



KIDZ HAVEN

Creche / Kleuterskool

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First Day of Preschool: An Open Letter

Welcome to the KIDZ HAVEN!

The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning. As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child during this time. Remember the preschool staff will be available to provide support and assistance; making your child's first school day, happy days.

- Prepare you child for the new school experience by explaining what to expect.
- Convey a positive attitude. Young children are aware of your feelings.
- Clearly state to your child where you will be and when you will return.
- We give them a strong foundation and stimulation
- We let them learn Math, Literature, Perception, fine motor skills, Gross motor skills, Songs, art, with play.
- Safe around the play ground: Sandpit, Jungle Gym, Bikes, Balls, Doll House, Chalk board, ECT
- We wash our hands all time, Toilet are sanitized, Mattress with the child name
- We have accident reports and the book with the medicine book
- First aid kit we have
- **We do not allow anybody to take any child from our supervision of premises without proper arrangement from the parents**
- Stationary Money R450/ child must bring the money in cash the first week when the school starting or admit to school.
- Toiletries for every 2x term / 4x Toilet paper, 2 Tissues box, 2x Hand wash, 2x Sanitizing, 2x Airfreshner, 2x wet vipes / child must bring the toiletries in the first week when the school starting or admit to school

Again, please know we are here to help make the first day of school a happy transition and we look forward to an exciting and fun year. Welcome!

Sincerely Kidz Haven Creche



AGREEMENT FORM

I, _____ (person held responsible for the school fees payment) clearly understand that fees are payable in advance, annually, semi-annually, termly or monthly for 12 (twelve) full months of the year, from January till end of December. I understand that I am required to give 1 (one) calendar months' notice, should I wish that my child leave Kidz Haven. I understand that school fees are still to be paid over the given notice period.

I AGREE with the rules and Regulation

- To pay a non-refundable registration R400-00 on registration which will be submitted with all completed application forms;
- With the enrolment of your child you agree to make full payment each month from January till end December of the year;
- That school fees are payable monthly in advance and any EFT payments done must reflect by the 7th of every month; with the proof of Payment!
- No cheques will not be accepted;
- That if fees are not paid by the 7th (seven) of the month, a R100 administration late payment fee, thereafter a R50 per week on late payments and interest charge will be charged to my account, which will reflect on the next month's statement;
- That if fees are not paid by the 7th (seven) of the month and or more than a month, my child will not be allowed to attend school and will remain home till all outstanding fees have been paid up.
- The parents that pay cash, there will be additional R20 added toward you fees to cover the bank costs.
- That school fees are due and payable irrespective of public and / or term holidays, absence due to illness and / or other reasons, plus full month of December;
- That my child will be collected no later than 13H00 (half day) and or 17H30 (full day) and should the school and / or its representatives not be aware of your child being collected late, a late penalty fee of R5 for the first 1 min thereafter R40 per 5-minute cycle and will be charged to your account and will reflect on the next month's statement;
- To give 1 (one) calendar months' notice of my intent to withdraw my child from the school and that school fees during this notice period will be paid timeously;
- Accept the school's vision and mission;
- To make sure that all immunizations are kept up to date;
- That my child will come to school neat and prepared;
- That I/we will always be available as long as my child is at the school;
- To make sure that all personal details are kept up to date at the school;
- To complete full registration for acceptance;
- The school hours are as follow: 6:30 – 17:30 / After 17:30 there will be a penalty
 - The school is closing on Friday at 17:30 all children need to fetch before 17:30
- There are no Toys allowed on the school premises, we will take no responsibility for any lost or broken
- There will be no snack allowed at the school / only arrangement with the parents
- If any property or apparatus of the school be vandalized by your child, you will be held responsible to replace it immediately in the same manner as it was.

I have read and understand the agreement as set out here.

ID No: _____

Signature: _____

ID No: _____ - _____

Both parents



REGISTRATION HANDBOOK / CONTRACT

Health & Wellbeing Policy

Prescription Medication:

Will only be administered when the medicine book has been completed and signed by the parent / guardian.

Emergency Medication:

Will be administered only if accompanied by a Doctors letter and written instructions from the doctor. Parents must provide the medication in its original container. Parents must sign the medicine book.

General Medication:

The crèche manager or designated person will contact the parents to seek permission to administer pain relief or fever relief if deemed necessary.

Exclusion Policy

The office manager will contact parents to remove the child from the crèche to receive medical advice when: **Child displays symptoms to suggest a serious or contagious illness/Child's behavior is causing a threat to the wellbeing and safety of the child or other children in the crèche**

Return Policy:

Children will be permitted to return to the crèche when; Doctor has issued a written confirmation that the condition is not a threat to the wellbeing of the child or other children;

The office manager has confirmed that the child's symptoms have subsided;

Safety and Security Policy:

All parents will be required to sign their children in and out of the crèche daily; Advance notice should be given if someone other than the parent is collecting your child; Notification should be given in writing should you require that no photos be taken of your child while under supervision of the crèche.

