



KING'S KID CRÈCHE REGISTRATION PACK-2018

Dear Parent(s),

We would like to welcome you to King's Kid Crèche and thank you for trusting us to take care of your precious little one/s. KKC and its staff strive to make your child feel welcome, secure and comfortable. The management of KKC is available to discuss any matter concerning your child's welfare.

Contact Details & Important information of Kings Kid Crèche:

Registration No.: 121-462NPO
Owner: Dr Christine Magezi
Cell phone: 082 481 7922
Administrator: 012 753 3527
Landline No.: 012 753 3527
Email: admin@kingskidcreche.co.za
Website: www.kingskidcreche.co.za
School hours: Strictly 06h30 to 17h30

All children **SHOULD** be at school BEFORE 8h00 every morning.

To ensure smooth running of the centre and to rule out any uncertainties please ensure that you **READ, COMPLETE, INITIAL EACH PAGE and SIGN** the registration form.

It is important that you hand over a completed and signed registration form (*initials on all pages*) and all required documents **BEFORE** the date that your child starts at our school. We thank you for your co-operation in this regard.

1. REGISTRATION AND REQUIRED DOCUMENTATION/ITEMS

The following documents are attached and shall always form integral part of this agreement:

- Registration Form
- Emergency Consent

The Following are copies **MUST** be submitted with the registration form:

- Copy of Child's Birth Certificate
- Copy of Immunization Chart
- Copy of Medical Aid details
- Copy of both Parents ID documents
- Authorization letter for any other person collecting your child including a copy of their ID documents and contact details

List of Requirements- see attached annex

Parents undertake to comply with any criteria and regulations stipulated by King's Kid Crèche.

Compliance

If, for whatever reason, Parents don't comply with the criteria and regulations by KKC with regards registration requirements. The crèche has a right to discontinue their child.

2. FEES STRUCTURE

	3 – 12 months	1- 6 years	Junior Primary 6-9 years	
Registration	R 850	R 850	R 850	Once off (payable with initial application)
Full Day	R 3300 per month x 11	R 2900 per month X 11	N/A	Monday to Friday 6h30 - 17h30
Half Day	R 3100 per month x11	R2700 per month X 11	N/A	Monday to Friday 6h30 - 14h00
Day Care	R200 per Day	R175 per Day	N/A	N/A
Aftercare	N/A	N/A	R1200 per month	Monday to Friday 14h00-17h30

Please note:

- ✓ December Fees: will be prorated based on number of school days
- ✓ All payments are payable in advance (i.e. on the 1st of each month starting or on 15th of the month)

- ✓ Discount: R1100 will be discounted if fees are paid before 28.02.18
- ✓ Sibling discount of 5% applies on the Tuition Fee, for all children from the same immediate family.
- ✓ Fees include: cooked breakfast, morning and afternoon snacks and cooked nutritious lunch.
- ✓ Extra-mural activities are charged for separately
- ✓ School fees escalate annually by approximately 10%
- ✓ Fees do not include stationery and requirements. Please take note of the list of requirements for your child. Ensure that you submit all items as you hand in your registration form.

BANK DETAILS:

Account Holder: KING's KID CRECHE

Bank: FNB

Account Number: 624 480 44876

Branch: Menlyn

Code: 250 655

Ref: Name & Surname of Child

Please send proof of payment: admin@kingskidcreche.co.za

Important to note:

- ✓ Receipts are only allocated once the money appears in the bank account and not on the proof of payment that you send.
- ✓ If fees are not settled in full by the 15th of the month, a 10% late payment penalty will be raised.
- ✓ **NB:** Parents should advise the School the date that suits them to pay and remain consistent to avoid penalties. **Please send/email your proof of payment to KKC as soon as you have made payment. Should you have any challenges, please inform the pre-school beforehand.**
- ✓ If the school fees are still outstanding by the 20th of the month, services to you and your child will be suspended with immediate effect.
- ✓ Should your child be suspended and be absent from the school for the entire month, your child will be removed from the system, you will then be liable for the payment of the suspension month together with a notice month, and will be handed over to the attorneys for collection.

3. NOTICE PERIOD:

Parents must give a **full calendar month** notice in writing should they want to withdraw their child/ children's attendance from school. A calendar month means from the 1st of the month.

4. OPERATING HOURS

Kids will be arriving from 6:30am and leaving by 17:30pm. All kids should be here by 7:45am to be in time for breakfast. Breakfast is at 8:00am.

5. DROP OFF AND PICK UP

The staff cannot be held responsible for any child who is not handed over to the caregiver upon arrival. It is the Parents responsibility to see that the child dropped and collected by the authorized person.

The Crèche Manager needs to be notified in writing or by call, in the event of somebody else collecting the child from school with clear description of the responsible adult and a photocopy of ID, registration and details of vehicle.

