

WELKOM BY



tjokkerjol

Speelgroepie & Kleutermaatjies

Daar waar ons speel-speel ons lyfies slim leer

tjokkerjol

INDEKS



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**Vir enige vrae kontak gerus vir Rochelle by
083 294 8082 of stuur 'n e-pos na tjokkerjol@gmail.com**

Gaan loer gerus na ons webtuiste
www.tjokkerjol.com

tjokkerjol



Aangesien die Ouer begerig is dat haar/sy kind bedags versorg word deur Tjokkerjol Speelgroepie; en aangesien Tjokkerjol Speelgroepie begerig is om u kind te versorg teen 'n bepaalde tarief;

Derhalwe kom die partye soos volg ooreen:

Tjokkerjol Speelgroepie onderneem:

1. Om na die kind genaamd _____ om te sien.
2. Om gebalanseerde etes aan die kind te voorsien: Babas/Kleuters kry Ontbyt & versnappering. Ouers verskaf die middagete.
3. Om genoegsame sekerheidsarea te voorsien waarin die kind se aktiwiteite kan plaasvind.
4. Om 'n program aan die kind te bied wat stimulerend van aard is.
5. Om die Ouer telefonies te kontak in die geval van siektetoestand en/of besering van die kind.
6. Om die kind slegs aan die ouer of person, soos in Bylaag 1 genoem, te oorhandig.

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Die Ouer onderneem:

1. Om Bylaag 1 volledig in te vul en aan Tjokkerjol Speelgroepie te voorsien.
2. Om stiptelik by die tye te hou soos aangedui op bladsy 3 in ooreenkoms.
Parafeer: _____
3. Om enige voorgeskrewe items of spesiale voedingstowwe, byvoorbeeld formulemelk, 2 (twee) stelle skoon klere, wegdoenbare doeke en/of beddegoed soos deur Tjokkerjol Speelgroepie versoek, te verskaf.
4. Om die kind se medikasie en inentings volgens wetlike voorskrifte na te kom.
5. Om kinders met nie-aansteeklike siektes van medikasie te voorsien en magtiging te verleen aan Tjokkerjol Speelgroepie vir die toediening daarvan.
6. Om in geval van aansteeklike siektes of enige siekte wat afwesigheid noodsaak, alternatiewe reëlings vir die kind te tref op die Ouer se eie onkoste en 'n mediese sertifikaat te toon alvorens die kind weer toegelaat word by die Tjokkerjol Speelgroepie.
Parafeer: _____
7. Om die Tjokkerjol Speelgroepie so gou moontlik in kennis te stel van so 'n aansteeklike siekte. *Parafeer:* _____
8. Om toe te sien dat alle hekke toe is. *Parafeer:* _____

Foioe:

1. Inskrywingsgelde van **R 1500** (eenduisend vyfhonderd rand) sal by die ondertekening van die ooreenkoms aan die Tjokkerjol Speelgroepie betaal word. Hierdie gelde is nie terugbetaalbaar nie.
2. 'n Maandelikse rekening sal aan die begin van elke maand aan die verantwoordelike persoon ge-epos word. Die foioe is vooruit, voor of op die 6de van elke maand, betaalbaar.

Rekeningbesonderhede:
Tjokkerjol (PTY) Ltd
FNB Gold business account
Rek Nr: 62825563241
Tak Nr. Centurion 250655

3. Indien die Ouer 'n spesiale finansiële reëling wil tref, moet dit op skrif wees en deur die verantwoordelike persoon onderteken word. Indien die Ouer herhaaldelik versuim om voor of op die 4de (vierde) dag van elke maand te betaal, sal die ooreenkoms tussen die Tjokkerjol Speelgroepie en die Ouers wat hierdie ooreenkoms onderteken het, onmiddellik verbreek word, en die kind sal nie weer toegelaat word nie.
4. Die Ouer stem hiermee in dat, indien hy/sy sou versuim om enige betaling voor of op die betaaldatum te maak, en die Tjokkerjol Speelgroepie oorhandig sodanige uitstaande bedrag aan 'n prokureur vir invordering, die Ouer aanspreeklik sal wees vir alle kostes op 'n prokureurkliëntskaal, invorderingskommissie asook alle opsporingsfooi, indien enige, te betaal.

