

# Kleuterskool

## FUNTAZIA PRESCHOOL CONTRACT 2016

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### TUITION FEES AND LATE FEES.

Please see the Daycare Fee Structure. (10% for 2 children + discount for added siblings) This is a flat rate and stays the same amount regardless of attendance or hours.

All payments are due in advance. Payment is due in full every beginning of the month before the 5th or weekly/ daily in advance for the following month/week/day (unless special arrangements are made). (See below).

Special arrangements:

There is a late fee of R10.00 per day added for each day that payment is late (up to 30 days).

Children may not attend the day care unless FULL payment and ALL late fees have been paid up to date. THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.

Partial payment is not acceptable.

Persistent late payments are grounds for termination of child care. Child care positions will be lost after two weeks of non-payment. (Late fees will still accrue until the account is paid in full).

Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments.

If your childcare account remains unpaid for any reason, be advised that your account will also be reported to ProviderWatch immediately. ProviderWatch is a national childcare credit reporting agency, especially for daycare providers to run checks on clients. Many daycare providers now use this service. Your delinquent account being reported to ProviderWatch will likely make it more difficult for you to find childcare providers willing to accept your children until any such accounts have been reported paid in full. You may contact ProviderWatch if any childcare provider informs you that their decision not to accept your children is based in whole or in part on information received from this agency. ProviderWatch will disclose any delinquent account information on record so that you may resolve those accounts.

ProviderWatch. 1.866.267.3691

When you are using EFT. Payment method, please make sure that you send us a proof of payment from the bank via email and use your Childs Name and Surname as reference.

# WHERE LEARNING IS FUN

## **HOURS**

The day care is open from 7:00 a.m. to 17:30 p.m. Monday through Friday. Saturday Care 07:30 – 13:00 (ONLY PRE-ARRANGED SERVICE WITH R80 EXTRA PER DAY) AND You may use any or all of these hours. The day care is CLOSED at 18:00 p.m. After 18:00 p.m. late charges will be added at the rate of R50.00 for every fifteen minutes, added at the BEGINNING of each quarter hour.

The day care will be closed on all major holidays and notification will be given well in advance of any other closed days, such as personal vacation time etc. It is the parent's responsibility to find alternate care if needed during those times.

Please call and let us know by 9:00 a.m. if your child will be late or absent for the day. This helps us know how many students to plan for at lunch, activities etc.

## **SICK CHILDREN**

Sick children may not attend day care. This is a state regulation. Sick children make the other children sick too. "Sick", according to the regulations is any child that may be running a fever, has a rash, unexplained symptoms, or who appears to be less than healthy. It is up to the day care provider to decide if a child is too sick to be at day care. If a child becomes ill at day care, the parents will be notified and expected to pick up the child. Ill children will be isolated from the rest of the children.

## **TOYS**

The children are free to bring toys to day care if they wish. However our rule is, "If you bring it, you share it". The child must be prepared to share the items they bring and let the other children play with them. If the toy is delicate or of great sentimental value, please do not bring it to day care. We will not be held responsible for toys that get broken when brought to day care. The children are supervised consistently, but accidents happen and toys break. Children bring toys at their own risk.

## **NAP TIME**

Nap time is after lunch. ALL children are expected to respect this "quiet time". The children need this rest time and we need the quiet time to be able to clean up and prepare for the afternoon's activities, catch up on paperwork etc. Please be reminded that we do not get "breaks" and "lunch breaks" as in other jobs! Nap time is our only time to relax a little in a 12+ hour workday! Parents are discouraged from visiting during nap time unless the child is being picked up for the day. It is very disruptive to the other resting children. They do not understand why one child can get up and play and yet others have to have quiet time.

## **FOOD AND TREATS FROM HOME**

Unfortunately, homemade goodies cannot be brought from home. This is a state regulation. If you wish to send treats with your child to share for special occasions such as Valentine's Day, the child's birthdays etc., It will be given when they go home.

PLEASE!!... NO GUM IS ALLOWED AT DAY CARE!! It is a choking hazard. It also gets into carpet and on to furniture and children have this horrible tendency to "share it"!

## **DAMAGES**

Small repairs and accidents go with the territory when running a day care facility. However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear. (Such as deliberate breaking of toys, poking holes in furniture etc).

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## **NOTICE OF TERMINATION**

Two full weeks advance notice in writing is required to drop your child from the day care facility.

(Funtazia) reserves the right to terminate this contract for any reason. Two weeks notice will be given under usual circumstances. However we reserve the right to immediate termination of services under certain circumstances. (i.e. children who are a threat to others, non-payment etc..)

As required by the state, the following regulations are in force at this day care facility.

## **HEALTH OF THE PROVIDER**

Each person working in the facility must be in good health with no communicable diseases.

I.D. number provided for Record Check and Good References.

## **CHILDREN'S HEALTH**

All children must have a complete health evaluation form and up to date immunizations before enrolment in the day care facility. See contract for policy on sick children.

## **USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES**

Use of the above items is prohibited in the day care facility at all times for both the provider and parents of the children.

## **SUPERVISION**

Children will be under direct supervision at all times.

Children will be checked on every 20 minutes while sleeping.

Children under the age of 4 will be personally supervised while in the bathroom.

Children older than the age of 4 will be reminded and asked about toilet flushing and hand washing. Only one child at a time will be allowed to use the toilet.

## **INFECTION CONTROL**

Provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Paper towels and liquid soap will be accessible in the bathroom.

## **CHILD DISCIPLINE**

Time out is the method of discipline used in the day care facility. (One minute per age of child.)

We are happy to discuss this with you and to reinforce any methods you may use at home such as a reward system etc.

## **FOOD SERVICE**

This day care participates in a well balanced and healthy food program, Meals are made and prepared in a clean hygienic environment.

## **EMERGENCY AND DISASTER PLANNING**

This day care has an emergency plan on file. We have Radio controlled access to a First aid team.

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# Kleuterskool Fees Preschool

## Daycare Fee Structure 2016:

**PLEASE NOTE:** Our monthly fees are payable over 11 months (no December Fees)

(You are welcome to pay in advance for the entire year and receive 20% discount)

### Monthly Fees:

#### 5 DAYS A WEEK

	HALF-DAY 06:30 – 12:30	FULL-DAY 06:30 – 17:30
TERMS ONLY	R800	R1200
PER DAY	R40	R60
SATERDAY CARE FROM 07:30 – 13:00	R80	CLOSED

#### 3 DAYS A WEEK

	HALF-DAY 06:30 – 12:30	FULL-DAY 06:30 – 17:30
12 DAYS A MONTH	R480	R720

#### 2 DAYS A WEEK

	HALF-DAY 06:30 – 12:30	FULL-DAY 06:30 – 17:30
8 DAYS A MONTH	R320	R480

\*A Non-refundable registration fee of R400 is payable on new registrations

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# Kleuterskool

## TERMS & CONDITIONS

- Indemnity form to be filled in and daily Tariffs payed before parents or guardians leave premises.
- Please note that we are a private Day-care and we rely on you to pay the day-care fees on time.
- All Nappies, Bottles, Blankets, Medicine, will not be supplied by Funtazia Day-care.
- When we provide care for your young toddlers or Infants, please bring along their own food and drink, as we only provide the items that is listed.
- Please make sure before you leave, that everything that is not listed and needed in order for us to care for your child, is provided.
- Funtazia, staff members or owners will not be liable for any loss, damage or death that may occur while the children are in our care, for any reason whatsoever. However we will do everything possible to ensure their safety at all times.
  - Please also note that all fees payed are non refundable.
  - Please also dress the kids appropriately for playing and developing: clothes that can become dirty as playing in sand, mud, on grass and painting is part of their daily “work”.
- Please make sure that you pack an extra pair of clothes and warm jacket every day.
- Make sure to that your child’s shoes, socks or anything else does not get left behind when you come to fetch him.
  - Also remember to mark everything that belongs to your child with his or her name on it with a permanent marker and make sure as time goes on that it is still visible.

### LIST OF ITEMS NEEDED WITH REGISTRATION:

- 1 Flip File
- 1 A4 Hard Cover Book
- Big Coloring Book
- Box of Tissues
- Hand Wash / Soap
- Own Blanket and pillow
- Ball
- Bean Bag
- Hat
- Towel

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# Kleuterskool Preschool

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF (FUNTAZIA). THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

(Parent / Guardian) \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

# FUNTAZIA



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