Financial Policy

Payments: A deposit will be required to confirm a booking for your child

The deposit is one week's fee/**Fees are based from January till end of December.** Fees must be paid in full a month / week in advance.

Retainer fee

Long term illness is a period of more than a month whereby the child cannot attend the crèche.

A doctor's certificate is required, and a retainer fee will apply in this instance.

If you wish to take your child out for this significant period time (i.e more than one month) and wish to hold his / her place a retainer fee is applicable.

Refunds

If a place is not taken a deposit will not be refunded. Registration money is not refundable and will also not be used for any school fees;

Code of Conduct: Full Code of Conduct is available to parents on request.

Purpose: This code of conduct will set out actions, behaviors and conduct expect of employees in dealing with other persons with whom they interact while carrying out work duties, including children, parents and care-givers, fellow employees, Regulatory Government Department Officials and suppliers.

Vision and Mission:

Our Vision is to provide a stable secure learning environment that will give them a solid foundation for their future success.

Our mission is to be dedicated in providing exceptional tender loving care while making learning fun

CHILDREN DISCIPLINARY CODE POLICY

Policy Statement:

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, KIDZ HAVEN uses a positive approach to discipline and practices.

The complete discipline and behavior management techniques can be request by the parents.

POPIA Compliance

From 1 July 2021, the Protection of Personal Information Act (POPIA) is coming into full effect. The act is designed to protect how companies use, store and process your data. At Kidz Haven we commit to protect the information we collect from you and it will only be used for the purpose intended. Under no circumstances will your personal details be made available to any organisations or third parties, unless required by law to do so. By providing your information you hereby consent that your personal information be used for the intended purposes.

POLICY & REGISTRATION CONTRACT ACCEPTANCE

I / We have read and understood the polices and registration requirements of KIDZ HAVEN and accept same:

ID: _____ Signature : _____

ID NO: _____ Both Parents

DOCUMENTATION NEEDED WITH APPLICATION

DESCRIPTION	Date	Sign / Tick off
CERTIFIED ID COPY OF FATHER		
CERTIFIED ID COPY OF MOTHER		
CLINIC CARD		
CERTIFIED LATEST PROOF OF RESIDENCE		
PREVIOUS SCHOOL REPORT		
NAME OF PREVIOUS SCHOOL		
CERTIFIED BIRTH CERTIFICATE		
DECEMBER FEES WILL BE PAID FULL		

Please bring it back by _____, the certified documents, Everything must be dated and sign, if not, we will not except it!