5. Indien die Tjokkerjol Speelgroepie die fooie soos uiteengesit in hierdie ooreenkoms wil verhoog, sal skriftelike kennis 2 (twee) maande voordat sodanige verhoogde fooi in werking tree, aan die Ouer gegee word, met dien verstande dat die Tjokkerjol Speelgroepie nie geregtig sal wees om sodanige tariewe meer as een maal per kalenderjaar verhoog nie.

Die Maandelikse fooie vir 2022

5 DAE - VOLDAG	5 DAE – HALFDAG	5 DAE – NASKOOL
R3275 – sonder etes <input style="width: 50px;" type="text"/>	R2375 – sonder etes <input style="width: 50px;" type="text"/>	R1650 <input style="width: 50px;" type="text"/>
R3450 – met etes <input style="width: 50px;" type="text"/>	R2650 – met etes <input style="width: 50px;" type="text"/>	Sluit in vervoer en middag etes

R _____ betaalbaar per maand Parafeer: _____

Verlof:

1. Die Tjokkerjol Speelgroepie sal geregtig wees op 20 (twintig) betaalde werksdae verlof per kalenderjaar.
2. Skriftelike kennisgewing sal ten minste 1 (een) kalendermaand vooraf aan die Ouer gegee word.
3. Die Tjokkerjol Speelgroepie sal op openbare vakansiedae gesluit wees.

Boetes:

1. 'n Boete van R20 (twintig Rand) vir elke 15 (vyftien) minute wat u kind laat kom haal word sal gehef word.
2. Boetes moet dadelik betaal word aan die personeel aan diens, voordat die kind mag huis toe gaan.

Toestemming:

1. Die Ouer gee hiermee toestemming dat die Tjokkerjol Speelgroepie die kind na die naaste beskikbare mediese praktisyn of hospitaal mag neem en dat die kind mediese behandeling op onkoste van die Ouer mag ontvang indien die Ouer nie telefonies bereik kan word deur die Tjokkerjol Speelgroepie nie.
2. Die kind mag deur enige Ouer, soos genoem in Bylaag 1, verwyder word tensy die Tjokkerjol Speelgroepie in besit van 'n hofbevel is, waaruit die teendeel blyk. Wanneer die kind kom haal word deur een van hierdie Ouers, sal 'n identifikasie dokument soos rybewys of groen ID boekie aangevra word om sodoende seker te maak dat hierdie persoon wel toestemming het om die kind huis toe te neem.

Parafeer: _____ Mamma: _____ Pappa: _____ Voog: _____

Kennismaand:

1. Daar word van die Ouer verwag om ten minste 2 (twee) kennismaande skriftelik kennis te gee, indien die kind Tjokkerjol Speelgroepie gaan verlaat. Die kennis maand is ook ten volle betaalbaar. November en Desember kan nie as kennismaand gebruik word nie.

Klerasie:

1. Die Ouer sal toesien dat alle klere en/of persoonlike items van die kind op 'n duidelike en leesbare manier gemerk is. Sou die Ouer versuim om aan hierdie voorwaarde te voldoen, sal die Tjokkerjol Speelgroepie geensins aanspreeklik gehou word vir die verlies daarvan nie.

Regsaanspreeklikheid:

1. Die Tjokkerjol Speelgroepie sal nie aanspreeklik gehou word vir enige skade, insluitend gevolgskaade wat deur die Ouer, kind of enige ander persoon gely mag word en wat voortspruit uit enige gebeurlikheid wat verband hou met die Tjokkerjol Speelgroepie/kind – verhouding nie.

Volle ooreenkoms:

1. Die Partye plaas op rekord dat hierdie ooreenkoms, tesame met Bylaag 1 wat geag word as 'n integrale deel van hierdie ooreenkoms tussen die partye te wees, die volle ooreenkoms tussen die partye behels dat geen ander ooreenkoms van krag sal wees tensy dit op skrif gestel is deur al die partye en deur al die partye onderteken is nie.



