

tjokkerjol

2022 POLICY

Welcome to Tjokkerjol Daycare,

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 2021: We open on the 11th January 2022. For 2022 the last school day will be on the 9th DECEMBER 2022 and opening again on 11th JANUARY 2023.

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 have to, you are always coming back. The moment you walk in to pick up, you are in charge of your child(ren). Sometimes children will "test" to see who is really in charge. 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 to Register your child. Easy access and faster acceptance, if accepted you will receive a Welcome email from the Daycare (Please provide a 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 – 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) – R1650.00 Monthly.
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 daycare
• 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 Cash Payments,
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 daycare 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 Daycare 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 daycare 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 1hour and 30min, and from 2years 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 form 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 cooldrink 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.

• Sick Policy:

I will notify you immediately should your child develop any of the following symptoms:

- Fever - Temperature of 38d 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 24hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24hours 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 manufactures 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 at all times 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 my 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 save.

Please make sure the following items is 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 18months 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 CHILDS 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...



Daar waar ons speel-speel ons lyfies slim leer

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