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**GENERAL INFORMATION – 4yrs to 5yrs Age Group  
 (Terms and Conditions of our service)**

The following is basic information on our childcare facility.

**1. ABOUT US**

Pinocchio crèche was established in 1984 and is a fully registered Early Childhood Development Centre. We may therefore accept children between the ages of 2 years and 6 years for admission to our Crèche. After graduation, our Grade R graduates may apply to Grade 1 at any mainstream school.

Our foundation is founded on fundamental Christian principles and we are a proudly Christian based organization and as such children do pray before meals, sing hymns/ Christian songs and listen to Christian music. Children from other faiths are however not excluded from admission.

**Parents please note, Grade R is a separate application – please contact the office to apply once you’re child turns 5yrs old**

**2. NB: PARENTS PLEASE NOTE, IF YOU ENROLL YOUR CHILD AT PINOCCHIO CRECHE – YOU’LL BE AGREEING TO THE COVID19 STANDARD OPERATION PROCEDURES, GUIDELINES AND DISASTER MANAGEMENT ACT HEALTH PROTOCOLS.**

**3. OPERATING HOURS**

The Crèche:

- Full Day Option : Monday to Friday, from 7:00am to 17:25pm (sharp).
- Half Day Option: Monday to Friday, from 7:00am to 13:30pm (sharp). With or without lunch.
- is closed on all public holidays and closes earlier the day before the public holiday; and
- is not closed during holidays prescribed by the Department of Education School.

**Please note: Pinocchio Crèche closes from mid December and re-opens mid January for the New School Year. Actual dates are communicated with parents in advance to allow for planning during the down time.**

**4. ARRIVAL AND DEPARTURE TIMES**

Door open 7:00am daily from which time children may be handed over to staff. Although staff may be on site, they have duties which they must attend to in order to prepare for the ensuing day.

All children must be at Crèche by **8:30am** and collected between 15:00pm and 17:25pm for Full Day Options, and 13:00pm and 13:30pm for Half Day Options. The Crèche closes promptly at 17:25pm. We request parties to respect this policy as any time hereafter falls outside our staff’s working hours, they too have to travel home and have families to attend to. **Any party failing to adhere hereto will be issued with a penalty of R10 per 1 minute after 17:30pm for Full Day Attendees or R10 per 1 minute after 13:30pm for Half Day Attendees. Payment of the penalty sum must be made by next fees payment due date – via EFT.** Alternative arrangements must be made in the event of any late collections. Please ensure that timeous notice is given.

**5. APPLICATION PROCESS:**

All children must be **OFF THE NAPPY** and fully potty trained.

**Photocopy of or Incomplete Application Forms will not be considered.**

FOR OFFICE USE Supporting Documents Received	
2 ID photos of each of parent/guardian = Total 4 ID Pics	
<b>Certified</b> Copy of Child’s Birth Certificate	
<b>Certified</b> Copy of Parent’s Identity Document	
<b>Certified</b> Copy of Clinic Card ( <b>WHOLE BOOK</b> )	
Proof of Employment	
Proof of Residence/ Recent Account/ Affidavit	
3 months Bank Statement	
<b>Non-South Africans:</b> Permits/Proof of Residency/ Evidence from Home Affairs/Embassy	

Once the application form and supporting documents are received, an interview may be arranged for final consideration of enrollment.

**Only our regulatory bodies, Social Services and Health Department will have access to these documents. Parents must complete all documentation in the application pack.**