GETEKEN TE _____ OP HIERDIE _____ DAG VAN _____ 20 _____

R. ALBERTS(namens Tjokkerjol Speelgroepie)

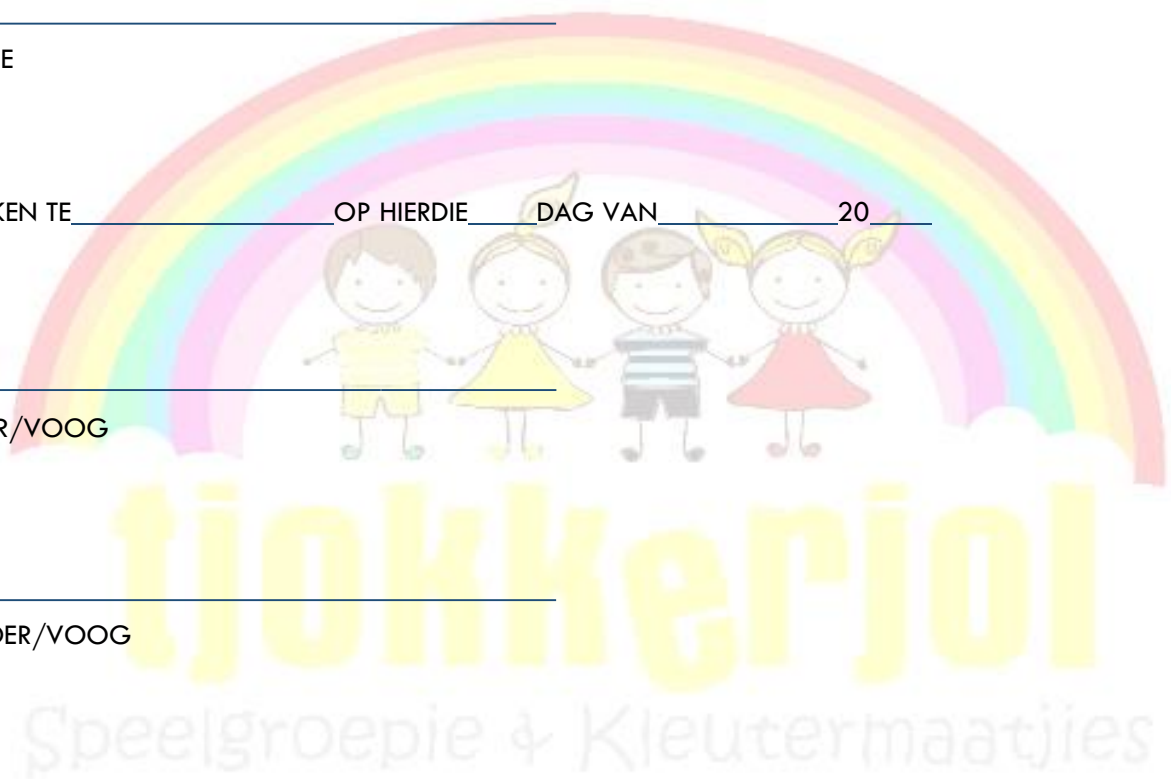
GETUIE

GETEKEN TE _____ OP HIERDIE _____ DAG VAN _____ 20 _____

VADER/VOOG

MOEDER/VOOG


GETUIE



tjokkerjoi

Inskrywingsvorm vir 2022

Inligting van die kind wat ingeskryf word:

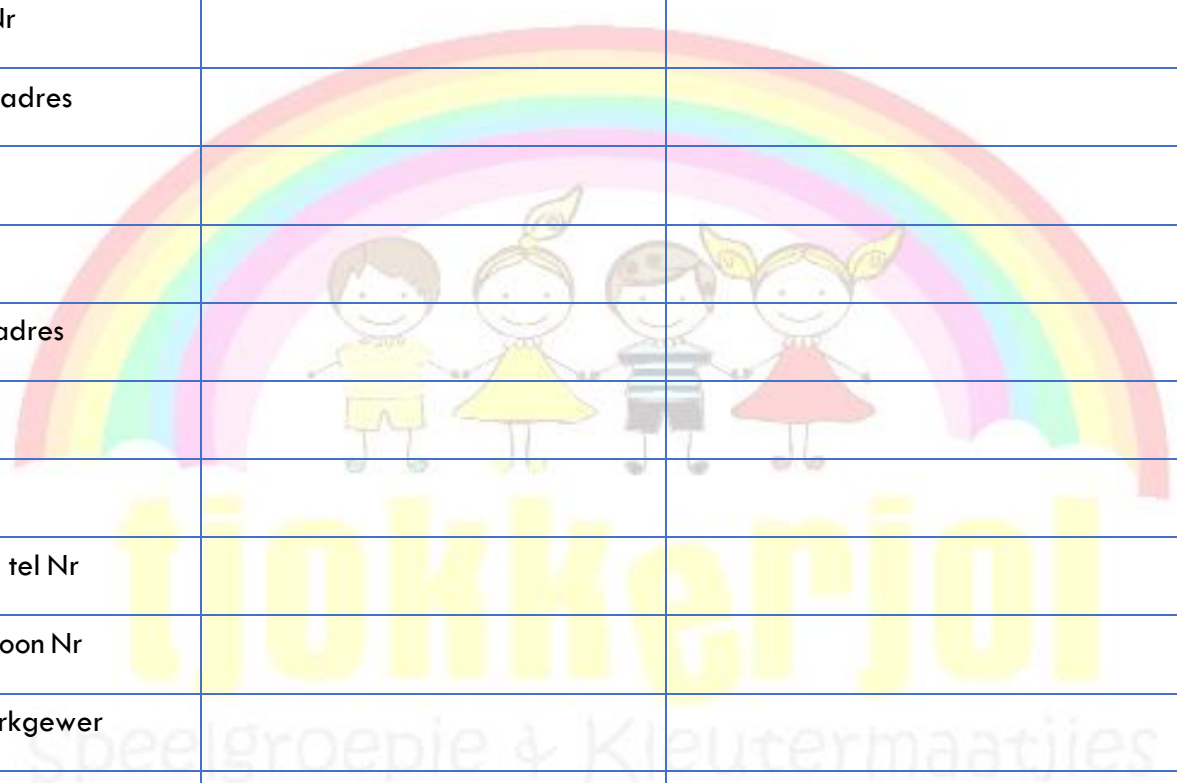
Kind se volle name	
Kind se Van	
Kind se Noemname	
Kind se geboortedatum	
Eerste speel dag by ons?	

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Speelgroepie & Kleutermaatjies



Inligting van ouers:

Besonderhede	Pa van Nuwe Tjokker	Ma van nuwe Tjokker
Volle Name		
Noemnaam		
Van		
ID Nr		
Huisadres		
Posadres		
Huis tel Nr		
Selfoon Nr		
Werkgewer		
Werks Tel Nr		
E-pos Adres		
Huwelikstatus		
Verantwoordelik vir rekening		



Ingeval van nood:

Kontakpersoon indien ouers nie beskikbaar is nie		
Eerste	Naam & Van	
	Woonadres	
	Telefoon Nr	
Tweede	Naam & Van	
	Woonadres	
	Telefoon Nr	

Ander persone wat die kind mag kom afhaal by die skool			
Naam en van	Verhouding met kind	Telefoon nommer	ID. Nommer.

Mediese Besonderhede	
Mediese Fonds Naam	
Mediese Fonds Plan	
Mediese FondsNr	
Huis Dokter Besonderhede	
Huis Dokter Naam	
Telefoon Nommer	

Mediese gekiedenis van u kind

☺ Is daar enige inligting aangaande u kind se algemene gesondheid of fisiese toestand wat u onder my aandag wilbring?

☺ Het u kind onlangs 'n operasie ondergaan? Indien wel, wat was die datum?

☺ Is daar enige erenstige siekte/s wat u kind onlangs gehad het waarvan ek moet weet?

☺ Is u kind allergies vir enige iets? Indien wel, hoe behandel u dit?

☺ Het u kind al sy/haar immuniserings tot op datum ontvang? [Ja / Nee]
Bring asb 'n afskrif van u kind se immuniseringskaart saam met inskrywingsvorm.

☺ Watse medikasie gee u vir u kind indien hy/sy koors kry? Hoe hoog moet u kind se koors wees voordat u hierdie medikasie toedien?

☺ Hoeveel milliliter gee u van hierdie medikasie? _____ ml.

Bring asb 'n bottel vol van hierdie medikasie saam, sodat ek dit het ingeval van nood.

