

# WELCOME AT



# tjokkerjoi

## Playgroup & AfterCare

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tjokkerjol

For any information, please contact the owner

Rochelle Alberts:

Cell: 083 294 8082 / Email: [tjokkerjol@gmail.com](mailto:tjokkerjol@gmail.com)

[www.tjokkerjol.com](http://www.tjokkerjol.com)

# tjokkerjol

Agreement between

Tjokkerjol Playgroup

and

(hereafter known as "the Parent")

As it is the wish of the parent that his/her child is tended to daily by Tjokkerjol Playgroup; and as it is the wish of Tjokkerjol Playgroup to care for your child at a determined tariff.

The parties, therefore, agree as follows:

Tjokkerjol Playgroup undertakes:

1. To care for the child named \_\_\_\_\_
2. To provide the child with balanced meals. Babies/Toddlers receive breakfast and a snack. Parents provide lunch.
3. To provide an adequate security area where the child's activities can take place.
4. To present the child with a program that is stimulating in nature.
5. To contact the parent telephonically in the case of illness/injury to the child.
6. To only hand the child over to the parent or person named in Appendix 1.

**The Parent undertakes:**



1. To fully complete and submit all documents in this pack to Tjokkerjol Playgroup.

2. To strictly adhere to the times set out on Page 5 of the agreement.

*Initial:* \_\_\_\_\_

3. To provide any prescribed items or special dietary nutrients, such as formula milk, two sets of clean clothes, disposable diapers, and/or bedding as requested by Tjokkerjol Playgroup.

4. To comply with the legal prescriptions regarding the child's medication and vaccinations.

5. To provide children that have non-contagious diseases with medication as well as authorize Tjokkerjol Playgroup to administer said medication.

6. To, in the event of infectious diseases or any illness that causes the child's absence, make alternative arrangements for the child at the parent's expense, and to provide Tjokkerjol Playgroup with a medical certificate, before the child is allowed to resume at Tjokkerjol Playgroup.

*Initial:* \_\_\_\_\_

7. To notify Tjokkerjol Playgroup as soon as possible of such a disease or illness mentioned in no.6 above.

*Initial:* \_\_\_\_\_

8. To ensure that all gates are closed. *Initial:* \_\_\_\_\_

**Fees:**

1. A registration fee of **R1500** (one thousand five hundred rand) will be payable to Tjokkerjol Playgroup at the signing of the agreement. These fees are not refundable.
2. A monthly bill will be sent to the person responsible for payment, at the beginning of each month, via e-mail.

**Account Details:**

**Tjokkerjol (PTY) Ltd**

**FNB Gold business account**

**Account Nr: 62825563241**

**Branch Nr: Centurion 250655**

3. If the parent wishes to make a special financial agreement, the request must be in writing and signed by the person responsible for payment. If the parent repeatedly fails to effect payment on or before the 4th (fourth) day of each month, the agreement between Tjokkerjol Playgroup and the parents who signed the agreement will be terminated immediately and the child will no longer form a part of Tjokkerjol Playgroup.

4. The parent agrees that if he/she fails to effect any payment on or before the due date, and Tjokkerjol Playgroup hands the outstanding amount to an attorney for collection, the parent will be liable for all costs on an attorney and client scale, collection charges as well as tracking fees if any.

5. If Tjokkerjol Playgroup aims to increase the tariffs as set out in this agreement, they shall provide the parent with written notice 2 (two) months before the higher tariff will take effect, with the proviso that Tjokkerjol Playgroup will not be entitled to increase such tariffs more than once per calendar year.

Tjokkerjol Playgroup and Aftercare is affiliated with TPN Credit Bureau, a registered credit bureau, all account payment profiles, patterns, and behavior are recorded monthly with the credit bureau for the purposes of the National Credit Act. Both parents are liable for the school fee.

**CONSENT CLAUSE:** (Future consumer/debtor)  
**Application form and/or Contractual Agreement**

The consumer/debtor consents to and authorises Tjokkerjol Playgroup and Aftercare the supplier, service, and/or credit provider, as the case may be, to:-

- a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer/debtor; and
- b) provide information about the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer/debtor to any registered credit bureau or to any supplier, service, or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.