Between 6:30am and 8:00am in the morning is drop- off time and between 16:30pm – 17:30pm is pick up time. All drop offs and pick up should be done on the pedestrian gate on High Street.

Parents are requested to leave promptly after drop-off (a drawn farewell may upset the child). Dropping off and picking up children should not take more than 10 minutes.

6. PENALTY FEES:

A penalty fee of R15 for every 5 minutes or part thereof will be charged when arriving late. You will be requested to pay the teacher on duty directly upon collecting your child when you are late and not the next day. Penalty payments are done immediately. Please do not be late for pick up, as it is a very long day for our children but also for our staff. **From 18h30 we will be forced to call social services.**

7. HOLIDAYS

KKC will continue operating during school holidays. Free play and fun activities will be offered.

KKC closes as follows:

- During December holidays. You will be informed about the exact date every year.
- Public holidays
- Please ensure that you read the notice board and the newsletters to be informed about all the applicable dates.

8. VISITS TO KKC

Parents can visit any time during the day with prior notice. Interested parents, who would like to view the crèche, must be accompanied by KKC staff.

9. MEDICATION

Under the Medicines and related Substances Amendment Act of 2002, we are not permitted to administer and dispose any medicine. Children who are sick and need medication are required to stay home until they are well enough to return to school or at least kept at home for the first three days of treatment.

If further medication is required to complete the prescriptions cycle, we can only then after three days of absence, administer the medicine.

Therefore, the rule is: Children on antibiotics or any prescribed medicine must be kept at home for the first three days of treatment. Items must be labelled and placed in the original container. The appropriate medicine register **must** be signed and completed with clear instructions by the parent.

Only chronic medicine may be administered at all times. Items **must** be labelled and placed in the original container. The appropriate medicine register **must** be signed and completed with clear instructions by the parent.

Please also make sure that you fill this information clearly on the registration form with a **Red pen**.

10. CONTAGIOUS ILLNESS

The Principal must be notified immediately if a child contract or has been in contact with any contagious illness or ailment e.g. mumps, chicken pox, etc.

If a contagious illness has been diagnosed where several children at our centre has been affected, a Medical Practitioner will be consulted and on his advice, the centre may be closed for a few days. A disinfecting service will disinfect the centre and a report will be available for your perusal.

11. ALLERGIES

The parents must indicate any allergies clearly on the registration form, and parents must ensure that the school managers as well as the facilitators/staff are informed about this matter.

12. REPORTS

The parent should take note that reports will be issued at the end of the 2nd term and then again at the end of November. Parents are invited to comment or discuss any issues identified. A one-on-one appointment can be made to discuss any concerns.

13. ABSENTEES

The parents must inform KKC if a child will be absent due to holidays, in the event of sickness, hospitalization or otherwise.

14. NUTRITION

i. 3 months – 18months

The parent must supply special foods, formula to be administered to the baby, unless otherwise agreed. Balanced cooked vegetables will be given from 6months, if you would prefer it.

ii. 18months – 6 years

KKC will provide breakfast, lunch and two snacks. Drinking water will be given as beverage and sometimes juice will be offered; if the parent wants to supply own juice she or he may do so. Breakfast will be given at 8:00am sharp. No breakfast will be given arriving at 8:30am. Please ensure that your little one has breakfast if your child arrives late.

PLEASE DO NOT PACK SWEETS, CANDY, CHEWING GUM AND SOFT or FIZZY DRINKS

We provide tasty and well balanced meals to the children. You can ask for a copy of the Menu or our staff for more information.

If there is any dietary concern such as allergies, medical or religious reasons regarding your child, the Parents will supply own food and indicate it on the registration form. No discount is applicable in these instances.

15. SECURITY

Parents should ensure that the school door is closed behind them, when dropping off or picking up child/children. Remember to lock your car if you intend to park for a while otherwise we encourage you to drop or pick up your child with in 10 mins and leave. Although KKC endeavours to provide the best security on a continual error free basis, the provision thereof is conditional to factors and circumstances beyond the reasonable control of KKC such as load shedding, power failures and maintenance.

KKC will not be held liable for any interruption of services and/or the frustration and inconvenience which may have resulted from this. Intercom with camera surveillance will be fitted at the gate and inside the premise to support our security system.

16. PARENT'S RIGHT TO CUSTODY

Should the Parent's right to custody of the Child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who

retains legal custody of the child to supply KKC with a court order to such effect. KKC will not be held liable for rendering possession of the child to a parent who may no longer be entitled thereto if KKC did not receive proper notification. The centre must be provided with a certified copy of any custody and visitation orders or agreements to enforce them.

17. PERSONAL BELONGINGS

The parents should mark all clothing, including, blankets, jerseys, shoes and accessories clearly as well as bottles, cups and dummies, KKC staff cannot be held responsible for the loss of items. Children are not allowed to bring books, CD's, toys etc. to the crèche as staff cannot be held responsible for these items and it also causes conflict and a lot of tears.

