

Tjokkerjol Playgroup Policy

At Tjokkerjol, we provide full-time care for babies aged 3 months to 5 years, along with aftercare services. Our center offers instruction in both English and Afrikaans.

As a Christian daycare center, we are dedicated to creating an inclusive environment and welcome all children. We strive to make this a home away from home, ensuring a safe, nurturing atmosphere that supports your child's physical, intellectual, emotional, and social growth. Please take a moment to review the policies of Tjokkerjol Daycare carefully.

Non-Discrimination:

We adhere to a non-discrimination policy, ensuring that no child is denied admission based on race, creed, color, national origin, religion, sex, or disability.

House Rules / Classroom:

Children will learn by example to respect themselves and others. They will also be encouraged to respect our home, property, and belongings. Negative behaviours will not be tolerated, including but not limited to hitting, punching, kicking, biting, jumping or standing on furniture, throwing objects, and using inappropriate language.

Discipline:

We aim to acknowledge and praise positive behavior. If negative behavior occurs, we will address it in one of three ways:

Redirection: Toddlers will be told "no" and guided to another activity or area.

Talking: Once a child reaches the age of two, we can engage in conversation. We will explain, in simple terms, why the behavior is inappropriate. This approach tends to be very effective.

Time-out: If the behavior persists, the child will be placed in a designated time-out corner. We follow the rule of one minute for each year of the child's age (for example, a three-year-old receives three minutes). If negative behavior continues after several time-outs, we will contact the parents to discuss potential solutions, as there is usually a workable approach available.

Daycare Hours:

We are open Monday to Friday from 7:00 AM to 5:30 PM, all year round! However, we do close for four weeks every December during the Christmas and New Year period. Additionally, there may be a day or two during school holidays when we are closed—typically following a long weekend. You will be notified in advance or can refer to the Tjokkerjol Daycare Calendar provided upon registration. Important dates for 2025 include opening on 09 January 2025, and closing for the year on 11 December 2025, reopening on 08 January 2026. Please note we are closed on Saturdays, Sundays, and Public holidays.

Drop Off / Pick Up Children:

Timely arrival is essential. If you anticipate being late for drop-off or pick-up, please inform the daycare as soon as possible so we can adjust our schedule. All children over 12 months must arrive fully dressed and ready for the day, pyjamas are not permitted. At drop-off, make sure to say goodbye to your child and inform them when you will return. Although this may cause some tears, they typically stop by the time you are out of sight. This routine helps children feel secure, knowing you will always come back after leaving. When you arrive for pick-up, you will see your child(ren) immediately. Sometimes, children may "test" boundaries and act out upon a parent's arrival, even if they have been well-behaved. The respect you show for our home and possessions will communicate a lot to your child. Please keep drop-off and pick-up brief; ten minutes is usually sufficient. During daycare hours, we have important work to do. If you need to discuss anything with me or the staff, we are available after hours upon request.

Registration Form:

To register your child, simply follow the instructions provided by email link sent to your email. This offers easy access and quicker acceptance. If your application is successful, you will receive a Welcome email from the daycare, so please ensure you provide a valid email address as this is crucial. You will also receive a statement via email with banking details and payment amounts (please note we only accept EFT payments; cash payments are no longer permitted).

Daycare Fees:

Registration for 2025: R1500.00 Kindergarten (mandatory for all children, including daycare and aftercare). This is a one-time, non-refundable fee required for registration. No child will be accepted until the registration fee is paid. The amount is per contract and is billed monthly for 12 months (January to December). A 10% discount is available for a second child if two or more kids from the same family are enrolled.

Aftercare (for children aged 6 years and older): **R21000.00** monthly, with a registration fee of R1000.00. This includes care during school holidays, but does cover light lunch and snacks. Transportation services are available. Hours of operation are from 13:00 to 17:30.

After hours, Saturdays, and Public Holidays: No daycare services provided.

Day-to-Day Care:

1 Day: R150.00 *enquiry for additional days

Pre-arrangements are necessary, and a registration form must still be completed. Payment for Day-to-Day Care is required upfront before the child can be accepted. Please note that these days are only valid within the specified month. Daycare fees can be paid via EFT only; we do not accept cheques or cash payments. Note: Cash deposits at the bank will incur a R20.00 fee for bank charges. Monthly fees are due in advance, payable on the first day of care each month. If payment is not made by the 4th of the month, a 10% late fee will be applied.

Regular daycare hours are maintained. Please inform us as soon as possible if you will be arriving early or late. An early/late fee of R20.00 will be charged for every 15 minutes outside of scheduled hours. These fees are expected to be paid immediately or by the next school day.

Please be aware that fees are required regardless of whether your child attends daycare, including during sick leave or other absences. Daycare fees are payable for all 12 months of the year, including December.

VERY IMPORTANT – Termination of Childcare:

Please note that if you decide to terminate childcare, I require a written notice two months in advance. If this notice is not provided, an additional payment for two months will be necessary, regardless of whether your child attends daycare. Kindly request a termination form from your child's teacher.

Extra Activities:

We offer a range of extracurricular activities for children during daycare hours. Please be aware that these activities are not included in school fees, so inquire about forms and pricing separately.

Clothing:

Please dress your child in play clothes, avoiding "dress clothes." Although we strive to keep the children clean, accidents can happen. It's best not to send girls in dresses, as they tend to play roughly, which can lead to inappropriate exposures. Ensure your child has a complete change of clothing in their bag daily, including underwear and socks, for both summer and winter. This means an extra shirt, pants, and underwear. We often encounter issues with parents not providing extra clothes; if an accident occurs and no spare clothing is available, we will contact you to pick up your child. During summer months, we may use a wading pool, sprinkler, or water toys, and you will be notified in advance. Please provide a proper swimsuit or swim diaper if you'd like your child to participate.