**Initial:** \_\_\_\_\_

**The monthly fee for 2024:**

**5 DAYS - FULL DAY**

With meals R3,600.00   
Without meals R3,400.00

**3 DAYS - FULL DAY**

With meals R2,200.00   
Without meals R2,050.00

**AFTER CARE**

With meals R1,900.00   
Without meals R1,500.00   
Ekstra transport R50.00

**5 DAYS - HALF DAY**

With meals R2,750.00   
Without meals R2,500.00

**3 DAYS - HALF DAY**

With meals R1,700.00   
Without meals R1,500.00

R \_\_\_\_\_ per month

**Initial:** \_\_\_\_\_

Leave:

1. We are closed on public holidays as well as on the one-day school holidays that fall on Friday or Monday, accompanied by a public holiday that falls on a Thursday or Tuesday. The information is available on our important dates, we will inform you of these days in advance. The school only closes in December.

Fines:

1. A fine of R20 (twenty rand) for every 15 (fifteen) minutes that your child is collected late, will be charged.
2. Fines will be added at the end of every month.

Consent:

1. The parent hereby gives consent that Tjokkerjol Playgroup may take the child to the nearest available medical practitioner or hospital and that the child may be afforded medical treatment at the expense of the parent if the parent cannot be reached telephonically by Tjokkerjol Playgroup.
2. The child may be collected by any parent named in Appendix 1, unless Tjokkerjol Playgroup has a court order that states otherwise. When the child is collected by the parent, an identification document such as a driver's license or green ID document will be requested to ensure that the person has permission to collect the child.

Month of notice:

1. It is expected that the parent provides Tjokkerjol Playgroup with written notice at least 2 (two) calendar months in advance if the child is leaving Tjokkerjol Playgroup. The months' notice is fully payable. **November and December cannot be used as months of notice.**

**NB – Parents will still be liable for the settlement of the account although the child was taken out of the school with immediate effect after being given written 60 days' notice.**

Initial: \_\_\_\_\_

Clothing:

1. The parent will ensure that all clothing and/or personal items of the child are labeled clearly and legibly.
2. If the parent fails to comply with the condition set out above, Tjokkerjol Playgroup will not be held liable for the loss of clothing and/or personal items.

Legal Liability:

1. Tjokkerjol Playgroup will not be held liable for any damage, including consequential damages suffered by the parent, child, or any other person, arising out of any event associated with the Tjokkerjol/child relationship.

Full agreement:

1. The parties place on record that this agreement, together with Appendix 1, (which is considered as an integral part of this agreement between the parties), will constitute the entire agreement between the parties and that no other agreement would be in force unless it is in writing by all parties concerned, as well as signed by all parties. No warranties, undertakings or representations other than those contained in this agreement is given or made by any of the parties.

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
R. ALBERTS (on behalf of Tjokkerjöl Playgroup)

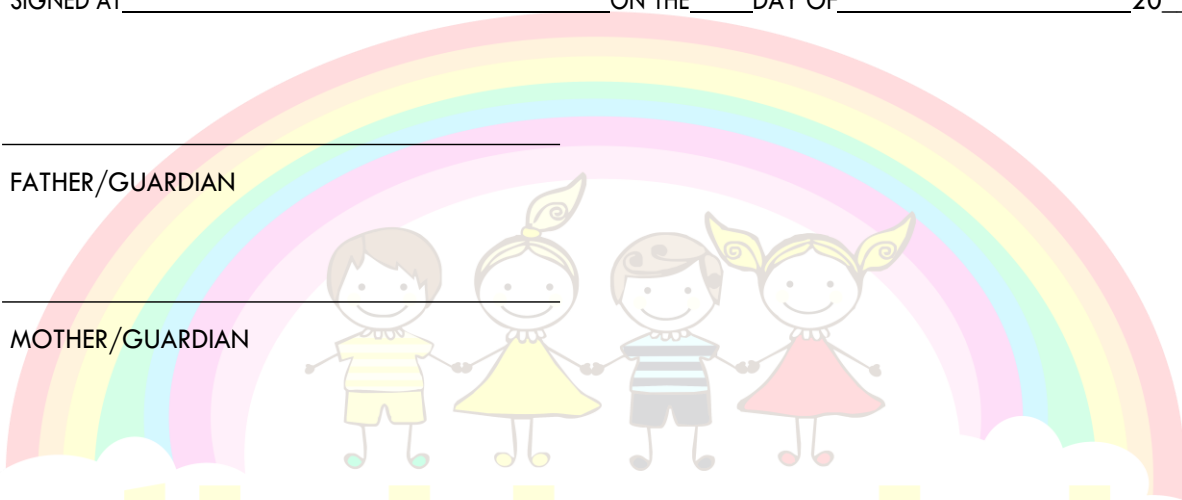
\_\_\_\_\_  
WITNESS

SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

\_\_\_\_\_  
WITNESS



**tjokkerjöl**  
Speelgroepje & Naskool

# tjokkerjöl

## Registration form 2024

Information of the child being enrolled:

Full Names of child	
Surname of child	
Nickname of child	
Date of birth of child	
First day the child will join Tjokkerjöl Playgroup	



tjokkerjöl  
Speelgroepje & Naskool



## Parent's Information

Information	Father's Details	Mother's Details
Full Names		
Nickname		
Surname		
ID Number		
Home Address		
Postal Address		
Home Number		
Cell Phone Number		
Employer		
Work Number		
Email Address		
Marital status of parents		
Tick which parent will be responsible for the account		

**In case of emergency:**

Contact person(s) if parents are not available.

