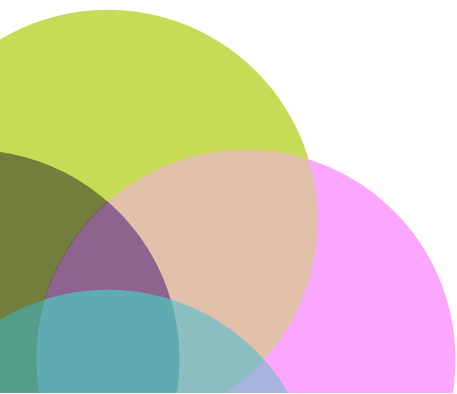




THE EARLY LEARNING CENTRE

RULES & REGULATIONS 2024





BASIC INFO

AGES

The Early Learning Centre currently caters for children ages 2-5.

LOCATION

The Early Learning Centre operates from the New Life Church, Witbank. You'll find us in the 'Kids Next Door' Facility.

LANGUAGE

Our instructional language and curriculum is documented in English. All assessments and progress reports are also crafted in English.

HOURS

Our school opens at 07:30 every day. We have half-day and full-day options. Half-day students end their school day at 14:00, while full-day students end their school day at 17:00.

CLASS DIVISIONS

Children aged 2 to 5 will engage in similar activities, but they will be organized into specific age groups to ensure that daily activities and assessments are tailored to their respective developmental stages. These age groups will be designated as Group 2, Group 3, Group 4, and Group 5, allowing us to provide age-appropriate experiences for each child.

DOCUMENTS REQUIRED

- Signed and completed application forms
- Signed rules and regulations
- Copies of both parents' ID's
- Copy of child's immunization card
- Copy of child's medical aid card
- Copy of birth certificate
- Proof of address



INITIAL:



SCHOOL FEES



Half day (07:30 - 14h00) **R2000** per child per month

Full day (07:30 - 17:00) **R2300** per child per month

- We offer a discount for 2 or more children of 10% off school fees.
- School fees are calculated and billed monthly, with payment expected in advance.
- Please be aware that school fees are due for all 12 months of the year.
- If you opt to make a full upfront payment for 12 months of school fees, you'll be eligible for a 10% discount on the total amount, and if you opt to make an upfront payment for 6 months of school fees, you'll be eligible for a 5% discount on the total amount
- School fees remain payable during public holidays, in cases of illness, and throughout the December and Easter school holidays.
- An annual review of school fees will take place, and any increases will go into effect on January 1 of each year. You will receive written notice of any fee adjustments two months prior to the effective date.

Payment due on first month or upon enrollment is as follows:

School fee + Registration fee

REGISTRATION FEES

There is a **registration fee of R1600** per family due upon enrollment and annually in January of each year thereafter. This registration fee is also non-refundable, and please be aware that no child will be permitted to attend school until these fees have been paid in full.

INITIAL:



ADDITIONAL FEES

Each Friday, we look forward to a delightful baking activity with the children. As this is a special and slightly costly event, we kindly request that every parent contributes R200 per term to cover the expenses of Friday Baking. Please make sure to hand in this amount to your class teacher at the start of each term. We kindly ask that you refrain from making EFT payments for this particular activity. Your support is greatly appreciated!

Participation in extracurricular activities will incur an additional cost. These payments will be made directly to the respective organizations, bypassing the Early Learning Centre. We have partnered with the following organizations for extracurricular activities: Play Ball, Tiny Tigers, and A+.