Quiet Time:

Every day from 12:30 to 14:30, we have designated quiet time. Younger children will rest, while older children will engage in quiet activities such as coloring, puzzles, or watching movies. I kindly ask that visits and phone calls during this period be kept to a minimum. If your child does not take an afternoon nap, please inform me. Children up to 2 years old will have a nap time of 1 hour and 30 minutes, while those 2 years and older will nap for 1 hour. Children may bring a special blanket or stuffed animal for quiet time, but please do not allow them to bring toys, candy, snacks, money, or other items into the daycare setting.

Meals and Snacks:

All meals provided throughout the day will include servings from each essential food group. Breakfast is available from 8:00 AM to 8:30 AM. If you anticipate arriving after 8:30 AM, please ensure your child has had breakfast before arrival. Snacks will be served at 10:00 AM, lunch at 11:30 AM, and another snack at 3:00 PM.

Please note that no supper will be provided for daycare children. Sweets are strictly prohibited; children should not arrive eating sweets—leave those in the car to avoid conflicts, as I do not allow one child to eat something in front of another without sharing. It is crucial to inform me of any known food allergies your child may have. You may send a drinking bottle to school if you wish, and the kids will always have access to water, as well as soft drinks with each meal.

Transportation:

Occasionally, we may go on field trips by car. In case of a medical emergency, I may need to transport a child. All children will be securely restrained in car seats or seat belts according to legal and childcare guidelines, and transportation will not occur without your written consent. All vehicles will be properly licensed and insured, and your child will never be left unattended in a vehicle.

Health Guidelines:

Children exhibiting the following symptoms will need to be picked up within one hour:

- Fever (temperature of 38°C or higher)
- Vomiting or diarrhoea
- Any rash other than mild diaper or heat-related rash

If your child appears uncomfortable, I may contact you at my discretion, regardless of whether other symptoms are present. I cannot accept a child with any of these symptoms; they must be symptom-free for 24 hours before returning. Children with confirmed lice will not be permitted unless their hair has been washed with an approved product twice, 24 hours apart. I will personally check your child's head upon arrival, and if I find any signs of lice, they will not be allowed to stay.

Immunizations / Vaccinations:

Please ensure that your child's vaccinations are current, as the daycare is not responsible for this, nor do we administer vaccinations at the daycare center. However, a clinic will visit the center periodically, and notice will be given in advance. We respect parents' and guardians' rights to make their own vaccination choices and will not pressure anyone to vaccinate.

Medications:

A Medication Consent Form must be completed daily whenever a child requires medication. This form must be filled out by a Parent or Guardian; no medications will be administered without a signed or written consent form. Before giving any prescription medication, I must receive written permission and specific instructions for each medication. A label with the child's name and current prescription details serves as valid instructions. Non-prescription medications will be given with parental consent, following the manufacturer's instructions, unless otherwise directed by a licensed physician. Ensure that your child's name and the dosage are clearly marked on the medication container. All medications must be placed in a Ziploc bag and submitted to your child's teacher; no medications should be kept in the child's school bag. Parents are required to sign the Medication Consent Form each day when submitting medications. Please note that no antibiotics or vitamins will be administered at school.

Sleeping:

Each child will have a safe, comfortable sleeping mat with individual bedding. Infants will rest in wooden cots equipped with waterproof mattresses or pads, and they will be placed on their backs while sleeping.

Emergencies / Back-Up:

In the event that I need to leave the daycare center, whether due to illness or vacation, the regular staff will always be present, and daily routines will continue as usual. If your child requires emergency medical assistance, I will need written permission to take any necessary actions for their well-being. I will inform you as soon as possible, and you will be responsible for any medical expenses incurred. Please ensure that your contact details are regularly updated, including phone numbers, as we have had instances where parents changed their numbers without informing us, resulting in missed important communications.

Supervision:

At the daycare, we are required to keep infants, toddlers, and pre-schoolers within sight or hearing distance at all times so that caregivers can intervene when necessary. For school-age children, we must be available to provide assistance and care. If your school-aged child is to be off the property, written permission is required. This includes walking to and from the bus stop or school.

Authorized Persons:

Sometimes, your child may need to be picked up by someone other than a parent or guardian. Your child will not be released to anyone not listed on your emergency forms. In case of an emergency, please provide a reliable list of individuals who can be contacted.

Parents in Daycare:

You are welcome to visit at any time during your child's regular daycare hours without needing a specific reason. However, please keep your visits brief, as young children can find it challenging when their parents are present.

Smoking:

Smoking is prohibited in my home and on the premises during daycare hours.

Daily Bags:

Important: Your child's bag must measure at least 30cm x 40cm. If we find that your child's bag is too small, you will be asked to provide a larger school bag. Remember, we need to store all their belongings, and during winter months, it can be particularly challenging as they have shoes, jackets, and other items that need to be safely stored.

Ensure the following items are included in your child's bag each day:

- 1 Extra set of Summer Clothing
- 1 Extra set of Winter Clothing

For Babies:

- Wet wipes (if the child is still in diapers; we begin Potty Training at 2 years, if the child is ready)
- Diapers (at least 5-6)
- Baby Powder
- Diaper Cream
- Bottle (we encourage toddlers from 18 months to transition to a cup)
- Milk (Formula milk if your baby consumes it; we do not provide milk due to allergy concerns)
- Please note: Occasionally, we may ask for a pack of baby wipes to be sent to school for cleaning the children's faces.

IMPORTANT: Ensure your child's belongings are clearly labelled! We cannot take responsibility for lost items that are not marked.

Registrations must be completed on the registration form as well as our website. All forms should be filled out before the first day of care, and all monthly fees must be settled prior to the start of care each month. If registrations are incomplete or fees are unpaid, care will not be provided.