Vrywaringsvorm:

Die kind se besonderhede:

Van: _____
Voorletters: _____
Noemnaam: _____
Geboortedatum: _____

Vrywaring:

Ek, _____, die ondergetekende

Moeder/Vader/Voog van _____ vrywaar ROCHELLE ALBERTS, TJOKKERJOL SPEELGROEPIE EN PERSONEEL van enige finansiële, geregtelike, mediese of enige eis as gevolg van enige ongeluk, insident, besering en/dood rakende my kind terwyl in die sorg van genoemde persone.

GETEKEN TE _____ OPHIERDIE _____ DAG VAN _____ 20 _____

VADER/VOOG

MOEDER/VOOG

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Sosiale Media Toestemmingsbrief

Ek, _____
(volle naam en van), die ouer/voog van

(volle naam van u kind)

Gee hiermee:

Toestemming



Nie Toestemming

dat enige fotos/videos wat by Tjokkerjol Speelgroepie afgeneem word mag gebruik word vir ons Facebook blad, Whatsapp groep en Webtuiste.

Geteken te _____ op hierdie _____ dag van _____ 20_____

Handtekening van ouer/voog

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Skryfbehoeftes



Beertjie-Klas	
0-12 Maande	
6	Wetwipes (80)
5	Bokse Tissues (200)
4	Bottels vloeibare handwasseep
1	Pak wit karton
1	Leesboekie

Enige oulike opvoedkundige speeding
bv. Vorms / Ringe



Wurmpie-Klas	
13-24 Maande	
6	Wetwipes (80)
5	Bokse Tissues (200)
4	Bottels vloeibare handwasseep
10	Gekleurde pypskoonmakers
2	10 Bladsy Flip Files (duidelik gemerk asb)
2	Bottels Ponal Gom
1	"Bright board pad" gekleurde karton
1	Pak dik vetkryte
1	Verfkwas
1	Boksie gekleurde kolle
1	Legkaart (2-8 Stuk)
1	Leesboekie (vir kinders om te lees)



Gogga-Klas	
25-36 Maande	
12	Rolle toilet papier
6	Wetwipes (80)
5	Bokse Tissues (200)
4	20 Bladsy Flip Files (duidelik gemerk asb)
1	Ream wit print papier
1	Pak Uitdraai-kryte
1	Groot Bottel Ponal Gom
1	Groot Pritt
1	Pak Gompapiertjies (Gummed Paper)
1	Verfkwas
1	Boksie gekleurde kolle
1	Rondpuntskêr
1	Groot Bal
1	Leesboekie (vir kinders om te lees)
500ml	Akrielverf



Tiertjie & Uiltjie-Klas	
37-50 Maande	
12	Rolle toilet papier
6	Wetwipes (80)
5	Bokse Tissues (200)
4	20 Bladsy Flip Files (duidelik gemerk asb)
1	Ream wit print papier
1	Pak Uitdraai-kryte
1	Groot Bottel Ponal Gom
1	Groot Pritt
1	Springtou
1	Verfkwas
1	Boksie gekleurde kolle
1	Rondpuntskêr
1	Effekleur Tissue Papier
1	Leesboekie (vir kinders om te lees)
1	Boontjiesak
500ml	Akrielverf



Alle maatjies wat in die middag slaap by die skool moet asb 'n GEWONE "receiving blanket" saambring skool toe, nie 'n dik kombers nie

NB. Slegs die "Flip Files" hoef gemerk te wees met u kind se naam. Ons deel die ander goed met al die maatjies in die klas. As gevolg hiervan word alle skryfbehoeftes skoolieendom. Flip Files gaan huis toe aan die einde van elke kwartaal met die jaar se kreatiewe werkies in.

Parafeer:

Mamma: _____

Pappa: _____

Voog: _____

Beleid vir siek kinders

Kinders moet asb tuis gehou word wanneer:

- ☺ Hulle koors het
- ☺ Hulle enige aansteeklike kindersiekte het
- ☺ Hulle enige aansteeklike siekte het bv. Pienk eyes, Hand-mond-en-voet siekte ens.

