



Dear Parent/Guardian

Welcome to Educare Pre-School. We are delighted that your child is part of our family! We look forward to getting to know each child as we grow together this year. Our centre will provide each child with a safe, loving and conducive learning environment.

Each day will be filled with fun and exciting adventures to help your child develop spiritually, academically and socially. To ensure that your child have a great preschool experience while at Educare, it is important that the communication with your child's teacher become imperative. Moreover, it is our obligation to take good care of your child in your absence (*in loco parentis*).

Documents required

Kindly submit the following documents with the attached form:

- Parent/Guardian's ID copy
- Copy of the child's birth certificate
- Copy of the child's inoculation certificate (clinic card)
- Copy of proof of residence

Operations

- The centre will be operating from 06:00am – 18:00pm, should the applicant's child/children be collected after 18:00, a late collection fee of R150 for every fifteen minutes after 18:00 will be charged to his/her account. This amount maybe amended from time to time at the sole discretion of Educare Pre-School management.
- Daily meals will be provided; however, parents are to provide light snacks (apple, banana etc.)
- In an event where a parent wants to remove his/her child, a **one month** notice is to be served.
- We will be opened during school holidays to cater for those parents who cannot have their kids at home; however we will be closing on 15 December yearly.
- Parents are to provide their kids with the required stationary and we kindly advise that all parents participate in this regard.

We look forward to seeing your child learn, laugh, share and grow.

Yours sincerely
CM Sibiya (CEO)

	Age:	Operating Hours:
	0 - 6 years	06H00 am - 18H00 pm
Contact:	012 525 1037	35 Vuurdoring Avenue
	076 805 0657	Karenpark
	076 415 5409	0182



PAYMENTS

- The enrolment fee is per child on registration. This fee ensures that your child's space is booked. The fee is R200
- NO CASH ACCEPTED. Only card, EFT and or debit orders.

Monthly fee Structure: Year 2020

Payment Date	0 -18 Months	19 months - 6 years	Aftercare
1 st /15 th /25 th of every month 2020	R1700.00	R1400.00	R500.00

- Should a parent fail to honour the due date for school fees payment, kindly notify the centre manager in advance to make arrangements.

SCHOOL ACCOUNT

Bank: First National Bank

Account Number: 62697919432

Account Holder: Enoco Projects and Consulting (PTY) Ltd

Account Type: Cheque

Branch Name: Sunnyside

Reference: Child's name

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ENROLMENT FORM

1. CHILD'S PARTICULARS

FULL NAME(S): _____

SURNAME: _____

DATE OF BIRTH: _____

GENDER: _____

HOME LANGUAGE: _____

2. MEDICAL INFORMATION

DOCTOR: _____ CELL: _____

ALLERGIES: _____ MEDICATION: _____

OTHER ILLNESSES: _____

3. PARENTS' /GUARDIAN'S INFORMATION

NAME: _____ SURNAME: _____

RELATIONSHIP: _____

ID NUMBER: _____ TEL (W): _____

TEL (H): _____ CELL: _____

Email: _____

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PHYSICAL ADDRESS: _____

4. PERMISSION FOR MY CHILD TO BE FETCHED

I _____ mother/father/guardian of _____

ID no: _____

Give _____ who is

(Relation to the child) _____ Permission to collect my child on my behalf.

Signature

5. PERSON RESPONSIBLE FOR ACCOUNT PAYMENTS

NAME: _____

SURNAME: _____

TEL (W): _____

CELL: _____

Age:	0 - 6 years	Operating Hours:	06H00 am - 18H00 pm
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6. Breach.

- 6.1 The applicant shall be in breach of this agreement if the applicant fails to make payment of any amount due and payable to Educare Pre-School on its due date or the Applicant being placed under administration or is sequestrated or by virtue of the attachment of the assets of the application in any judicial process.
- 6.2 In the event of the breach of this agreement by the applicant as is set out in clause 6.1 above, Educare Pre-School may elect to cancel this agreement with or without notice in the sole discretion of Educare Pre-School management.
- 6.3 Educare Pre-School shall be entitled to list the name of the applicant on a credit control list.

7. RELEASE AND INDEMNITY AGREEMENT

Learner's name: _____

Release of Liability and Indemnification:

As a requirement for Educare Pre-School to accept my child for the activity described below, I waive and release all claims for damages that I may have against Educare Pre-School and its personnel for all injuries and illnesses of every type, suffered by my child or myself that may happen during this activity.

