear Parents and Guardians

Trust this letter finds you in good spirit.

- **Welcome**

Welcome all our new parents and guardians. We wish you a blessed time with us and pray

We will work well together

- **Discipline/Rules**

We strive to teach our children to respect each other.

Not to fight with each other (biting, hitting, pinching, swearing included).

- **Dress code**

**Girls**

When wearing a dress or skirt, make sure they are wearing tights or shorts underneath.

No hanging or big earrings, no belts or tight jeans as they really struggle during the toilet routine, dress them according to the weather and appropriately to play and have fun.

**Boys**

No belts or tight jeans as they really struggle during the toilet routine. Comfortable shoes for playing, dress them according to the weather and appropriately to play and have fun.

**General**

They must always have extra clothes in their bags and one pair of shoes (for any emergencies).All clothes must be marked with your child's name as too much clothing gets misplaced.

Our winter uniform (track suit pants/jersey/t-shirt) is available at a cost.

- **Nappies**

Those who wear nappies, at least 5 per learner with the learners own wipes, daily in their bags. For those potty training, more underwear, an extra pair of shorts/pants for when potty training and please potty training starts at home. We will continue helping your little one at the educare as it is not our responsibility to start with the training, we will indicate if your little one is ready to start with the training.

- **Snacks**

One snack item (first snack) is more than enough for them as they still eat their lunch. Please make sure that you give your little one at least one slice of bread (that is for the second snack time).Please make sure that their juice bottles are properly closed and do not give them too much juice. Kindly note that the department insist on healthy snacks.

If they can, then please let them eat by themselves at home as they are busy developing their eye-hand coordination as well as their muscles (don't let us deprive them of being independent.)

## ➢ Stationery/Toiletries

The ECD provide stationery for all our learners.

**Every term learner is required to bring:**

4 toilet rolls, 1 packet of wet wipes, 1 box of tissues,1 bottle 250ml Dettol.

## ➢ General

Please send a blanket for during nap time and when the days are a bit cool. Please send a continental pillowcase it's very important as they sweat whilst sleeping and this disturbs their sleep. **Again, please mark their items with their names.**

Our little ones pick up symptoms very easily and I plea with you if they don't feel well, rather keep them at home and monitor them, if possible. They cannot tell us, and it is sad to see them suffer.

If they have a weak immune system, give them supplement or a booster as winter is still laying ahead.

Please feel free to what's app principal/Admin on the numbers **+27742053135 or +27656229982** for any questions or updates with regards to the progress of your child.

For those parents who wish to view the inside of the crèche, please make an appointment with principal and if possible can we keep it only to the parents viewing.

Please let us know before the time to avoid disappointment.

We wish you all the best for 2025 and may you enjoy your little ones educational journey.

Warm Regards

Principal

ML MUSILI