**6. FEES PACKAGE OPTIONS:**

4yrs turning 5yrs in 2021: FULL DAY PACKAGE <u>OPTION 1:</u> School Hours: (07:00am to 17:25pm)	
<p><b>COST</b></p> <ul style="list-style-type: none"> <li>- <b>NON-REFUNDABLE REGISTRATION &amp; ADMIN FEE: <u>R 1 000.00</u></b></li> <li><b>NB: SCHOOL FEES ARE CHARGED FOR 12MONTH.</b></li> <li><b>FOLLOWING PAYMENT OPTIONS:</b></li> <li>• <b>R1 900,00 Monthly Over 12 months (Payable by the 1st of every month.)</b></li> <li>• <b>R2 280.00 Paid over 10 months</b> <i>(Payable By: 1 Jan, 1 Feb, 1 Mar, 1 Apr, 1 May &amp; 1 Jul, 1 Aug, 1 Sep, 1 Oct, 1 Nov)</i></li> <li>• <b>R7 600 TERMS: 3 PAYMENTS FOR THE YEAR</b> <i>(3% DISCOUNT: If paid by; 1 Jan, 1 May &amp; 1 Sept)</i> <u>R7 372.00 TERMS: 3 PAYMENTS FOR THE YEAR</u></li> <li>• <b>R22 800.00 ANNUAL PAYMENT</b> <i>(5% DISCOUNT: If paid by; 1 Jan)</i> <u>R21 660.00</u></li> </ul>	<p><b>PACKAGE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>* Secure Stimulating Learning Environment &amp; Equipment</li> <li>* Catered: Breakfast, Light Morning Snack &amp; Lunch</li> <li>* Wholistic Age Appropriate Development Program</li> <li>* Twice Monthly Make &amp; Bake</li> <li>* Monthly &amp; Quarterly Assessments</li> <li>* Quarterly Report with Portfolio</li> <li>* Supervised Naptime</li> <li>* Stationary &amp; Art Supplies</li> <li>* Basic Toiletries: Tissues, Toilet paper &amp; hand soap</li> <li>* Regular Parent / Guardian Engagements</li> <li>* Technology Based Messaging &amp; communication.</li> </ul> <p><b>VALUE ADDED PROGRAMS:</b></p> <ul style="list-style-type: none"> <li>* Tennis, Zumba Dance,</li> <li>* Library Reading Program</li> <li>* Music Program</li> </ul> <p>NB: - Parents participation in school fundraising is important to continue these programs.</p> <ul style="list-style-type: none"> <li>- Parents provides a healthy afternoon snack daily.</li> <li>NO Sweets, chips, fizzy drinks, energy drinks &amp; junk unhealth permitted ever.</li> </ul>

4yrs turning 5yrs in 2021: HALF DAY PACKAGE <u>OPTION 3: Without Lunch</u> School Hours: (07:00am to 13:30pm)	
<p><b>COST</b></p> <ul style="list-style-type: none"> <li>- <b>NON-REFUNDABLE REGISTRATION &amp; ADMIN FEE: <u>R1 000.00</u></b></li> <li><b>NB: SCHOOL FEES ARE CHARGED FOR 12MONTHS.</b></li> <li>• <b>Monthly Fee: R1 650.00 (Payable by the 1<sup>st</sup> of every month)</b></li> <li>• <b>R6 600.00 TERMS: 3 PAYMENTS FOR THE YEAR</b> <i>(3% DISCOUNT: If paid by; 1 Jan, 1 May &amp; 1 Sept)</i> <u>R6 402 TERMS: 3 PAYMENTS FOR THE YEAR</u></li> <li>• <b>R19 800.00 ANNUAL PAYMENT</b> <i>(5% DISCOUNT: If paid by; 1 Jan) <u>R18 810.00</u></i></li> </ul> <p>NB: Parents participation in school fundraising is important to continue these programs.</p> <ul style="list-style-type: none"> <li>- Parents provides a healthy packed lunch daily.</li> <li>NO Sweets, chips, fizzy drinks, energy drinks &amp; junk unhealth permitted ever.</li> </ul>	<p><b>PACKAGE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>* Secure Stimulating Learning Environment &amp; Equipment</li> <li>* Catered: Breakfast &amp; Light Morning Snack</li> <li>* Wholistic Age Appropriate Development Program</li> <li>* Twice Monthly Make &amp; Bake</li> <li>* Monthly &amp; Quarterly Assessments</li> <li>* Quarterly Report with Portfolio</li> <li>* Stationary &amp; Art Supplies</li> <li>* Basic Toiletries: Tissues, Toilet paper &amp; hand soap</li> <li>* Regular Parent / Guardian Engagements</li> <li>* Technology Based Messaging &amp; communication.</li> </ul> <p><b>VALUE ADDED PROGRAMS:</b></p> <ul style="list-style-type: none"> <li>* Tennis, Zumba Dance,</li> <li>* Library Reading Program</li> <li>* Music Program</li> </ul>