I understand that there are certain known and foreseeable risks of physical injury and illness associated with these activities. I also understand that there may be other risks of which I may not be presently aware of. By signing this Release, I expressly assume all these risks for me and my child, and agree to make any claims that we may have solely against my own insurance company. I also agree that if my child or any other person should make any claim against Educare for damages resulting from this activity, I will personally indemnify, defend and hold harmless Educare and its personnel, against any losses, costs, fees or damages of every type.

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Authorization for Medical Treatment:

I understand it may be necessary to have parental/guardian consent for my child in the unlikely event of an injury or condition requiring emergency medical treatment. In such a circumstance, I hereby give my permission to take my child to the nearest, available medical facility and have any necessary emergency medical treatment administered. Furthermore, if I cannot be reached I give my permission to the Educare Pre-School representatives to act on my behalf in seeking emergency treatment for my child, if it is deemed necessary or advisable for my child's health, safety and welfare by those professionals administering such medical treatment. I specifically release all such medical care providers, Educare Pre-School and their representatives from any liability in acting in such circumstances. The applicant shall remain liable for the costs incurred by such emergency medical treatment.

Activities: Attending Pre-School at the Educare centre

Sick Kids:

We acknowledge that children do get sick from time to time. Some sicknesses could be contagious, as a school we do not allow children who are sick to attend as this may put the rest of the children at risk of contracting the same bug/virus.

Medication Regulations:

Regulating medication is very important and should not be taken up lightly. It is for the safety of your child that we need to ensure that certain policies and regulations regarding medicine is followed.

School Rules: Medicine:

1. All medicine must be written in the communication book, if there are any missing information we will not be able to administer the medication. (Date, Name of Medication, Dosage, Method and times to be given, and lastly your signature at every time).
2. Medication given without a prescription will not be administered. (There must be a label on a bottle, child's name, indicating dosage and dates).
3. As we are parents, not Doctors we would not be aware if we overdose our children. As we do not know the components of each medicine.
4. If we do administer any fever medication and you did not provide us any written notice to do so, you will be contacted personally by the office to ask permission.

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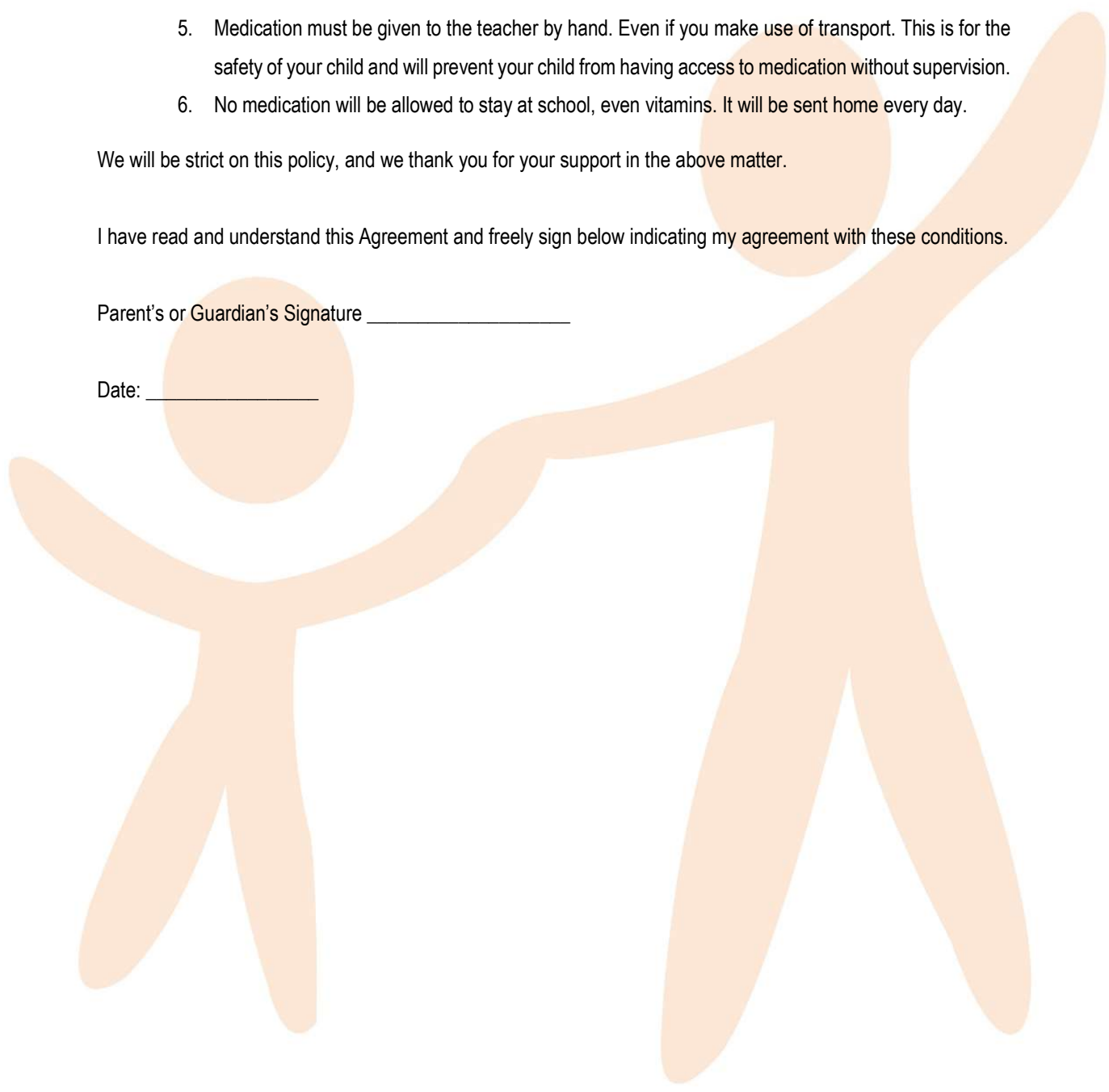
5. Medication must be given to the teacher by hand. Even if you make use of transport. This is for the safety of your child and will prevent your child from having access to medication without supervision.
6. No medication will be allowed to stay at school, even vitamins. It will be sent home every day.