**First Contact Person:**

Name and Surname	
Address	
Telephone Number	

**Second Contact Person:**

Name and Surname	
Address	
Telephone Number	

**Other persons that have permission to collect the child at Tjokkerjol Playgroup:**

Details	First Person	Second Person	Third Person
Name and Surname			
Relationship with Child			
Telephone Number			
ID Number			

**Medical and Doctor's Details:**

Name of Medical Aid		Medical Aid No	
Home Doctor's Name		Telephone Number	

## Medical History of the child

- ☺ Is there any information about your child's general health or physical condition you want to bring to my attention?

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- ☺ Did your child recently undergo an operation? If yes, what was the date of the operation?

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- ☺ Are there any serious illness(es) that your child has had recently that I should know of?

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- ☺ Is your child allergic to anything? If yes, how is the allergy treated?

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- ☺ Did your child receive all his/her immunizations up to date? [Yes / No]

**Please bring** a copy of your child's immunizations chart together with the registration form.

- ☺ Which type of medication do you give to your child if he/she gets a fever?

How high should your child's fever be before administering this medication?

---

- ☺ What is the dosage of the medication mentioned above? \_\_\_\_\_ ml.

**Please bring** a full bottle of the above-mentioned medication, for emergency purposes.

## Indemnity

The child's details:

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Nickname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Disclaimer:

I, \_\_\_\_\_ the undersigned Mother/Father/Guardian of indemnify  
ROCHELLE ALBERTS, TJOKKERJOL PLAYGROUP, AND PERSONNEL of any financial, judicial, medical or any other claim because  
of any accident, incident, injury, and/or death regarding my child while in the care of the persons named.

SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

## Social Media Consent

I \_\_\_\_\_

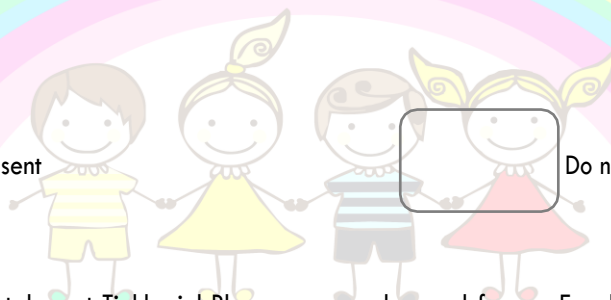
(Full name and surname of parent / guardian of

\_\_\_\_\_  
(Full name of child)

Give hereby:

☐

Consent



Do not Consent

that any photos / videos taken at Tjokkerjöl Playgroup may be used for our Facebook page, WhatsApp group and Website.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

## Stationery 2024

Hasie & Eendjie Class	
0-12 Months	
8	Wet wipes (80)
4	Boxes Tissues (200)
4	Bottles of liquid hand soap
1	Pack white cardboard
1	Storybook
2	250ml Sunscreen
2	150ml Mosquito repellent

Any cute educational toy  
e.g. Shapes / Rings

**Kindly send stationery on  
the first day of school re-  
opening\***

Hondjie & Katjie Class	
25-36 Months	
18	Rolls 2x ply toilet paper
8	Wet wipes (80)
4	Boxes Tissues (200)
4	20 Page Flip Files
1	Ream A4 printing white paper
1	Retractable crayons
1	Big bottle of ponal wood glue
1	Big Pritt glue
1	Pack gummed paper (not sticky notes)
1	Paintbrush
1	Box-coloured dot stickers
1	"Stumped nose" scissors
1	Beach ball
1	Storybook
1	500 ml Acrylic paint
2	250 ml Sunscreen
2	150 ml Mosquito repellent

Bokkie & Skapie Class	
13-24 Months	
8	Wet wipes (80)
4	Boxes Tissues (200)
4	Bottles of liquid hand soap
10	Colored craft pipe cleaners
2	10 Page Flip Files
2	Bottles of ponal wood glue
1	Bright colors cardboard paid
1	Pack thick crayons
1	Paintbrush
1	Box-coloured dot stickers
1	Puzzle (2-8 Piece)
1	Storybook
2	250 ml Sunscreen
2	150 ml Mosquito repellent