4yrs turning 5yrs in 2021: HALF DAY PACKAGE <u>OPTION 2: With Lunch</u> School Hours: (07:00am to 13:30pm)	
<p><b>COST</b></p> <ul style="list-style-type: none"> <li>- <b>NON-REFUNDABLE REGISTRATION &amp; ADMIN FEE: <u>R1 000.00</u></b></li> <li><b>NB: SCHOOL FEES ARE CHARGED FOR 12MONTHS.</b></li> <li>• <b>Monthly Fee: R1 750.00 (Payable by the 1<sup>st</sup> of every month)</b></li> <li>• <b>R2 100.00 Paid over 10 months</b> <i>(Payable By: 1 Jan, 1 Feb, 1 Mar, 1 Apr, 1 May &amp; 1 Jul, 1 Aug, 1 Sep, 1 Oct, 1 Nov)</i></li> <li>• <b>R7 000.00 TERMS: 3 PAYMENTS FOR THE YEAR</b> <i>(3% DISCOUNT: If paid by; 1 Jan, 1 May &amp; 1 Sept)</i> <u>R6 790.00 TERMS: 3 PAYMENTS FOR THE YEAR</u></li> <li>• <b>R21 000.00 ANNUAL PAYMENT</b> <i>(5% DISCOUNT: If paid by; 1 Jan) <u>R19 950.00</u></i></li> </ul> <p>NB: Parents participation in school fundraising is important to continue these programs</p>	<p><b>PACKAGE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>* Secure Stimulating Learning Environment &amp; Equipment</li> <li>* Catered: Breakfast, Light Morning Snack &amp; Lunch</li> <li>* Wholistic Age Appropriate Development Program</li> <li>* Twice Monthly Make &amp; Bake</li> <li>* Monthly &amp; Quarterly Assessments</li> <li>* Quarterly Report with Portfolio</li> <li>* Stationary &amp; Art Supplies</li> <li>* Basic Toiletries: Tissues, Toilet paper &amp; hand soap</li> <li>* Regular Parent / Guardian Engagements</li> <li>* Technology Based Messaging &amp; communication.</li> </ul> <p><b>VALUE ADDED PROGRAMS:</b></p> <ul style="list-style-type: none"> <li>* Tennis, Zumba Dance,</li> <li>* Library Reading Program</li> <li>* Music Program</li> </ul>

To the extent allowed by law, all fees paid are NON-REFUNDABLE, we therefore request parties to be certain before entering into this agreement.

All parents must ensure they are financially fit and organized in order to make the monthly fees payment on time.

The DWA Educational Trust: Pinocchio Crèche reserves the right to serve notice to parents who do not keep their fees payments up to date. The responsibility falls on the parent to be financially organised to keep their payment record up to date.

**We urge all parents to pay on time, for the benefit of their child.**

**The registration and admin fee must be paid upon successful application to secure the placement. The first months fees, must be paid before your child may start.** Banking details will be shared.

**The notice period starts from the next payment due date after giving notice.**

**Please note, fees for December and January Must Be Paid in Full.**

## **7. FUNDRAISING**

All parents must participate and support all fundraising efforts done by the crèche. All the children benefit from the fundraising initiatives and campaigns and therefore all parents should be obligated to participate. Please note this is a condition a parent must agree to in order to have their child considered for enrolment.

These fundraising initiatives help the crèche implement invaluable educational and developmental programs for the children. It also assists with minimizing added costs to the parent. So the more supportive the parents are the more benefits can be enjoyed by the children.

## **8. HEALTH & MEDICATION:**

Parents are also requested to disclose all allergies, medical conditions, medical treatments and medication the child is receiving for record purposes. The Crèche reserves the right to decline an application if we're unable to accommodate a child with a specific allergy. Such decision is not made lightly but ultimately, we have to act in the child's best interest and safety.

Under **NO** circumstances will any staff member of the Crèche administer any medication to students. This policy is non-negotiable. It is the parent's responsibility to manage medical treatments / course with their doctors.