**Thanks
Kidz Haven
Manager**

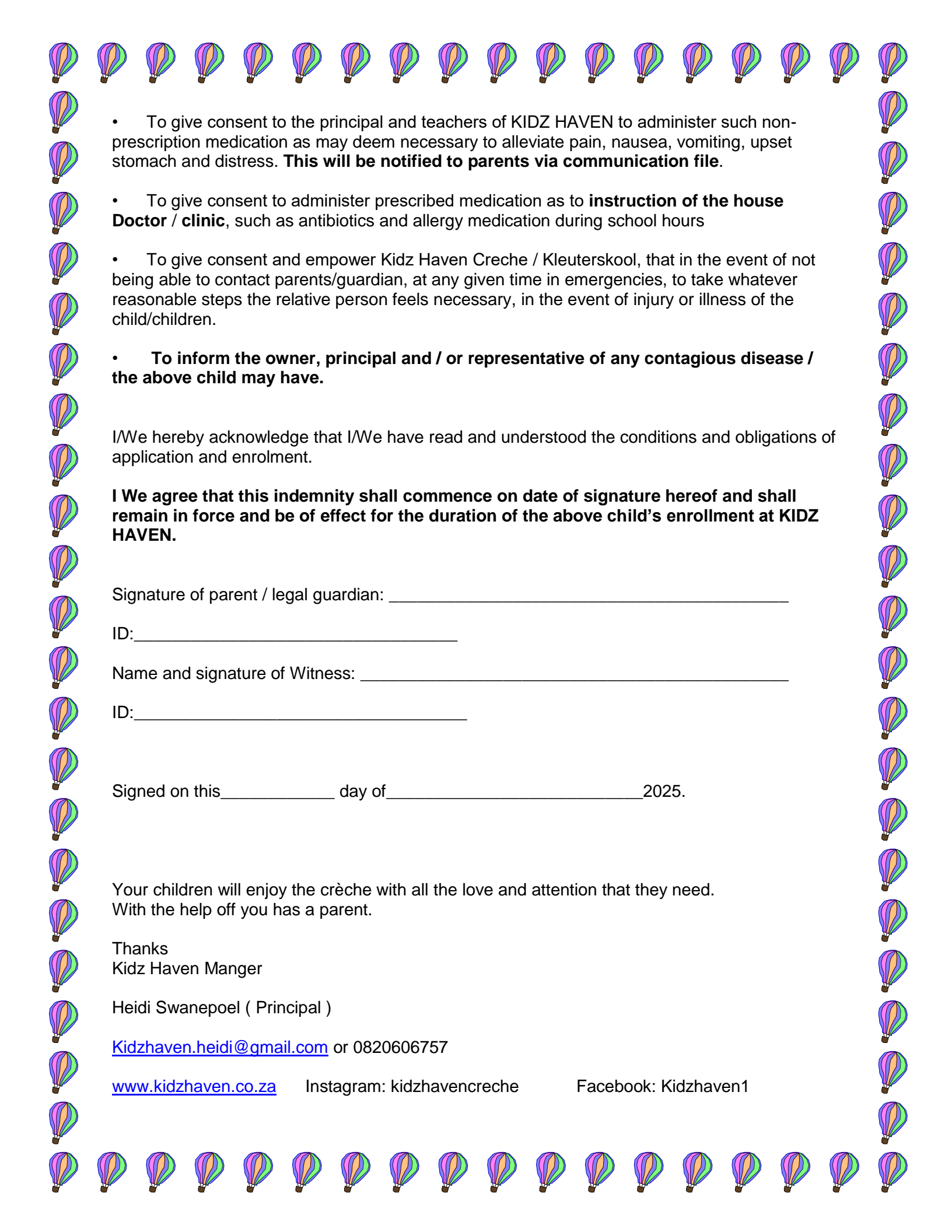


INDEMNITY FORM

I, _____ (FULL NAME
OF PARENT/GUARDIAN) of _____
(FULL NAME and SURNAME OF CHILD/CHILDREN)

Hereby agree to be bound by the rules of Kidz Haven Creche and agree upon the following:

- To pay a NON-REFUNDABLE registration fee of R_____ per child within 2 days of acceptance for admission.
- **To pay school fees as set out and agree that a full month is payable for December as well as January holiday period, even when the crèche is closed for this period.**
- To give a calendar months' notice in writing on per child leaving the crèche and **FAILING TO GIVE NOTICE, AGREE TO PAY A FULL MONTH SCHOOL FEES** in lieu thereof.
- **To accept that November cannot be count as a calendar months' notice to avoid paying for the month of December.**
- **To accept that December may be given as a notice month and full fees are still to be paid.**
- To give consent for the above child to take part in any extra mural activities on the premises of KIDZ HAVEN or any such place where such activities are engaged in.
- To Indemnify and hold KIDZ HAVEN and / or their staff, owners, principals, teachers, assistants not liable against any claims whatsoever that may arise in connection with any loss and / or damage to the property, possessions, injury, illness or death which may be sustained by pupil stipulated above, while attending the crèche / Kleuterskool
- To agree to be responsible for the payment of all medical and / or hospital accounts, where applicable, should any injury, loss or damage be sustained to the pupil stipulated above whilst on the grounds of KIDZ HAVEN and not held any of its employees responsible for any costs, medical or otherwise.
- To accept that, while the utmost precautions for safety and welfare will be given to the child/children, both KIDZ HAVEN and any of its employees will not be held responsible for and damagers which i/We or my/our child/children might sustain while attending the crèche / Kleuterskool.
- To delegate to the Principal of KIDZ HAVEN and / or representatives, the power to authorize whatever treatment he / she in their sole discretion (and to the best of their ability) deems necessary for the above child and in doing so agree that the principal and / or representatives shall act in loco parentis.

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- To give consent to the principal and teachers of KIDZ HAVEN to administer such non-prescription medication as may deem necessary to alleviate pain, nausea, vomiting, upset stomach and distress. **This will be notified to parents via communication file.**
 - To give consent to administer prescribed medication as to **instruction of the house Doctor / clinic**, such as antibiotics and allergy medication during school hours
 - To give consent and empower Kidz Haven Creche / Kleuterskool, that in the event of not being able to contact parents/guardian, at any given time in emergencies, to take whatever reasonable steps the relative person feels necessary, in the event of injury or illness of the child/children.
 - **To inform the owner, principal and / or representative of any contagious disease / the above child may have.**

I/We hereby acknowledge that I/We have read and understood the conditions and obligations of application and enrolment.

I We agree that this indemnity shall commence on date of signature hereof and shall remain in force and be of effect for the duration of the above child's enrollment at KIDZ HAVEN.

Signature of parent / legal guardian: _____

ID: _____

Name and signature of Witness: _____

ID: _____

Signed on this _____ day of _____ 2025.

Your children will enjoy the crèche with all the love and attention that they need.
With the help off you has a parent.

Thanks
Kidz Haven Manger

Heidi Swanepoel (Principal)

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