Krappie & Perdjie Class	
37-50 Months	
18	Rolls 2x play toilet paper
8	Wet wipes (80)
4	Boxes Tissues (200)
4	20 Page Flip Files
1	Ream A4 printing white paper
1	Retractable crayons
1	Big bottle of ponal wood glue
1	Big Pritt glue
1	Skipping rope
1	Paintbrush
1	Box-coloured dot stickers
1	"Stumped nose" scissors
1	Light Tissue Paper
1	Storybook
1	Beanbag
1	500 ml Acrylic paint
2	250 ml Sunscreen
2	150 ml Mosquito repellent

Little ones who sleep at school in the afternoon must please bring an  
ORDINARY receiving blanket and not a winter blanket

**NB. Only the Flip Files need to be marked with your child's name. We share the other stationery with all the friends in the class. As a result, all stationery becomes school property.**

**Flip Files goes home at the end of each term with the year's creative work in.**

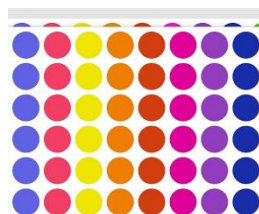
## Skryfbehoeftes Voorbeelde | Stationary Examples:

Hier is voorbeelde van sommige van die skryfbehoeftes op die lys

Here is examples of some of products on the stationery list



- Sonbrand skerm 250ml en Muskiet weerder 150ml moet asb kindervriendelik wees, dit is vir al die maatjies om te gebruik. Indien jou kleintjie 'n spesifieke produk gebruik, stuur dit saam duidelik gemerk, dan hou ons dit een kant.
- Sunscreen 250ml and Mosquito repellent 150ml must be child-friendly, they are for all the little ones to use. If your little one uses a specific product, send it along clearly marked and we'll keep it aside.





## Policy of a sick child

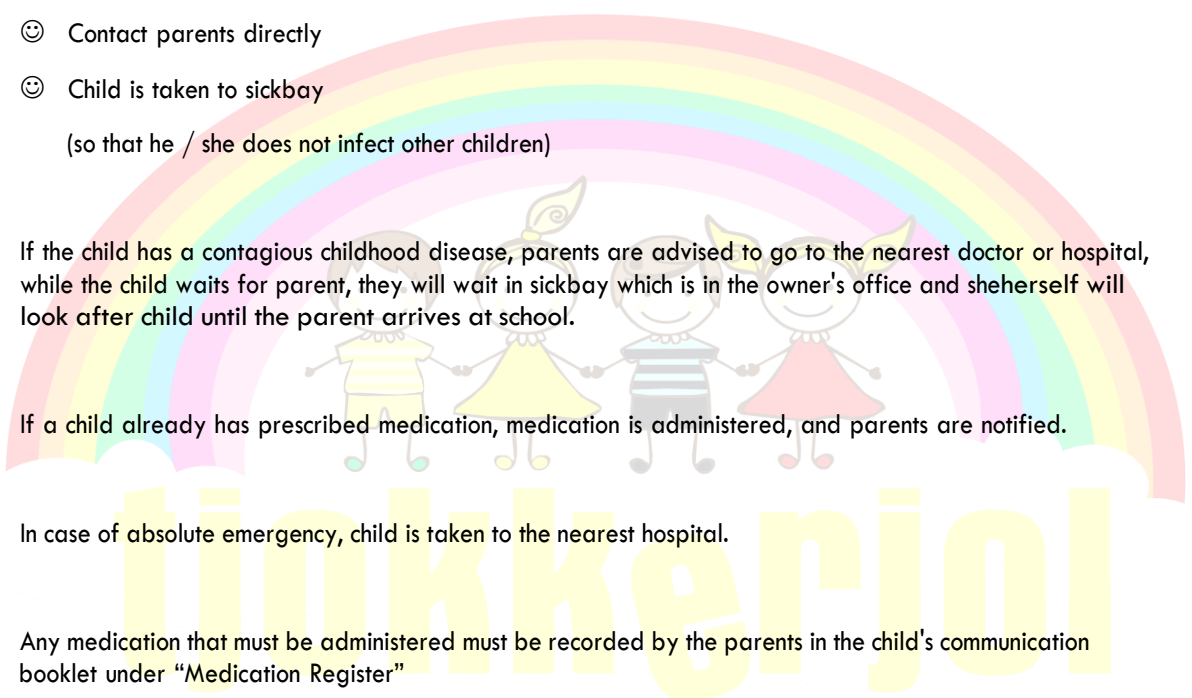


### Children must be kept at home when:

- ☺ They have a fever
- ☺ They have any contagious childhood disease
- ☺ They have any contagious disease e.g. Pink eyes, Hand-mouth-and-foot disease etc.