18. CLOTHING

The children are very active and should wear comfortable clothing and shoes suitable for play. Please do not dress your little one in anything you are worried about staining. Clothes could get stained during eating, playing and creative activities. KKC staff cannot be held responsible for damage to any clothing.

As a precaution and safety measurements please do not let your child wear earrings, bangles and necklaces and/or jewellery made from beads. Only stud earrings are allowed.

Girls are to please wear shorts or cycling shorts under their dresses or skirts.

19. CORRESPONDENCE/ COMMUNICATION

As your child is our highest priority and our personnel need to be focused all day long, KKC requests the parents to abide to the following communication regulations:

- Minimal telephonic contact is made with personnel during the day
- Preferably all correspondence must be made via email/ report books
- Parents may not ask staff for their personal telephone/ cell phone numbers
- Parents may not contact our Management or staff outside of operating times
- In the case of emergencies however, the parents are most welcome to contact KKC immediately
- Parents must inform the KKC managers immediately if there are any changes to their contact details such as telephone numbers, cell numbers, email, physical address, etc.
- Please do not hesitate to discuss any changes or difficulties at home with the KKC manager, as it helps us to understand and support our little ones better
- Newsletters will be sent to the Parent on a regular basis.

20. MEETINGS

The Parents are welcome to make an appointment with KKC at any time to discuss their child.

Your child is very important to us and we would like to discuss him/her with you in a relaxed manner. Unfortunately, it is not possible to have long conversations in the mornings or afternoons; therefore, appointments with the manager should be arranged. *Please note parents will have an opportunity to review their children's work on parents' evening days and can also meet teachers for detailed discussions.*

21. BEHAVIOUR MANAGEMENT

- KKC may by means of written notices require parents to withdraw or remove the child from the centre with immediate effect, if the crèche Management considers the Child to be continually disruptive or displaying inappropriate behaviour.
- Disciplinary guideline – contact KKC staff to view our disciplinary guideline or you may find it on our website.

22. MUTUAL RESPECT

- KKC will not tolerate Centre Staff being spoken to in an abusive or threatening manner by Parents or children.
- The Parents agree that should it be discontented or upset with any person, facilitator or any other personnel or person involved at KKC, or any aspect of the Centre, or should it have any complaint whatsoever in respect of KKC, the Parents shall at all relevant times discuss the problem or grievances with KKC in order to find a suitable solution.
- The Parents agree that they shall not make any disparaging or defamatory remarks about KKC, or have discussions with other Parents, without prior having discussed a problem or grievances with KKC.

23. LANGUAGE PREFERENCE

King's Kid Crèche, is an English-speaking pre-school. Afrikaans speaking children are also welcome here- they will be assisted accordingly.

24. SPECIAL NEEDS CHILDREN

Unfortunately, the crèche is not equipped to take care of special needs children and as a result we are not able to take in special needs children not even for a short time.

In the event where it may come to the attention of KKC that a child requires special care, KKC will be entitled to cancel agreement with immediate effect, with written notice to the parents.

25. CONSENT PHOTOGRAPHS

The Parents hereby consent and give permission to KKC to use any photographs including, but not limited to website, newspapers, magazines, marketing material or slides for lectures or advertising purposes, which contain one or more pictures of the child.

26. REQUIREMENTS

Parents agree to buy all the requirements needed as they may be requested. The requirement list will be handed to Parents at registration. ***See requirement list attached.***

27. WARANTIES

Parents warrant that they are the natural parents/ legal guardians/ foster parents of the Child and are legally and lawfully entitled to enter this agreement, for and on behalf of the Child.

28. GENERAL

There will be parents meeting throughout the year, a few educational tours, and other fun activities during the year. Note all trips are compulsory for each child. It is compulsory to attend every meeting or send someone to represent you as decisions taken at these meetings will be bound to all parents. There will be a Year End Function compulsory for every child, also fees for the function is compulsory whether your child participates or not. Graduation Students and non-Graduates will be requested to pay a fee (to be advised) in preparation of the graduation. The exact date of the function will be communicated.

29. INDEMNIFICATION

The Parents hereby indemnifies and hold harmless KKC, its proprietors, agents, servants and employees against all and any claims, damage, loss, costs and expenses which either may sustain or incur because of KKC giving effect to this contract, which, due to any act or commission by the Parents, directly or indirectly, causes such claims, damage, loss, costs and expenses to arise against KKC.

The Parents forever waive on their own, as well as the child's behalf, all and any claims of whatever nature and form whatever cause arising which the Parent or the child may at any time have against KKC or any of the persons referred to in the Indemnification Clause,

including (without limitation) any claim arising from any cause referred to in the Indemnification clause.