BANK DETAILS

Jacqueline Langkilde
Absa
Savings
Acc No: 4044148539



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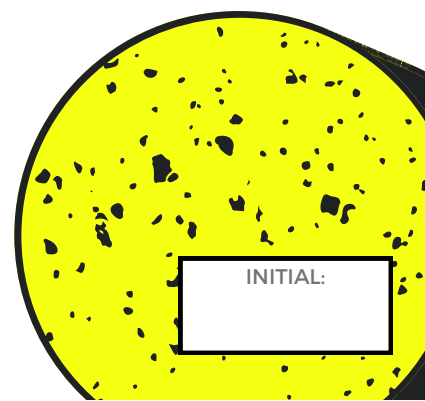
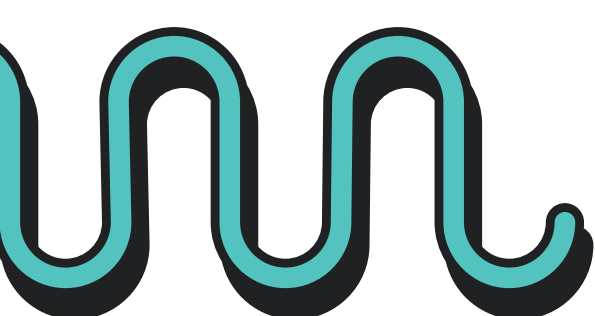
PAYMENT INFORMATION

NOTICE OF WITHDRAWAL

To withdraw your child from our school, we require one calendar month's written notice, which means the notice should cover a full calendar month, such as from the 1st to the 31st of March. Additionally, it's essential that notice is submitted before the 15th of a specific month to take effect at the end of the following month (for instance, notice should be given before the 15th of July if you intend to conclude attendance by the end of August). In the case of providing notice, full payment for the notice month(s) remains obligatory. The deposit you've made will be retained and applied as payment for the last month, provided that all fees are up to date and notice is given in accordance with our rules and regulations. Any exceptions to this arrangement would be at the sole discretion of the owner.

NON-PAYMENT

In the event of a payment default by a parent, a daily penalty fee of R150 will be applied, and the cost of debt collection may be added to the outstanding amount. It is important to note that The Early Learning Centre retains the right of admission and may decline enrollment for any child whose school fees remain unpaid beyond the seventh (7th) day of each month. Additionally, late payment penalties will be levied for overdue fees. The Early Learning Centre also reserves the right of admission and may deny entry to any child who poses a risk to school property, other children, or for any other reason that The Early Learning Centre deems appropriate.



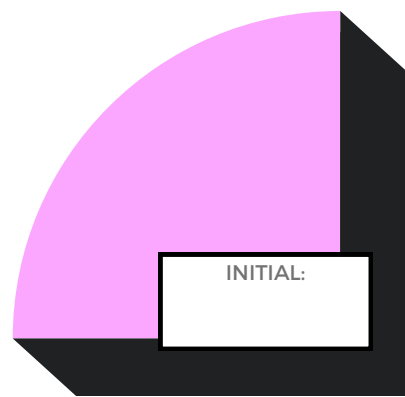
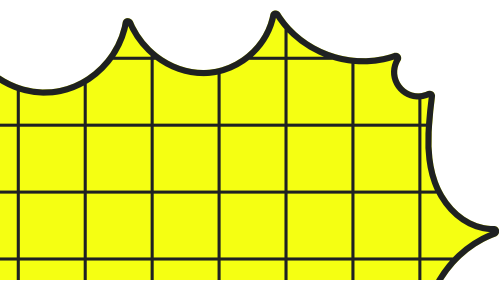


OUR CURRICULUM

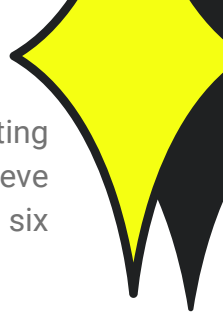
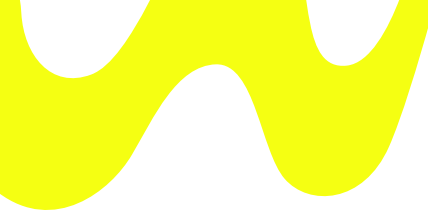
Our primary goal is to provide an enriching, nurturing, and stimulating environment that supports your child's development. We firmly believe that each child is a unique individual and may reach their developmental milestones at their own pace, guided and supported by our care.

The process of development encompasses the acquisition and mastery of skills such as sitting, walking, talking, skipping, and even tying their shoelaces. These milestones, which children achieve during predictable periods, are categorized into five main areas:

1. Cognitive Development (encompassing the ability to learn and problem-solve)
2. Social and Emotional Development (including interacting with others and developing self-control)
3. Speech and Language Development (focusing on understanding and using language)
4. Fine Motor Skill Development (involving the use of small muscles, especially the hands and fingers)
5. Gross Motor Skill Development (involving larger muscle groups)



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We use diverse sources for stimulating activities targeting developmental milestones. Daily activities aim to achieve this, and progress reports are shared with parents every six months.