Parents please note that we are responsible for the well-being of not only your child/ren but the remainder of our student body as well as such must stop any possible spread of infection. Any child who is sick will not be allowed at the Crèche until they have fully recovered from the illness. **A child will not be accepted back into the Crèche without an official doctor's clearance certificate or letter.**

If any child shows symptoms of illness while in our care, the Crèche staff will contact the person responsible for the child immediately to collect the child. The responsible person is obligated to collect the child immediately in order to seek medical attention.

Parents must ensure the clinic cards are kept up to date by each child's doctor or medical facility. Please ensure that the Crèche is regularly furnished with updated copies thereof.

The Crèche does not discriminate against any child diagnosed with any medical condition, which includes but is not limited to HIV/Aids or with a disability. Although we don't discriminate against the parties, regrettably applicants are advised that our facility may not be equipped to cater to the needs of such a child.

## 9. SAFETY POLICY

Only designated persons will be allowed to collect children from our premises. These persons **MUST** be introduced to the Crèche staff in advance.

Please note that the child/ren will not be released into the care of anyone other than a designated party. Should you require any person other than that stipulated to collect your child/ren, please contact the Crèche to arrange same. We will require the name and identity/passport number of designated party, who must present the his/her identity document/passport in order for us to verify his/her identity before we will release your child/ren into his/her care. With the number of child abductions increasing annually we have to be extra careful. We require the full co-operation of all our parents/ guardians in this regard. The Crèche responsibility passes upon collection of the child by the person designated by the parent/guardian. We therefore request parents to carefully consider when making this decision.

Please ensure that your child/ren are dropped off and collected from the Crèche by an adult. **Should you authorize a minor, that is anyone under the age of 18 years old, to collect your child/ren you do so at your own risk and the Crèche shall not be responsible for any loss, damage, injury or death resulting from your failure to adhere hereto.**

Please request any person dropping off your child/ren to ensure that the child is personally handed over to a staff member and not merely dropped outside the facility and left unattended. It is the parent's responsibility of the parent/guardian to instruct and ensure that the designated transport driver personally drops off and collects the child in person and does not request a third party to do so. As part of the application supporting documentation, a certified copy of the driver's ID must be submitted.

## 10. FOOD POLICY

Our goal is to provide healthy, nutritious and balanced breakfast and lunch meals to the children. We believe that a diet of whole grains, legumes, vegetables and fruit, with supplementary amounts of fish, soya, poultry dairy products as well as seeds aids in a healthy, balanced lifestyle. Therefore, we provide the children with two fully cooked meals and a morning snack.

Parents are required to provide the afternoon snacks (including fruit juice, yoghurt, and fruit of choice) which are consumed after their nap daily. **NO** luxuries and "junk foods" like; chips, chocolates, sweets, fizzy or energy drinks allowed. Luxuries are only allowed at birthday parties but will be limited.

Food prepared in our kitchen may contain allergens which include but is not limited to:

- dairy
- nuts
- eggs
- soya
- wheat
- peanuts
- shellfish
- fish
- tree nuts

We further do not have the kitchen facilities available to cater either kosher or halaal specifically.

## 11. DRESS CODE

Children must be dressed appropriately for all seasons of the year. Winter, autumn and spring are usually our colder months and therefore children should be dressed warmly. Summer is warmer and therefore cool clothing would be best.

Clothing must not be restrictive and tight fitting as the child must be able to sit and play comfortably. Body parts may not be inappropriately showing. Parents will be informed immediately to make the necessary adjustments to the cloths.

Please do not dress your child in expensive clothing that you don't want messed on or spoiled as the Crèche will not be held responsible for any damage to the clothing due to your failure to adhere hereto.

An extra set of clothing **must** be in kept in the child's bag at all times as it may be required in the event of an emergency.

## 12. **HYGIENE POLICY:**

**Hair:** The child's hair must be washed, combed and kept neat daily.

Boy's hair must be kept short and neat, or tide back

Girls hair must be kept clean, neatly plaited or tide up

**Nails:** Your child's nails must be kept short and clean at all times. Strictly **NO** nail polish.

**Oral Hygiene:** Please assist the child's with his/her oral hygiene at home by ensuring his/her teeth is brushed every morning and evening.