Beleid en prosedure vir kinders wat by die skool siek word:

- 
- ☺ Identifiseer 'n siek kind
 - ☺ Kontak ouers direk
 - ☺ Kind word geneem na siek – kamer toe (sodat hy/sy nie ander kinders aansteek nie)
 - ☺ Indien die kind 'n aansteeklike kindersiekte het, word ouers aanbeveel om na die naaste dokter of hospitaal te gaan, terwyl die kind wag vir oer sal hul in siekeboek wag wat in die eienaar se kantoor is en sy self sal na kind omsien totdat oer by skool is.
 - ☺ Indien 'n kind reeds voorgeskrewe medikasie het, word medikasie toegedien en word ouers daarvan verwittig.
 - ☺ In geval van absolute nood, word kind na die naaste hospitaal geneem.
 - ☺ Enige medikasie wat toegedien moet word, moet deur ouers aangeteken word in die kind se kommunikasieboekie onder “Medikasie register”
 - ☺ Ouers word eers gekontak voor enige pyn en koors medikasie, bv Panado toegedien word. Hierdie word ook aangeteken in medikasie register.

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Skooltasse

Die volgende moet asb elke dag in die skoolsak gepak word:

- ☺ 1 Stel skoon klere
- ☺ Warm trui of baadjie as dit skielik koud word of reën
- ☺ Sonbrandroom (ons haal dit uit die sakkies uit en bêre dit bymekaar by die skool, sodat dit maklik bekombaar is)
- ☺ Sonhoed
- ☺ Muskiet-afweer middel
- ☺ 1 Bottel koorsmedikasie (ons haal dit uit die sakkies uit en bêre dit in die yskas, sodat dit nie warm word nie)
- ☺ Babas moet asb al die melkies bring wat hulle nodig het vir die dag inpak, asook ander vloeistowwe wat hulle drink deur die dag soos water en tee.
- ☺ Peuter & kleuters:
 - 'n Bottel met water of sap wat hulle deur die dag drink, ons vul die bottel met gefilterde water indien dit leeg is.
 - Peuters wat nog met melk gaan slaap moet dit asb saambring.
- ☺ Kinders op doeke:
 - Pak ten minste 5 weggooi doeke in. Ons haal dit uit soos on dit nodig het deur die dag.
 - 1 Pak wetwipes (ons haal die pak uit en sit in die doekruil mandjie) Sit asb ook nog 'n pak in die tassie. Ons sal dit uithaal sodra die eerste een klaar is.
 - Boudjie-salf

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Doekmandjies

Liewe Tjokkerjol Ouers,

Graag wil ek van die geleendheid gebruik maak om die Doekmandjies en Wetwipes aan u te verduidelik.

Die Doekmandjies moet elke oggend begin met 5 doeke, wipes en boud-room. (Hierdie doeke, wipes en room word uit die doeksak gehaal elke oggend).

Ons gebruik dit soos nodig. U stuur vir ons elke dag weer 5 doeke. Ons haal net uit soveel as nodig is vir die 5 doekies in die mandjie. Dus as ons vandag net 3 doeke gebruik, sal daar 2 in die mandjie wees en sal ons more net 3 uithaal. Ons hou die ander 2 in die sak vir geval van nood.

Indien die wipes klaar is in die doekmandjie sal ons vir u die leë pakkie vir die volgende dag. Die wipes hou gewoonlik so week per pakkie.

NOODBELANGRIK!! Die wipes in die doekmandjies gebruik ons NET op boude. Dis onhygiënies om daai wipes vir die mondjie en die gesiggie te gebruik.

Ons gebruik die wet wipes wat u in die begin van die jaar (saam met die skryfbehoeftes) stuur vir jou kind se gesiggie en hande. Ons mag volgens die gesondheidsdept glad nie waslappe gebruik nie!! Daarom vra ons u vriendelik om die wipes vir ons te stuur soda tons u kindjie se gesiggie en handjies gereeld kan skoon hou.

Onthou asb ook om 'n goeie sonblok en muskiet-afweermiddel in te pak en 1 botteltjie koors medikasie wat duidelik gemerk is ingeval van nood.

Baie dankie vir u ondersteuning in die verband.

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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 2022: 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 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 – R1 500.00 (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.

Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

After-school Care (children aged 6 years and older) – R1650.00 Monthly.

This includes school holiday care, NOT Lunch and Snack. We do offer Transportation. Times are 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 are 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 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 cold 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 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 is 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 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 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...

