

DAY NURSERY ENROLMENT FORM

EDGEMEAD CAMPUS



PERSONAL DETAILS OF CHILD							
Surname:					Male		
First Name:					Female		
Date of Birth:	yyyy	mm	dd	Start Date:	yyyy	mm	dd

PERSONAL DETAILS OF PARENTS	
Father / Guardian	Mother / Guardian
Title:	Title:
Surname:	Surname:
Name:	Name:
Tel:	Tel:
Email:	Email:
Address:	Address:

MEDICAL INFORMATION		
Family Doctor:	Tel No:	
Known Allergies		
Who should be contacted if your child feels ill? Name:		Tel No:

ATTENDANCE DAYS	START	FINISH
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

COLLECTION	
Person who will usually collect	
Person (s) who will occasionally collect (Please note: ID and a password will be required until staff are familiar with person collecting)	

Late Collection: Our core hours are Monday – Friday 07h00 – 17h30. A late collection fee of R50.00 per 10 minutes will be charged outside of these hours.

FULL DAY FEES				
5 DAYS	4 DAYS	3 DAYS	2 DAYS	1 DAY
R 4060.00	R 3360.00	R 2785.00	R 2205.00	R 1630.00

HALF DAY FEES				
5 DAYS	4 DAYS	3 DAYS	2 DAYS	1 DAY
R 3360.00	R 2785.00	R 2450.00	R 2100.00	R 1520.00
<p>Fees do NOT include formula milk, nappies and wipes. Extra Murals and Holiday Programmes incur an extra charge. Fees are payable in advance upon receipt of an invoice. Payments can be paid by direct deposit or cash. Please note that invoice MUST be paid in full by the 28th of each month. A late payment fee will be charged for any overdue invoices.</p>				

PAYMENT INFORMATION			
Late collection charge	R50.00 per 10mins		
Payment due date	28 th of each month	Payment to be made - Monthly in advance	
Placement fee	R 1000.00 (non refundable)	Little Mead Day Nursery First National Bank (FNB) Branch Code: 200410 Account No: 62624405397	
Notice period	ONE calendar month		
Charge for short term absence (Sickness)	Full Fee	Charge for longer term absence (holiday)	Full Fee
Included in fees	<ul style="list-style-type: none"> • Two balanced meals a day • Healthy snacks and refreshments throughout the day • Bedding, towels and face flannels • All eating and drinking utensils • All outings, activities and entertainment (excl. Holiday programme and extra murals) 		

DAILY SCHEDULE		
07.00 – 07.50	Arrival: indoor play, tables first, then play	
08.00 – 08.20	Breakfast	
08.30 – 09.00	Morning ring	
	<ul style="list-style-type: none"> • Our News • Day of week • Date • Weather 	<ul style="list-style-type: none"> • Theme discussion • Music and movement • Storytime
09.00 – 09.15	Toilet routine	
09.15 – 09.45	Creative Activities: Green Group (Theme work) Yellow Group (Outdoor – Gross Motor Development)	
09.45 – 10.15	Creative Activities: Yellow Group (Theme work) Green Group (Outdoor – Gross Motor Development)	
10.15 – 10.30	Morning Snack	
10.30 – 11.00	Outdoor play	
10.40 – 11.00	Toilet Routine	
11.00 – 11.50	Constructive Learning:	
	<ul style="list-style-type: none"> • Games • Numeracy • Puzzles 	<ul style="list-style-type: none"> • Drawing • Box construction • Role play • Sand and water play
11.50 – 12.00	Story time and language enrichment	
12.00 – 12.20	Lunch time	
12.20 – 12.30	Prepare children for nap time/quiet time	
	<ul style="list-style-type: none"> • Half day children – Outdoor / indoor Play • Full day children – Nap time 	
12.30 – 14.30	Nap time / Quiet time	
14.30 – 15.00	Toilet Routine and Outdoor Play	
15.00 – 15.15	Afternoon Snack	
15.15 – 16.00	Outdoor Constructive Learning through play	
16.15 – 17.00	Indoor Play	
17.00 – 17.30	Home time - Please collect your child at the latest 17h30	

Little Mead Day Nursery agrees to:

1. Care for the child during the contracted hours and at other times mutually agreed to.
2. Comply with all requirements of registration laid down by the Local Municipality.
3. Provide suitable developmental experiences appropriate to the age and stage of development of the child.
4. Comply with all requirements laid down by the Insurance Company.
5. Maintain appropriate insurance cover including public liability, house/contents and motor insurance.
6. Give at least four weeks' notice of annual holiday and as much notice as possible of other leave.
7. Notify the parent or guardian of any accident or injury occurring whilst the child is in our care.
8. Be available to discuss with parent/guardian the care and development of the child.
9. To provide the child with nutritionally balanced meals.
10. Inform parents as soon as possible of any illnesses within the previous 24 hours.
11. Ensure the child is appropriately restrained in any motor vehicle by a safety seat or straps according to the child's age and weight.
12. Manage the child's behaviour without the use of physical punishment.

The parents/carers agree to:

1. Pay the fees on the day agreed.
2. Arrive and collect the child at the time agreed.
3. Provide the following items: Formula milk, nappies and wipes if required
4. Be available to discuss the care and development of the child.
5. Inform the nursery if the child has been ill within 24 hours before the contracted period and respect management's right to decide whether or not to accept the sick child for care.
6. Inform us of any medicine prescribed by the child's doctor and give written permission for staff to administer it to the child. Written permission will be required each time medicine is administered.
7. Accept that we will not use physical punishment in the discipline of children.
8. Notify the nursery of any accidents or injuries to the child since last in our care.

Notice of termination must be given in writing four weeks before termination of contract.

I, the parent/guardian of _____, herewith acknowledge that I read and understood the Rules and Regulations of enrolment at Little Mead Day Nursery as well as the Policies and Procedures. Furthermore, I herewith acknowledge my commitment to stay informed about any changes that may arise during the course of my child's after school care.

PLEASE RETURN THE SIGNED FORMS TO THE SCHOOL AS SOON AS POSSIBLE!

SIGNATURE OF PARENT

DATE

This agreement should be reviewed every six months to ensure that the information remains current. If any major changes occur such as in the hours, days or charges, the agreement should reflect this.