### Policies and procedure for children who become ill at school:

- ☺ Identify a sick child
- ☺ Contact parents directly
- ☺ Child is taken to sickbay  
(so that he / she does not infect other children)
- ☺ If the child has a contagious childhood disease, parents are advised to go to the nearest doctor or hospital, while the child waits for parent, they will wait in sickbay which is in the owner's office and she herself will look after child until the parent arrives at school.
- ☺ If a child already has prescribed medication, medication is administered, and parents are notified.
- ☺ In case of absolute emergency, child is taken to the nearest hospital.
- ☺ Any medication that must be administered must be recorded by the parents in the child's communication booklet under "Medication Register"
- ☺ Parents are first contacted before any pain and fever medication, e.g. Panado is administered.  
These are also recorded in Medication Register.





## School Bags

The following must please be packed in the school bag every day:

- ☺ 1 Set of clean clothes
- ☺ Warm sweater or jacket if it suddenly gets cold or raining.
- ☺ Sunscreen (we take it out of the bags and store it at school so that it is easily assessable)
- ☺ Sun hat
- ☺ Mosquito repellent
- ☺ 1 bottle of fever medication  
(We take it out of the bags and store it in the fridge so that it does not get hot)
- ☺ Babies must please bring all the milk they need for the day, as well as other liquids they drink during the day such as water and tea.

### Toddlers:

- ☺ A bottle of water or juice that they drink throughout the day, we fill the bottle with filtered water if it is empty.
- ☺ Toddlers who are still going to sleep with milk must please bring it with them.

### Children on nappies:

- ☺ Pack at least 5 disposable diapers. We take it out as we need it throughout the day.
- ☺ 1 Pack of wet wipes (we take the pack out and put it in the diaper exchange basket)  
Please also put another pack in the nappy bag. We will take it out as soon as the first one is done.
- ☺ Bum cream

## For our little bundles of joy: Diaper baskets



Dear Tjokkerjol Parents,

I would like to take this opportunity to explain the Diaper Baskets and wet wipes to you.

The Diaper Baskets should start each morning with 5 diapers, wet wipes, and bum cream. (These cloths, wipes and cream will be taken out of the nappy bags each morning)

We use it as needed. You send us 5 diapers every day. We only take out as much as necessary for the 5 diapers in the basket. So, if we only use 3 diapers today, there will be 2 in the basket and we will only take out 3 tomorrow. We keep the other 2 in the bag in case of emergency.

If the wipes are finished in the diaper basket, we will send you the empty package for the next day. The wipes usually last about a week per packet.

VERY IMPORTANT!! The wet wipes in the diaper baskets we ONLY use on bums. It is unhygienic to use those wet wipes for the mouth and face.

We use the wet wipes that you send at the beginning of the year (along with the stationery) for your child's face and hands. According to the health department, we are not allowed to use washcloths at all!! That is why we kindly ask you to send us the wipes so that tons can keep your baby's face and hands clean regularly.

Please also remember to pack a good sunblock and mosquito repellent and 1 bottle of fever medication that is clearly marked in case of emergency.

Thank you for your support in this regard.

For our smaller friends:

## Potty Training

# tjokkerjol

### When is it time?

- The success of good potty manners depends on emotional development, physical development, developmental and behavioral milestones, and not just age.
- Some children show signs of being potty ready between the ages of 18 and 24 months.
- But some may not be ready until they are 3 years old.
- There is no rush. If you start too early, it may take longer to get your child fully on the potty.

### Is your child ready?

#### Ask yourself the following:

- Can he or she walk to the toilet and sit on it?
- Can your child pull his or her pants down and back on?
- Can your child stay dry for up to two hours?
- Can your child understand and follow basic instructions?
- Can your child communicate his or her needs?
- Does your child seem interested in using the toilet or wearing "older kid" underwear?

### On your marks, get set, go!!!

When it's time to start bladder control and potty manners, implement a routine:

- Go to the toilet immediately when the child wakes up after a nap.
- Take your child to the toilet every hour, just to make him/her aware of the toilet.
- Let your child sit for at least 10 minutes.
- Take your child to the toilet 15 minutes after he/she has drunk fluids.
- If there is no interest after 2 weeks, or the child is too emotional, potty training must be stopped for 30 days.

