

# Admission Policy & School Procedures

## Our Aim:

To provide a warm and nurturing environment in which your child feels secure and at peace. We strive for each child's excellence on an individual level. Reaching a child's full potential by working together as a team with professional carers, parents and therapists.

## Daycare Centre Fees (2017):

R500 once off nonrefundable registration fee.

Half day: R2 900 per month      Full day: R3 500 per month

(Monthly fee is x 12 months including Jan and Dec.)

## Criteria: (Children aged 3 months – 12 years).

- ★ Physically disabled / challenged
- ★ Rare diseases (with or without Epilepsy)
- ★ Spastic Quadriplegia Cerebral Palsy (with or without Epilepsy)
- ★ Children with mic-key/Gastrostomy tube welcome

## Parental Involvement:

Parents are an important part of a child's development – participation is thus crucial.

BELOW IS A LIST OF SOME AREAS WHERE PARENTS CAN PARTICIPATE:

- ♥ To respect the efforts of the carers / principal and regularly communicate with them
- ♥ To support and encourage your child in all his / her activities and or therapy sessions
- ♥ To actively assist the Centre wherever possible and to promote the values of the Centre
- ♥ Parent support sessions
- ♥ Fund-raising
- ♥ Various functions and workshops

## List of Requirements (for each term):

- 👉 Snack, lunch and drink (please ensure to pack a bottle / cup your child likes)
- 👉 Clean change of clothes in school bag
- 👉 Diapers / Nappies and wipes
- 👉 Bum cream if applicable
- 👉 2 x Face cloths
- 👉 Parents must ensure that the centre always has enough diapers and wipes available for your child. These will be marked individually and only be used for your child. If your child runs out of diapers we will try and provide diapers for that day at a charge of R10 per diaper used.
- 👉 Also please provide the following: 1 x pack kitchen towels with 4 rolls, 1 x box tissues, 1 x box disposable latex gloves, 1 x 500ml Alcohol Hand Gel & 1 x bottle Sanitizing spray

## Services Provided:

- ♥ Half day caring
- ♥ Full day caring
- ♥ Child's own therapist is welcome to come and do therapy at the centre (a separate room will be available for one-on-one therapy). This must be paid and arranged for by the parent directly with your therapist and the school re: the availability of room.

## Daycare Centre Hours:

Monday to Friday. Half day 08:00 – 12:00 Full day 08:00 – 17:00

## Operational Hours and Late Pick up:

Doors will opened at 06h30 am and will be closing at 17h30 Monday to Friday. Please ensure that your child is collected before 17h30. A late fee of R50 per 15 minutes late will be charged.

**Half Day:** – Please ensure your child is picked up before 12h30 (late pick up fees will be applicable for every 15 minutes there after).

## Holidays:

We will be closed on all public holidays. We will however be open during all school holidays except December. We will be closing and re-opening on the same day as the public schools.

## Sick / Absent:

If your child is not attending for a day or two, please inform us. Especially if your child has been admitted to hospital, we would like to know in order to provide support wherever possible.

## Illness:

Please keep unwell children at home.

Examples of the below stated but are not limited to:

1. Fever (38°C or higher) Children need to be fever free for 24 hours.
2. Nausea or vomiting
3. Diarrhoea, runny or watery stools (2 or more loose stools within last 4 hours)
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with coloured discharge
5. Lice (may not return child to care centre until no more nits are spotted)
6. Contagious diseases (Chicken Pox, Roseola, Conjunctivitis (pink eye), Mumps, Measles, Influenza and Herpes virus (fever blisters)

NOTIFICATION OF A CONTAGIOUS CONDITION IS REQUIRED.

## Medication:

We are, by law, not allowed to give a child any medication without the written permission of a parent or guardian. If your child is on medication and it needs to be taken while he / she is at Yarden Children's Enrichment Centre, the medicine must be in the original container and labelled with the child's name, doctor's name, name of medication, dosage and when it needs to be taken. Please label all medicines. Do not leave medicine in your child's bag. Please make sure all medicine is handed to the specific person that will administer the medication for safe storage. Please sign medication into medication book and sign out when taking it home.

## Injuries:

Although there is close supervision at all times, accidents unfortunately may happen. All minor mishaps on the premises as well as those of a more serious nature have to be recorded. Minor accidents will be appropriately handled and the parents informed on arrival when collecting your child. In serious cases you will be notified immediately. All staff members have been trained in basic first aid (and all additional appropriate training etc., Seizures, Tracheotomy and PEG)

Please sign the annexed indemnity form and return to the centre.

## Records and Forms:

All forms must be signed on or before the first day of attendance. Please ensure that you have completed and submitted the following documents as soon as possible:

- Application form
- Financial Agreement
- Indemnity Form

## Copies of:

- Birth certificate
- Clinic card
- Medical aid card
- Both parents ID or Passport

Thanking you in advance for your prompt response with the above.

## Cancellation:

One calendar months written notice will be required for cancellation of any services.

## Payments:

No payments after the 3rd of the month. Late payments are subject to R150 penalty.

Payments can be made by deposit or internet banking

## Banking Details:

Please use your child's name and surname as reference.

Adri Cloete

Standard Bank

Account number: 27 2392855

Branch code: 051001

