



CONDITIONS OF ADMITTANCE

1. The full names, address and telephone number of parents to be given to the Principle.
2. Please inform the Principal immediately of any change in address and place of employment of the parents.
3. Parents must see that the children are brought right into the crèche building by a responsible person.
4. **Children may only be brought to the crèche from 7.00am and must be fetched by 6.00pm at the latest. Children collected after 6.00pm will be charged for extra time.**
5. **On Friday children have to be collected by 5.00pm with exception.**
6. Parents must give accurate information with regard to the health, eating habits, etc of the child on admission.

FEES

1. An enrolment fee of **R400 (non refundable)** is required with completed application form.
2. Crèche fees are payable in advance in full by the 1st of each month.
3. Parents whose fees are outstanding after this time will have to remove their child from the school without further notice.
4. **Banking details: Toddlers Den**
Bank: FNB
Branch: Grassy Park (203109)
Account number: 54820033361
Reference: Fees + Child's initial and surname (e.g. FEES R PETERSEN)
5. **NB: The following payment methods are to be adhered to.**
 - a. Money in a **sealed envelope** with child's name to be slotted by the **PARENT / caregiver** into the allocated slot **PERSONALLY**, and **NOT** handed to a teacher.
 - b. Deposited **directly** at the bank (FNB)
 - c. Transferred via **EFT**
6. **No money may be left within the message books. Any monies which are lost will be replaced at the parents' expense.**

PAYMENT TERMS (POLICIES)

1. The crèche is open all year with the exception of approximately 3 weeks between December and January. Dates of closing will be advised in advanced. Please note fees for the period must be paid.
2. Should your child be returning for a new year, January's fees are due by end of December, failing which the child will only commence at the crèche 1 February, unless prior arrangements have been made with the Principal.
3. A month's written notice must be given on termination of the agreement by either parties
4. I acknowledge that the monthly fee is payable in full for each week or calendar month, including holidays, children's absence including illnesses.

ABSENCE

1. Children must attend crèche regularly.
2. If a child is absent from the crèche the Principal should be notified as to the reason.
3. Parents must tell the Principal if their child has an infectious disease, and must keep him/her at home.



4. In the event of a child needing urgent medical attention, the Principal has the right to call a doctor and the parents shall cover the cost.

COMINGS AND GOINGS

1. Parents are advised to buy a school case for their child so that belongings can be carried safely between home and school.
2. It is advisable to send a change of clothes in case of accidents.
3. Parents are asked that if children take toys or equipment which belongs to the centre, these should be returned immediately.
4. All items of clothing should be name labeled and parents are asked to please return and items which do not belong to them.

TRANSPORT ARRANGED BY PRINCIPAL

1. Please ensure the children are ready before the bus arrives.
2. Principal should be notified immediately if the child is not attending the crèche the next day.
(a/h) 021 797 1936 (cell) 082 353 9736

FETCHING OF CHILDREN

1. Only a parent may fetch the child. If a relative or friend is asked to do so, by the parent, the crèche will not hand over the child to this person unless the parent has made arrangements to this effect with the principal. For reasons you may well understand, we are very strict in this particular matter.

GENERAL

1. In order to protect our staff PLEASE discuss any problems or questions that may arise, with the principal.
2. Please note that the child must have his/her own tooth brush and face cloth which will be kept at the crèche.
3. The child must bring a fruit everyday, 1 toilet roll and toilet soap per month, and 1 tube tooth paste per quarter.
4. Please also ensure that your child has an A5 message book with his/her name thereupon.