We will be strict on this policy, and we thank you for your support in the above matter.

I have read and understand this Agreement and freely sign below indicating my agreement with these conditions.

Parent's or Guardian's Signature _____

Date: _____



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ESSENTIAL ITEMS

<p>ESSENTIAL ITEMS - 0 YEARS – 24 MONTHS – DAILY</p>	<ul style="list-style-type: none"> • Diapers • Powder • Wet wipes • Enough clothes to change • X2 Bottles • Milk • Mosquito/insect repellent
<p>ESSENTIAL ITEMS - 2 YEARS</p>	<ul style="list-style-type: none"> • Colouring book • Wax Crayons • 1 X Wet wipes (monthly) • Vaseline • A snack (I.e. Banana, Apple, Pear, etc.) • Educational Puzzle suitable for the age group (24 Puzzle piece) • X 2 reams per year (500 sheets) • Story book suitable for the age group • Flip file X 20 pockets • A4 hard cover (2 Quire) • X 2 toilet paper rolls (monthly)
<p>ESSENTIAL ITEMS – 3 YEARS</p>	<ul style="list-style-type: none"> • 1 X Colouring book (200 or more pages) • 1X Colouring pencils (24 in a box) • 1 X HB pencil • 1 X pencil sharpener • Pritt 43g • Blunt pair of scissors • A4 hard cover (2 Quire) • Wet wipes (Monthly) • Vaseline • X2 toilet paper rolls (Monthly) • X 2 reams per year (500 sheets each) • Educational Puzzle suitable for the age group (24 pieces) • Story book suitable for the age group • Flip file X 20 pockets
<p>ESSENTIAL ITEMS – 4 - 6 YEARS</p>	<ul style="list-style-type: none"> • 1X Mega Colouring book • 1 X 24 Colouring pencil • 6 X HB pencils • 1 X pencil sharpener • Small exercise book • Wet wipes (Monthly) • Vaseline • X2 toilet paper roll (monthly) • 43g Pritt Glue (monthly) • 30 page flip file • Blunt pair of scissors • A4 hard cover (2 Quire) • X 2 reams per year (500 sheets each) • Educational Puzzle suitable for the age group (36 Puzzle piece)

N.B: All children must bring a small blanket that will stay at school always.

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Version	2020/1
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EDUCARE
PRE-SCHOOL

Learn Share Laugh Grow



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