### Accidents will happen:

#### How to handle accidents—

- It is important to remain calm.
- Do not scold, discipline or shame your child. You might say, "You forgot this time. Next time you'll go to the bathroom sooner".
- Be prepared and always have an extra set of underwear and clothes on hand.

### Tip of the day

- Instead, stay home the first weekend of potty training. Short trips would be better.
- Allow toddler to walk without underwear or diapers (this allows toddler to get used to walking without a nappy)

### What to pack:

X5 pull-ups/diapers

X5 extra sets of clothing – pants & shirts

X5 extra sets of underwear

## Policy

We care full time for Baby's from 3 months up to 5 years of age. Languages at the Centre are English & Afrikaans.

We are a Christian daycare centre, and focused facility and we welcome all children. Since this will be your child's home away from home, we try to provide a safe, caring, homelike atmosphere for your children while at the same time providing for their physical, intellectual, emotional, and social development. Please read the policies of TJOKKERJOL DAYCARE carefully.

- Non-Discrimination:

We will not discriminate in relation to admissions of any child based on race, creed, color, national origin, religion, sex, or disability.

- House Rules / Classroom:

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but is not limited to hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house or classrooms, bad language, etc.

- Discipline:

We will strive to offer praise for good behavior. Should negative behavior happen, we will deal with it in one of three ways, Redirection: Toddlers will simply be told "no" and redirected to another activity or area.

Talking: once a child reaches the age of two, they can be talked to. They will be told in easy to understand terms why the behavior should not continue. Typically, this is highly effective.

Time-out: should the behavior continue; the child will be placed in a time-out corner. We use the one minute per age of the child rule (a three-year-old gets three minutes).

Should a behavior continue after a few time outs, parents will be contacted. A workable solution can almost always be found.

- Daycare Hours:

Open MONDAY to FRIDAY'S from – 7:00am - 17:30pm

Open all year around! Except we do close for four weeks in December every year, over Christmas time and New Year. Also please note that there might be a day or two that would be considered as School Holidays that we will be closed, usually if it's a working day following on a long weekend, but u will be notified in advance or refer to your Tjokkerjol Daycare Calendar that you will receive upon registration. Make sure to take it please.

Important Dates for 2023: We open on the 11th January 2023. For 2023 the last school day will be on the 9th DECEMBER 2024 and opening again on 11th JANUARY 2025. We are closed on Saturday's, Sunday's & Public Holiday's.

- Drop Off / Pick Up Children:

Please arrive on time. If you will be late for, drop off/pick up, let the day-care know as soon as possible, so we may adjust the daily schedule if need be. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas. At drop off time, make sure that you say goodbye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured... by the time you are out of the driveway/out of sight, the tears have stopped. This also helps to make the child feel secure in that while you may leave them when you must, you are always coming back. The moment you walk in to pick up, you oversee your child(ren). Sometimes children will "test" to see who is really incharge. A child who has been well behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak volumes to your child. When you drop off or pick up, do not linger. Ten minutes is typically more than sufficient. During day-care hours, we/I have a job to do. If you need to talk to me or any of the personnel at the centre, I am/we are available after hours on request.

- Registration Form:

Our registration form is available online, please follow this link [www.tjokkerjolkleuterskool.co.za](http://www.tjokkerjolkleuterskool.co.za) to Register your child. Easy access and faster acceptance, if accepted you will receive a Welcome email from the Daycare(Please provide an email address as this is very important). You will then receive a statement via email containing the banking details and amounts payable (We no longer accept cash, EFT payments only).

- Daycare Fees:

Registration for 2023 – R1500.00 (all children must register, full months, aftercare) once off with registering of your child / Non-refundable.

No Child will be accepted before Registration fee is paid.

Amount per contract. Monthly for 12 months of the year.

(January – December) We offer a 10% discount on a second child - for 2 or more kids per family, Siblings.

Afterschool Care (children aged 6years and older) – R1400.00 monthly. Registration fee R1000.00

This includes school holiday care, NOT Lunch and Snack. we do offer Transportation. Times is from 13:00am – 17:30pm

Afterhours, Saturday's & Public Holiday's – No day-care

Day to Day Care:

1 Day Only-

R120.00

5 Days –

R500.00

10 Days – R900.00

15 Days – R1300.00

Pre-arrangements is needed, and a registration form is still to be completed.

