

CLASS
Forms Payment Tags

EDUCARE ENROLMENT FORM 2024

PREFERRED STARTING DATE		WHERE DID YOU HEAR FROM US? / PROMO CODE	
NAME AND SURNAME OF CHILD		SEX MARK "X"	MALE FEMALE
DATE OF BIRTH (YYYY/MM/DD)	HOME LANGUAGE	ID NR OF CHILD	
HOME ADDRESS			
	FATHER'S DETAILS	MOTHER'S DETAILS	
NAME AND SURNAME			
ID NUMBER			
CELL NUMBER			
WORK NUMBER			
EMAIL ADDRESS			
WORK ADDRESS			
OCCUPATION			
MARITAL STATUS			
OTHER CHILDREN IN FAMILY (NAME & AGE)			
PLEASE MENTION ANY ALLERGIES, DISABILITIES, DISEASE(S), CHRONICAL MEDICAL CONDITION OR DIETARY REQUIREMENTS WHICH THE CHILD SUFFERS OR HAS SUFFERED FROM:			
EMERGENCY CONTACT DETAILS			
NAME AND SURNAME (IN CASE PARENTS CAN NOT BE REACHED)			
CELL NUMBER			
OTHER NUMBER			
HOUSE DOCTOR			
NAME AND SURNAME			
CONTACT NUMBER			
WHO WILL FETCH YOUR CHILD FROM SCHOOL IF NOT EITHER OF THE PARENTS (ATTACH A COPY OF ID)			
NAME AND SURNAME			
RELATIONSHIP			
CONTACT NUMBER			
I (WE) CONFIRM HERewith THAT THE ABOVE INFORMATION IS CORRECT AND AGREE TO NOTIFY THE OFFICE IN WRITING SHOULD ANYTHING CHANGE			
FATHER	FULL NAME	DATE	SIGNATURE
MOTHER	FULL NAME	DATE	SIGNATURE

PLEASE EMAIL SIGNED CONTRACT AND PROOF OF PAYMENT TO : accounts@blommelandeducare.co.za

Personal Information is processed in line with the POPI Act 4 of 2013

For more information or questions, you can WhatsApp us on 060 636 5140 or call on 021 903 0115

CONTRACT OF ADMISSION TO BLOMMELAND EDUCARE CENTRE

I, (Mother/Legal Guardian) and

I, (Father/Legal Guardian) of

..... (Child's Name) hereby

undertake(s) to –

- Adhere to the rules of the Centre as outlined herewith;
- Be jointly responsible and to pay the present appropriate monthly rate of the Centre monthly in advance on the 1st day of every month.
- Pay the monthly fee in full for any period of the year during which my/our child may be absent from the Centre, may it be for example sickness, holiday or any other reason.
- Give **ONE CALENDAR MONTH WRITTEN** notice (except if notice is given in October, then TWO months will apply) if I/we decide to terminate my/our child's attendance at Blommeland Educare Centre. By failing to give one month's written notice, I/we will be responsible for payment equal to a month's rates as if the child was in their care.

I/we declare that my/our child, to the best of my/our knowledge, is healthy and is not suffering from any contagious diseases. In case of an accident or if the child is so sick that medical help is required, I/we give permission that the doctor as indicated on the enrolment form may be called in or any medical doctor recommended by Blommeland Educare Centre. Further, that I/we will be responsible for all costs involved for such a medical visit/s.

Whilst Blommeland Educare Centre will take the utmost care in preventing any accidents, I/we cannot hold them responsible in the event of an accident in which my child will be injured. Kindly see the Indemnity Clause in this regard.

I/We am/are fully aware of the contents of this declaration and herewith agree to adhere to the conditions contained therein.

Mother/Legal Guardian _____

Date: _____

Father/Legal Guardian _____

Date: _____

INDEMNITY

I/We,/.....in my/our personal capacity and representative capacity as parent/guardian of hereby waive any and all claims that I/we have or may have against Blommeland Educare Centre, its owner(s), employees, agents and/or contractors and to Release and Indemnify and hold Blommeland Educare Centre and its owner(s), employees, agents and/or contractors harmless from any and all liability for any loss, damage, injury, death or expense that I/we and/or my/our child(ren) and/or next of kin may suffer as a result of any cause whatsoever, even if such claims, damages, expenses, causes of action or liability result partially or wholly from any negligent act or acts or omission to act by Blommeland Educare Centre or its management, owner(s), employees, contractors and/or agents.

Signature:

Mother/Legal Guardian _____

Date: _____

Father/Legal Guardian _____

Date: _____

ADMISSION POLICY

INFORMATION AND RULES OF SCHOOL

ARRIVAL AND DEPARTURE TIMES

- The School opens daily at 06:30 and closes strictly at **18:00**;
- Children **must** be collected before or at the latest at closing time (18:00);
- A penalty of **R500 per incident** will be charged for parents who collect their children any time after 18:00 and is not negotiable or subject to prior warnings;
- Children must be dropped off and collected from their respective classrooms and not be left at the gate please.
- For the safety of all involved, please ensure that the main access gate is closed properly when you enter or leave the school and do not let any other person access the premises with you.

SCHOOL ATTENDANCE

- Parents must inform the school of their child's absence via telephone / WhatsApp or email please;
- Written/telephonic notice is required should a child go home with a friend or if someone else, as normally, should collect the child from school and positive ID verification is required;
- Children with contagious diseases must be kept at home until a medical Doctor has cleared them fit to attend school again - please inform us once a diagnosis has been made in order to inform other parents as well. Please refer to the Sick Children Policy.

CLOTHING AND ACCESSORIES

- Children must please wear clothes in which they can play comfortably;
- Two extra sets of clean clothing and underwear must always be available;
- All items of clothing (also socks, shoes and sandals, blankets etc) must be clearly marked please.

TOYS

- Children must please not bring any toys to school;
- The staff cannot be held responsible should toys break or get lost if brought to school.

2024 CONTRACT OF ADMISSION

REFRESHMENTS AND FOOD

- Breakfast 08:00-08:30 (Grade R: 07:30-08:00)
- Sandwiches/Snack and tea / Iced rooibos tea 10:00
- Lunch 11:30 - 12:30
- Sandwiches/Snack and tea / iced rooibos tea 15:30
- Please refer to the weekly menu on the notice board and note that variations may occur due to seasonality or availability;
- Babies get given porridge, solid foods and snacks which are provided. Formula milk and jars of pureed food / snacks must be provided by the parents as discussed during the interview.

MEDICATION (ONLY WITH PERMISSION FROM THE OFFICE - PLEASE REFER TO THE SICK CHILD POLICY)

- Parents must personally enter particulars of medicine in the books provided and place medicine in cupboards. On departure of child, parents will be responsible to collect the medicine to take home;
- