



Tel. 012 790 1647
Cell. 081 445 3576 | 060 997 4492
Email: info@newkidscare.co.za
www.newkidscare.co.za
686 Block BB | Soshanguve
Pretoria | 0152

"Where the future begins"

New Kids Care Nursery 2018 Application for Admission Form

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2018

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Application for Admission at New KidsCare Nursery School

Child/ren's Name(s)	Surname	Nickname	Date of Birth	Gender
Child 1				
Child 2				
Child 3				

Home Language _____

General Practitioner _____

Medical Fund _____

Medical Fund Number(s) Child 1 _____ Child 2 _____ Child 3 _____

Contagious illnesses already had

Child 1 _____ Child 2 _____ Child 3 _____

Allergies Child 1 _____ Child 2 _____ Child 3 _____

For office use only Registration Development Fund Account Number / Reference

START DATE.....



INFORMATION REGARDING PARENTS OR GUARDIAN OF THE CHILD

PARENT 1

Surname	
Name used	
Identity Number	
Home Address	
Postal Address	
Home Phone	
Mobile Phone	
Profession	
Company Name	
Work town / city	
Work Phone	
Email	
Religion	
Marital Status	
Relationship to child	
Citizenship	_____

PARENT 2

Surname	
Name used	
Identity Number	
Home Address	
Postal Address	
Home Phone	
Mobile Phone	
Profession	
Company Name	
Work town / city	
Work Phone	
Email	
Religion	
Marital Status	
Relationship to child	
Citizenship	_____



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INFORMATION REGARDING FRIENDS OR FAMILY THAT MAY FETCH THE CHILD/REN

Name and Surname	
Address	
Home Telephone	
Cell Phone	
Work Telephone	
Relationship to parents	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Name and Surname	
Address	
Home Telephone	
Cell Phone	
Work Telephone	
Relationship to parents	

INFORMATION REGARDING FRIENDS OR FAMILY TO BE CONTACTED IN CASE OF EMERGENCY

Name and Surname	
Home Telephone	
Cell Phone	
Relationship to parents	

Name and Surname	
Home Telephone	
Cell phone	
Relationship to parents	



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<u>INDEMNITY FROM</u>			
Name of child:		Date of Birth	
Name of child:		Date of Birth	
Name of child:		Date of Birth	
School fees refrence number (CHILDS NAME AND SURNAME) :			
Details of child/rens benefactor or sponsor:			
First name:			
Surname:			
Identity number:			
Physical Address:		Work Address	
Home Tel:		Work Tel:	
Mobile 1:		Mobile 2:	
<p>Should New Kidscare be required to make use of legal collection services and/or appoint an Attorney on collection of arrears school fees, I agree to be held liable for the cost of such collection on a scale as between Attorney and Client,including collection commission. I also consent to the Jurisdiction of the District Magistrates Court in the event of legal proceedings being instituted</p>			

Full names:

Signed at: on the Day of 20.....



General Rules and Regulations

Age Enrolment at New Kidscare

- . Grade 000 the year that the pupil turns 4
- . Grade 00 - the year that the pupil turns 5
- . Grade 0(R) - the year that the pupil turns 6

School hours

- The school hours are from 06h30 to 17h30 on full-day and 06h30 - 13h00 on half-day.
- The school will be closed on public holidays. Parents will be notified well in advance of any other days on which the school will be closed (for instance if a public holiday is on a Tuesday or Thursday the school will also sometimes be closed on the Monday or Friday).
- Please note that no child may be left unattended and must be accompanied to the door by the person bringing the child to school each day.

Birthdays

- A child's birthday is a very special day, you are allowed to bring plain cupcakes and a small birthday snack pack (e.g. - you can pack 1 lollipop, 1 juice, 1 pack of nicknaks)
- Party times are 10h00 am or 14h00pm

Extra Murals

Soccer, volley ball, swing ball, netball, Ballet and swimming

Communication with the school

- Communication Book
- D6 School communicator
- WhatsApp
- Text Message
- Email
- Newsletter



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Uniform

School uniform is compulsory,

Our Uniform list

- GOLF SHIRT
- SKORTS
- SHORTS
- CRICKET HAT
- LONG SLEEVE
- BEANIE
- TRACK SUIT
- SWEATER/ HOODIE

Terms and Conditions

A completed Childcare Agreement Form and Registration fee and refundable deposit are required to secure your child's place.

Enrolment fee of R550 is required at time of booking which is non-refundable. Accounts are payable by EFT, DEBIT ORDER, CASH DEPOSIT, (please use your child's name and surname as the reference when paying fees), we do not accept cash. Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of R100 will be made for fees outstanding after 2nd of the month.

December fees must be paid on the 25th of November.

Any parent or guardian whose fees remain unpaid after 2nd of the month, without prior agreement of the Nursery Manager, the account will be handed to the legal department. Any payments that are cancelled or returned from the bank will incur a R120 administration charge. All booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of day's childcare provided each month may vary so your invoice will vary monthly. If you late collecting your child the additional fee of R30 per five minutes will be charged.

The nursery will give parents and guidance two months' notice of increase of fees, which will normally be reviewed in September. The following listed documents to be send along with registration forms:

- Proof for payment of registration
- Birth certificate of a pupil
- Copy of ID of parent(s)/Legal Guardian
- Proof of residence- e.g. rate or telephone bill



Contracts & Termination of Contracts

Termination of contract - One month's written notice must be given when terminating your child. If a parent, guardian or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month's will apply.

Personal property and belongings

Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, guardian or child is not damaged and returned. Please ensure your child's belongings are clearly labelled and we suggest that all toys, books and equipment are left at home.

Accidents and illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible we will act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from nursery in the event that they require special medical care or attention, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Sickness Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible.

Pupils who become Unwell at School

If a child becomes ill at school, every effort will be made to contact their parents/ guardians and failing that, their emergency contacts. It is therefore important to keep the school informed of any changes to home/mobile nos. or any change of home arrangements.

Teaching/support staff should send the ill child to the school office having given the clerical assistant the precise nature of the symptoms and reason for the pupil being sent home, so that this message can be relayed home. A member of school staff will stay with the child until they are collected by parents/guardians or a known adult nominated by the parent/guardian.

In the event of a pupil having an accident during school hours, the first aiders will assess the



severity of the accident and make the decision to apply first aid if appropriate. Any significant injury or accident will be reported to the parent immediately and on occasions where a prompt response is required, the school may take the decision to take the child to the Health Centre where they will meet up with parents. If appropriate, and the severity demands, the school will call an ambulance or take the child directly to the Hospital.

Administration of Medication Policy

For children who require medication during the school day, our separate Administration of Medication policy requires that parents, bringing medication to the school office, must do so, in the original container, it should be clearly labelled, and within its expiry date. It is the responsibility of the parent to ensure that medications held, are within their expiry date. Medications must be dispensed and stored in the school office or the fridge in the school office. There is a supply of basic first aid equipment held in the school. Full details are contained in the Administration of Medication Policy.

We hope that this Policy offers you some help in assessing whether or not to send your child to school in the event that they may not be well. In issuing these guidelines, we wish to reassure you that your child's health is important to us too.

Monitoring and review

We are aware of the need to review the school **Pupil Illness Policy** regularly so that we can take account of any new initiatives, changes in legislation, developments in medicine or changes to the physical environment of the school.

Insurance

I/We, as parents/legal guardian accept the responsibility to take adequate insurance to cover any loss, damage or injury to the child or his/her belongings as the Nursery shall not be liable for any injury, loss or damage.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. We reserve the right to update / amend these Terms and Conditions at any time and two months' notice will be given of any changes made.

The nursery is operated by NEW CARE Nursery School Ltd.



1. Introduction

This policy outlines procedures to be followed in the event of a pupil illness. As illnesses are diverse in nature it will not be able to cover all eventualities.

Making sure your child attends school is your legal responsibility as a parent/guardian. It is also crucial for your child's education and future. Full attendance lets your child make the most of their education. Children who miss days at school risk not understanding classes and performing poorly in exams. By law, only the school can authorise your child's absence. It's important to keep the school informed if your child is going to be absent.

2. Absence Reporting Procedure

There is a clear process for you to follow to inform the school that your child will not be attending:

1. Parent/guardian phones the school office between 07:30 and 09:00 to inform school that their child is absent and of the cause of absence. The school will ask about the nature of the illness and the expected duration of the absence.

2. If the school receives no phone call, school phones home to ascertain the child's whereabouts and reason for absence. If school can't contact the parent at home, school will contact other emergency contacts until whereabouts of the child and their well-being can be confirmed.

3. If school can't contact anyone who can confirm the child is safe and well, the school will follow up the absence using information known about the pupil and their specific circumstances.

3. Decisions regarding attendance or absence

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.



Common Conditions

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you're concerned about your child's health, please consult a health professional.

- **Cough & cold** - a child with a minor cough or cold may attend school. If the cold is accompanied by shivers or drowsiness, the child should stay off school, and return to school **24 hours after** they are feeling better. If your child has a more severe and long-lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.
- **Raised temperature** - if your child has a raised temperature or is feeling ill with signs of an acute illness, they should not attend school. They can return when they are feeling better.
- **Rash** - rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions should not attend school. If your child has a rash, check with your GP or Practice Nurse before sending them to school.
- **Headaches** - a child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Vomiting and diarrhoea** - children with these conditions should be kept off school. They can return **48 hours after their symptoms have settled**. Most cases get better without treatment, but if symptoms persist consult your GP.
- **Sore throat** - a child with a sore throat alone does not have to be kept from school. If your child is feeling ill with it, the child should stay at home.

Consent:

In a critical situation please bear in mind that there may not be time to refer to your child's records. The nursery therefore reserves the right to utilise the quickest medical service available. By signing below you agree that the appointed medical practitioner may carry out emergency treatment as may be necessary. I therefore authorise the Supervisor to sign on my behalf, any written form of consent required by hospital authorities should the delay required to obtain my signature be considered by the authority concerned to be likely to endanger my child's health and safety. This is on the understanding that every effort shall be made to contact me.

To minimise the risk of transmission of infection to other children, and staff, the following guidelines are suggested.

DISEASE/ILLNESS	MINIMAL EXCLUSION PERIOD
Chickenpox and shingles	5 days after onset of the rash. Immuno-compromised children / adults - should take separate advice from their GP
Conjunctivitis (pink eye)	A child should stay away if eye is discharging until treated for 24 hours and/or eye(s) appear normal again
Diarrhoea & Vomiting	Until there has been no diarrhoea or vomiting for 48 hours
German Measles (Rubella) or Measles	5 days from onset of rash and until child feels well
Headlice	No period of exclusion but helpful to let school know
Impetigo	Once the spots have crusted or healed or 48 hours of antibiotics and the child feels well
Mumps	7 days from onset of swollen glands and child feels well
Scabies	Child can return to school the day after treated

DISEASE/ILLNESS	MINIMAL EXCLUSION PERIOD
Scarlet Fever	When child feels well, and 48 hours after start of antibiotics
Threadworm	Child may return the day after treatment
Verruca	Child does not need to stay away from school and can go swimming if verruca is covered with a waterproof plaster
Whooping Cough	5 days from commencing antibiotics or 21 days without treatment



Supplementary Details: (please circle yes or no)

Has your child had any serious illnesses or injuries?	Yes/No Details
Has your child completed an immunization program to date?	Yes/No Details
Has your child had any medical conditions?	Yes/No Details
Does your child have any particular or special needs?	Yes/No Details
Is your child on any medication?	Yes/No Details
Does your child have any special dietary needs?	Yes/No Details
Does your child have any fears?	Yes/No Details
Does your child have any allergies?	Yes/No
Languages spoken at home	
Please state child's religion/culture	
Has your child attended any other pre-school or group before?	Yes/No Details



Do you give permission for: (please circle yes or no)

Your child to participate in any local outdoor activity that we may have decided to do during the session your child attends.	Yes/No Details
Photographs and videos to be taken as a record of activities for courses or as a personal records for New Kidscare nursery school	Yes/No Details
Your child to be included in recorded observation for training courses, and subsequently and any external caring agencies, or school, if necessary.	Yes/No Details
For a member of staff to apply sun cream supplies by yourself to your child if necessary.	Yes/No Details
For a member of staff to apply any plasters supplies by New kidscare Nursery school if deemed necessary.	Yes/No Details
On our website/Facebook page we have photographs of the children engaged in activities at preschool, do we have your consent to include your child	Yes/No Details

Any information given to the pre-school as part of this application/registration form will be treated with the strictest of confidence. Any Data collected will be, fairly and lawfully processed, for limited purposes, adequate, relevant and not excessive, accurate, not kept longer than is necessary, processed in accordance with the data's subjects rights, held securely and not transferred to other organisations unless required to do so by educational dept., health and safety legislation or other legal obligations.



Parent Signature: Date:

Are you aware of the following? : (please circle yes or no)

-That all information to parent/carer will be via a notice board; newsletters etc. on a regular basis and prompt action will be taken if any concerns are raised.	Y/N
-That all fees will be paid in Advance, If fees are unpaid the account will be handed over to the collectors.	Y/N
- If staff have cause for concern or suspicion about child abuse we will seek advice from Children's services.	Y/N
-That all the preschool policies and procedures are available for inspection by the parents.	Y/N
- If a parent or main carer is unable to collect their children, they must inform pre-school staff by telling them and writing in collection book. No child will be allowed to leave the premises with person or persons unknown.	Y/N
- Any problems which cannot be satisfactory resolved between parents and staff may be referred to the school Managers...	Y/N
- That it is your responsibility to update the relevant information as and when necessary, i.e. Contact details	Y/N
- Staff is aware of the need to maintain confidentiality about matters concerning families and children.	Y/N

I have read the parental partnership and acknowledge the information.

Signature		Date of registration form completed	
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SCHOOL FEES RULES AND REGULATIONS

FEES STRUCTURES 2018

Enrolment Fee -R600

Day fee - R200

MONTHLY FEE	FULL DAY
1 baby(0- 2years in the year of enrolment)	R1580
1 child (children turning 3years in the year of enrolment)	R1580

BANK DETAILS

FIRST NATIONAL BANK,ACCOUNT NUMBER 62582189421,LYNNWOODRIDGE,252045