Day to Day care is payable upfront before the child will be accepted, also note that these days are only liable within that given month. Day-care Fees can be paid by EFT only, we do not accept checks and CashPayments,

Note: Cash Deposits at the bank will require a R20.00 fee for bank charges. Monthly fees are expected in advance, payable on the first day of care in any given NEW month, and not later than the 4th of the new month, a 10% fee will be added to late fees. My day-care has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/Late, meaning any time before/after regular scheduled hours. An early/late fee of R20.00 for every 15 minutes will apply. These fees are expected to be paid immediately or with the next school day.

Fees are expected to be paid whether your child attends day-care or not, meaning if absent from sick leave or just not at day care fees must still be paid monthly. Day-care fees are payable for 12 months of the year. Meaning you do have to pay for December.

- VERY IMPORTANT - Termination of childcare:

This is very important; I require two months in advance written notice if you are terminating childcare. If none is given, two extra months additional payment must be made, whether your child is at the Day care or not. Please ask your child's teacher for a termination form.

- Extra Activity's:

We do offer a variety of extra curriculum activities for the kids, Available at the Day-care during day-care hours, this is NOT part of the school or school fees – Please ask for forms / Price NOT included with school fees!

- Clothing:

Please do not send your child to day-care in "dress clothes". Play clothes only. Although we try our best to keep the children clean, even in the best of circumstances...accidents happen. Please do not dress your "girls" in dresses, they intend to play very rough and show of their panties is not ideal for kids of different gender!

Make sure your child has a complete change of clothing at all time, every day, packed in their bags. Including underwear and socks, if needed. Summer and winter clothes. This meaning extra pair of Shirt, Pants, and undies. We have a big problem with parents that just don't send extra clothes to school, if we find this, parents will be phoned when an accident do happen, like he/she wet him/her self and you will be asked to pick your child up as we do not have extra clothing for said child. During the summer months we will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a proper swimsuit or swim diaper if you wish for your child to participate.

- Quiet time:

Every day between 12:30-14:30, we have quiet time. All younger children will lay down to rest, older children will be given quiet time activities (coloring, puzzles, movies etc.) I ask you keep visits and phone calls during this time to a minimum. If your child is not supposed to be taking a nap time in the afternoon, please let me know. The younger children up to the age of 2 have a nap time of 1 hour and 30min, and from 2 years and up have a nap time of 1 hour only. Items from home: your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring anything else into the day-care setting. No toys, candy or snacks, money etc.



• Meals and Snacks:

All food served during the day will include servings from each basic food group.

Breakfast is served at 08:00am-08:30am. If you will be arriving later than 08:30am, please see that your child(ren) has eaten breakfast prior to arriving. There will be a snack served at 10:00am, Lunch at 11:30 and another snack at 15:00pm.

No supper will be served to day-care children. NO SWEETS are allowed, and no child may arrive at school eating sweets or any other means of food, please leave that in the car, kids tend to fight and I don't allow 1 child to eat something in front of another child without sharing. It is important to let me know if your child has any known food allergies. You may however send a drinking bottle to school if you like. The kids always have access to water, and can drink with each meal.

• Transportation:

On occasion we may go on field trips in the car. Also, I may need to transport a child in a medical emergency, all children will be restrained in car/booster seats or seat belts (according to law and child care rules) and will not be transported without your written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

- Fever - Temperature of 38° and over.
- Vomiting or Diarrhea
- Any rash other than mild diaper or heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

I am not willing to accept a child with any of the above listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

• Immunizations / Vaccinations:

Please make sure your child(ren) vaccinations are up to date, the day-care is not responsible for this, and we also don't do vaccination at the Daycare centre. However, the Clinic will visit the centre from time to time, but we will give notice beforehand.

We will also not force any parent or child to be vaccinated, this is of free will, you as parent or guardian have the full right to decide whether or not you want to.

• Medications:

A Medication Consent Form must be filled in every day, when a child needs medication, forms must be filled in by a Parent or Guardian, NO medications will be given to a child without a signed or written consent form.

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions. Non-prescription medications will be administered with parental permission according to manufacturer's instructions unless written instructions are from a licensed physician. Make sure your child's name and amounts are clearly visible on the

bottle/medication. All medications must be in a Ziploc bag and handed in at your child's teacher, no medications in the child's school bags will be allowed. Parents must sign the Medication Consent Form with handing in of medications each day. No Antibiotics and No Vitamins will be given at school.

- Sleeping:

Each child will be provided with a safe comfortable sleeping mat with separate bedding, infants will sleep in wooden cots with waterproof mattresses or pads. We will sleep infants on the backs.