The Crèche does not take responsibility for the child's oral hygiene, as this remains the parent's responsibility.

Parents are expected to take their children for regular dental checkups.

Bad oral hygiene is not only unhealthy but also very embarrassing for the child.

**Body Hygiene:** All children must be washed daily and dressed in clean clothes and underwear. Teachers will inform parents of hygiene concerns.

**School Bags:** Please ensure that school bags are cleaned and scrubbed regularly.

### **ITEMS IN THE BAG:**

- 2 pairs of underwear
- 2 pairs of extra clothing
- 2 masks over and above the one they're wearing
- A cot fitted sheet – for mattress sized: Length – 119cm x width - 56cm x Thickness – 9cm  
( This sheet will be sent home every Friday to be washed at home / or if an accident happens.)
- A bottle of water: 500mls
- Healthy Afternoon Snack Strictly (No Luxuries ever)
- Strictly **NO** bubble gum
- Wet Wipes
- Cream/Vaseline (Parents provide allergy creams or ointments)
- Hair Brush & Comb
- Strictly NO toys may be brought to crèche from home, it will be confiscated.

## 13. **EDUCATIONAL PROGRAM:**

*According to the Department of Health and Social Services (Western Cape) Early Childhood Development (ECD) is "an umbrella term which implies to the process by which children from birth to nine years grow and develop physically, mentally, emotionally, socially and morally." Pinocchio Crèche strives to provide activities that are designed to stimulate creativity, self-expression, exploration, and individual growth, development of motor skills, listening /communication skills, cognitive skills, emotional/social skills, and environmental awareness.*

1. **Pre-grade R: (4years – 5years):** NCF AND CAPS Aligned Age Appropriate Development Program

From the age of 3years, children are gradually introduced to various activities that will enhance their physical, social and emotional, and mental development, in preparation for Grade “R” or “1”. A progress report will be sent to each parent. Pupils graduating to Grade “1” from our Grade R program will receive a special certificate at the end of the year – together with a portfolio of evidence containing examples of the work done during the year.

In accordance with the National Curriculum and Assessment Policy Statement 3 Key Skills Areas that is assessed, namely:

**\* Language:**

The languages program is integrated into all other subject areas. Many of the listening and speaking Language skills will be developed within Mathematics and Life Skills, which is made up of many subjects such as Creative Arts and Beginning Knowledge including Personal and Social Wellbeing, Natural Sciences and Technology and the Social Sciences. Themes and topics are selected from these subject areas to provide contexts for the teaching of language skills.

**\* Mathematics:**

In the General Education and Training band there are five content areas in Mathematics, namely;

Numbers, Operations and Relationships, Patterns, Functions and Algebra, Space and Shape, Measurement, Data Handling

The approach to learning Mathematics is based on the principles of integration and play-based learning.

**\*Life Skills:**

The Life Skills subject is central to the holistic development of learners. It is concerned with the social, personal, intellectual, emotional and physical growth of learners, and the way in which these are integrated.

***All Pinocchio Crèche children participate in a music, gardening, Tennis Development, drama and dance appreciation program, which is presented to the parents, friends and family at the end of year concert and graduation. This program is vitally important for the child’s motor and cognitive skills and the fundraising efforts and participation of parents helps the school to continuously offer this freely to their children.***

**14. DISCIPLINE POLICY:**

Pinocchio Crèche believes that positive reinforcement and encouragement are the most effective means of helping children learn appropriate and acceptable behavior. Any inappropriate act is discussed with the child in a calm yet firm manner stating why the action is unacceptable and what the logical consequences will be to address the behavior.

Parents are reminded that discipline is 100% their responsibility and it starts at home.

Privileges will be taken away, a consequence of bad behavior. Parents will be informed every time bad behavior has occurred.

If the bad behavior continues, we reserve the right to expel the child from the Crèche by serving one month’s notice to the parents. Parents will then have to find alternative childcare services.

Parents and Guardians kindly note, parent handbooks for future reference, will be shared in the new year.

Once you’ve read through the above information, completed the application pack and have all certified copies ready, an interview may be booked.

**Thanking you**

**PINOCCHIO CRECHE MANAGEMENT**