Our primary goal is nurturing foundational skills through play and learning, fostering physical, sensory, and hands-on abilities, ensuring daily enjoyment.

Our educational program aligns seamlessly with Department of Education standards, covering subjects like science, math, language skills, culture, art, motor skills, and perception, all interwoven. Rooted in Christian Ethics, we impart life values, not just academics.

In creative activities, like art, we prioritize the process over the final result, nurturing creativity and enjoyment. Weekly themes guide our program, including preparatory math and writing exercises.

As our children have many years of schooling ahead, we introduce learning playfully, helping them adapt to classroom etiquette without realizing it. Lessons encourage participation through questions and discussions, creating an enjoyable learning journey.

LIABILITY AND INDEMNITY

At The Early Learning Centre, the safety and well-being of your child are our utmost priorities. We kindly request that you ensure your child is personally handed over to one of our staff members upon arrival. Please be aware that the owner and personnel cannot be held liable in the following cases:

- Any injuries your child may sustain while under our care.
- Loss of personal property.

Additionally, it's important to note that the use of our parking facilities and driveways is at your own risk, and The Early Learning Centre cannot accept responsibility for any injuries or damages to individuals or property in this area.

Furthermore, we want to inform you that The Early Learning Centre Day Care Center is registered with the Department of Health, and we are in the process of registering with the Department of Social Development. Our school is regularly visited by both the Department of Health and Social Services, and we are fully compliant with all the regulations set forth by both departments. Your child's safety and welfare are of paramount importance to us.



INITIAL:





EATING PLAN

At The Early Learning Centre, we are dedicated to providing our children with a nutritious and balanced meal plan. Our menu has been carefully crafted with the expertise of a registered dietitian (you can find the menu posted in the classroom). As part of our commitment to your child's well-being, we offer the following meals as an inclusive part of the school fees:

HALF DAY:

School will supply water and juice throughout the day. 9:30 – Please pack lunch box

FULL DAY:

13:00 lunch (packed by parents or supplied by Life Café)

15:00 Snack (supplied by school)

We kindly request that you make sure your child has breakfast at home and that you also pack a nutritious snack box or lunch box for them to enjoy at 9:30 and/or 13:00.

Thank you for your cooperation!

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IMPORTANT TO KNOW

CLOSING DURING PUBLIC AND SCHOOL HOLIDAYS

The daycare will be closed on all South African public holidays. The Early Learning Centre observes its annual closure during the last week before Christmas and reopens during the second week of January. Regular school fees apply during December and January. The Early Learning Centre may also exercise its discretion to close for a maximum of 5 ADDITIONAL days each year, based on the specific public holidays within that year. Parents will be informed of these dates well in advance. Additionally, The Early Learning Centre will be closed during the June/July school holidays.

OUTINGS AND OTHER SCHOOL ACTIVITIES

Once a year we have all of the following happening at The Early Learning Centre: Sports Day | Grandparents Day | Photo day | Easter Hunt | Christmas Fun Day | Concert | Group 5 Graduation

Please keep an eye on the school calendar for all of the dates for the above

SECURITY

Please make sure to notify your child's teacher in advance if someone other than yourself will be responsible for collecting your child. We will request that this individual sign our collections book and provide valid identification upon arrival at the daycare before we release your child into their care.

It's important that no child is allowed to leave the premises unaccompanied by a parent. Your cooperation in adhering to these guidelines is greatly appreciated.



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HEALTH POLICY

A daycare is a wonderful environment for children to learn and grow, but it's also a setting where germs can easily spread from one child to another. To protect our children from recurring illnesses, it's important to adhere to specific guidelines. Please refer to our attached Health Policy for comprehensive details. In order to help us maintain a healthy and safe environment, we kindly request that you do not bring your child to the daycare if they exhibit any of the symptoms outlined in our policy. The daycare retains the right to deny entry to any child displaying such symptoms and may contact parents if a child becomes unwell during the day. Your cooperation is greatly appreciated in this matter.