- Emergencies / Back-Up:

If, for any reason, I need to leave the day-care centre or I am ill or going on vacation, all the normal personnel will always be here, and daily routines will carry on as normal. Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her wellbeing. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred. PLEASE make sure your details are up to date regularly, and that we have the correct information for exam: phone numbers, we have had parents change numbers and never received important information.

- Supervision:

We at the Daycare are required to be within sight or hearing of an infant, toddler, or preschooler always so that the caregiver is capable of intervening. For school-age children, we are required to be available for assistance and care. Written permission is needed from you if your school age child is to be off my property. This includes walking to/from the bus stop or school.

- Authorized persons:

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

- Parents in day-care:

You have the right to stop in anytime during your child's regular Daycare hours. You do not need a reason. You are welcome to pop in any time. But please keep it to a minimal time frame, as small children intend to be harder when their parents are around.

- Smoking:

Smoking is not allowed in my home or on the premises during Daycare hours.

- Daily in Bags:

Important: your child's bag must be at least and not smaller than 30cmx40cm

If we find your child's bag is too small, you will be asked to bring a bigger school bag. Remember we must put all their belongings in the bag, and winter months is a pain as they have shoes and jackets and more that must be stored safe.



Please make sure the following items are in your child's bag daily.

- 1 Extra pair of Summer Clothing
- 1 Extra pair of Winter Clothing

**Baby's:**

- Wet wipes (if child is still on nappy's, we start Potty Training from 2 years of age, if the child is ready)
- Nappy's (at least 5-6)
- Baby Powder
- Bum Cream
- Bottle (we encourage toddlers from 18 months to start using a cup instead of a bottle)
- Milk (Formula milk, if baby does drink Formula Milk, we do not supply milk due to allergies)

Side note: We will on occasions ask for a packet of baby wipes to be sent to school so that we can clean the kids' faces.

**PLEASE MAKE SURE YOUR CHILD'S BELONGINGS IS MARKED CLEARLY!!!**

We are not responsible for missing belongings if it is not marked. Registrations to be completed on registration form as well as on our website.

All forms must be completed prior to the first day of care. All monthly fees must be paid prior to the start of care in any given month. If Registrations are not completed or fees are not paid, no care will be provided.

**Greetings**

**Tjokkerjol Daycare Team**

**We hope to have your part of the family very soon...**

For any information, please contact the owner

Rochelle Alberts:

Cell: 083 294 8082 / Email: [tjokkerjol@gmail.com](mailto:tjokkerjol@gmail.com)

**[www.tjokkerjol.com](http://www.tjokkerjol.com)**

# How does our payment system work?



## Registration Fee

Registration fee invoice will be sent and it is payable on receipt, this is to ensure your little ones' place is guaranteed.

If you are unable to settle the registration fee, please contact me for a payment arrangement for up to 3 months max.

## Monthly Invoices

A monthly statement is sent on the 25th of each month which is payable on the 1st of each month. We do allow a grace period until the 4th of each month to settle the school fees.

Please take note we work on an upfront payment system. This means we require school fees for the month your child will attend school.

## Notice Period

Please take note we work strictly on 60 days written notice period.

You will be charged regardless if your child is removed from school with immediate effect or remains in the school for the 60-day notice period

## We do understand

We understand that sometimes unforeseen financial difficulties may arise and you might be unable to pay the school fee, please get in touch with me for an arrangement so we can note this on your account.

## Some Finance Facts

Tjokkerjol Playgroup and Day Care Centre is a private business and does not fall under Government and does not get subsidies from the Government.

Our school solely gets income from you the parents; this fee needs to be utilized to pay the assistants, buy food, the necessary tools to teach the kids, etc.

We are linked to TPN credit bureau to assist us with our accounts

### Who is TPN credit bureau?

TPN is a registered credit bureau. TPN collects account information on debtors and maintains a history of their account payment behavior. Importantly, this means that TPN credit bureau collects not only adverse information but also positive credit information. A positive credit record is extremely advantageous to you as it increases your ability to access credit in the marketplace

### How does it work?

Our client has agreed to update your account payment record as per your contractual obligations with them.

### What if I pay my account late?

Your account is due and expected on the due date as per your agreement with our client. It is important that accounts payments are paid promptly. Please note that payment received after the due date will result in your payment record being updated accordingly.

### What if I do not pay my account?

Payment of your account with our client is not a matter of choice, it is an essential part of your agreement. Failure to pay an account or other monies due could result in a negative credit record (or "blacklisting") which will severely restrict your access to further credit.

### How can TPN credit bureau help me?

By paying your account on time and in full, you have the opportunity to build a positive credit profile. You can use your positive profile when applying for other forms of credit.

# Rochelle 083 294 8082