KKC does however undertake that in the event where any of its personnel may acted negligently or wilfully to the detriment of any Parent or Child, that KKC will institute appropriate proceedings against such personnel in the event where the Parent have lodged a written complaint against such personnel at KKC.

KKC has the right to change the registration package as well as rules and regulations from time to time, if it is in the best interest of the child or the crèche to do so. An addendum will be signed by the Parent and added to his existing agreement.

WHEREAS the Parents wish to deliver the Child into the day-care of KKC; and WHEREAS KKC are willing and prepared to undertake the temporary daily care of the Child; Parents/ Foster Parents/ Guardians hereby agree to follow and obey the rules and regulations written in the Registration Pack and the Registration Form.

We, the Parents/Foster Parents/ Guardians have read the above-mentioned documents; we understand the content and are aware what is expected of us as KKC Parents.

This done and signed at, _____ on the, _____ day
of _____ 20 ____.

FOR/ON BEHALF OF PARENT 1

WITNESS

FOR/ON BEHALF OF PARENT 2

WITNESS

FOR/ON BEHALF OF KKC

WITNESS

REGISTRATION FORM

Registration is herewith done on _____ day of _____ 20____

For

_____ (full names and surname).

Registration is done for: (mark with an X)

Full day (06h30 – 17h30) from Monday to Friday _____

Half day (06h30 – 13h30) from Monday to Friday _____

1. Family Information:

Mother:

Surname: _____

Name: _____

Initials: _____

ID: _____

Occupation: _____

Home Tel: _____

Work Tel:

Email:

Cell Phone:

Physical Address:

.....

.....

Postal Address:

.....

Father:

Surname: _____

Name: _____

Initials: _____

ID: _____

Occupation: _____

Home Tel: _____

Work Tel:

Email:

Cell Phone:

Physical Address:

.....

.....

Postal Address:

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2. MARITAL STATUS: (please tick box)

Married Unmarried Divorced Widow Widower

3. ALTERNATIVE PERSON TO PICK UP CHILD FROM SCHOOL IF PARENTS ARE NOT ABLE TO:

Full name: _____

Address:

Relationship: _____

ID: _____

Contact no.: _____

4. ALTERNATIVE RELATIVES:

Relatives not living at same address in case of emergency and neither the Father or the Mother is available.

RELATIVE 1

RELATIVE 2

Full names:

Full names:

Relationship:

Relationship:.....

ID:.....

ID:.....

Address:

Address:

.....

.....

.....

.....

.....

Cell No.:

Cell No.:

.....

5. Childs Details:

Surname : _____

Full names : _____

Nickname : _____

Gender : _____

Date of Birth : _____

Home Language : _____

Nationality : _____

Religion : _____

Any Food restrictions :

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Any other information regarding your Child we should be aware of, please fill them in below:

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6. MEDICAL DETAILS:

Medical Aid :
Membership No :
Doctor's No :
Doctor's Address :
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.....
Allergies :
Chronic Disease :
Medication :
Dosages :

Any other medical problems that we need to be aware off please write below:

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7. ADDITIONAL INFORMATION:

Please indicate likes/dislikes, potty training, special interests, etc.

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8. DETAILS OF PERSON RESPONSIBLE FOR THE ACCOUNT:

Surname: Street Address:
.....
Full Names:
.....
ID: Postal Address:
.....
Employer:
.....
Occupation: Work Tel:
.....
Home Tel: Cell no:
.....
Email Address:

Signature of person responsible for the account:
.....

9. PERMISSION AND INDEMNITY:

I, the undersigned (Full names & surname),
ID number the legal parent/guardian
of..... (Full names & surname of child),
Hereby grant permission that my above-mentioned child may participate in all activities of KKC
which includes games, educational outings and activities and the use of all equipment and toys
of KKC.

I, the undersigned..... (Full names & surname),
 ID number..... Legal parent/guardian of
 (Full names & surname of child),
 Hereby indemnity and undertake to maintain such indemnity regarding KKC, any director of the
 company, the principal, staff and/or any person/s that act on instruction of KKC, on behalf of
 myself, my executors, my spouse and child in respect of all actions, lawsuits, liabilities, claims,
 compensation, costs and expenses that may arise as a result of any loss, injury or damage of
 the person or property of my child that may occur during a school day/ sport day on the
 premises of KKC as well as during any participation such activities.

SIGNED:

Father: Date:

Witness:

Mother: Date:

Witness:

We, the Parents/ Guardians of,have read the above-
 mentioned documents. We understand the content and are aware what is expected of us as a
KKC Parent.

This done and signed at On this day of

..... 20.....

.....
 PARENT

.....
 WITNESS

.....
 PARENT

.....
 WITNESS

.....
 ON BEHALF OF KING'S KID CRECHE

.....
 WITNESS

.....
 NAME & SURNAME

.....I.D. NUMBER