CHILDREN WITH POTENTIALLY INFECTIOUS DISEASES:

Please keep children with potentially infectious diseases at home. While the list provided below is not exhaustive, it gives you an idea of some conditions that we cannot allow at school.

ILLNESS DURING SCHOOL HOURS

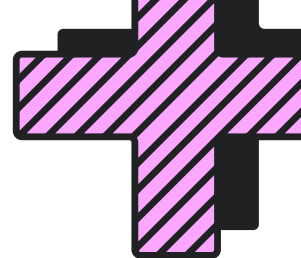
If a child becomes seriously ill during school hours, we will inform the parent and request immediate pickup. This includes a fever higher than 37.5 degrees Celsius and having more than two watery stools. Ensuring the child's well-being is our top priority, and we must maintain a safe environment for all children.

EMERGENCY CONTACT

It is essential for parents to be contactable at all times in case of an emergency. If parents cannot be reached, we require adequate arrangements to be made for a named adult to be available. Please provide the school with this person's contact details during your child's enrollment. If none of the contactable individuals can be reached, The Early Learning Centre will evaluate the urgency of the situation and may contact an ambulance.



INITIAL:



BITING INCIDENTS

If a child is bitten while at school, we will inform the parents, especially if the skin is broken. In such cases, it is the parent's responsibility to take their child to the doctor for necessary treatment. If the skin is not broken, parents will be informed when they collect their child, as immediate treatment may not be required.

MEDICATION

Any medicine sent to school should be clearly labeled with the child's name and dosage instructions. This information should be documented in the medicine book or attached as a note with instructions in the classroom before handing it to the teacher. Additionally, it is the responsibility of parents to collect the medicine from the school at the end of the day. Please note that we do not administer antibiotics at school, and if any medicine is found in a child's bag, it will be confiscated.

COMMON INFECTIOUS DISEASES

Chickenpox: Children with chickenpox should only return to school when all the lesions have crusted over.

Conjunctivitis (Pink Eye): Bacterial conjunctivitis is highly contagious and should be treated with antibiotic eye drops at home until the pus has completely disappeared.

Diarrhea & Vomiting: Children with persistent loose watery stools and/or vomiting should be kept at home. When a child has four or more watery stools, parents will be contacted to come and pick up the child immediately.

Head Lice: Treatment is required for both the child and the family before the child can return to school.

Impetigo: This bacterial infection, which results in yellow-brown scabs, must be treated with an antibiotic or antiseptic cream. The child should stay at home until the infection has cleared.

Measles, Mumps, and Rubella: Any child with unidentified rashes or high fevers will not be allowed to attend school until diagnosed by a doctor or fully recovered. A doctor's letter must accompany the child upon returning to school.

COVID-19: Children must stay at home if they exhibit any signs of COVID-19. If any parents or individuals living in the same household as the child show COVID-19 symptoms, the child must also remain at home until proven to be COVID-19 negative (a doctor's letter is required to confirm this).

Please note that COVID-19 affects individuals differently, and it's crucial to act responsibly and follow recommended guidelines to safeguard the health and well-being of all our children. Your understanding and cooperation are greatly appreciated.

INITIAL:



THE **EARLY LEARNING CENTRE**

AGREEMENT

HEREBY CONFIRM THAT I/WE HAVE READ, AND UNDERSTOOD THE FULL MEANING OF ALL THE CLAUSES SET OUT IN THE RULES AND REGULATIONS OF THE EARLY LEARNING CENTRE.

I/WE HEREBY ACCEPT LIABILITY FOR THE SCHOOL FEES AND ALL THE CONDITIONS AS SET OUT IN THE RULES AND REGULATIONS AND ACCEPT THAT SCHOOL FEES ARE CHARGED FOR 12 MONTHS OF THE YEAR.

I/WE HEREBY AGREE TO PROVIDE THE EARLY LEARNING CENTRE WITH THE NOTICE AS SET OUT IN THE RULES AND REGULATIONS.

SIGNED AT _____

ON THIS _____ DAY OF

_____ 20 _____

SIGNATURE: _____

MOTHER / FATHER / LEGAL GUARDIAN

NAME: _____

DATE: _____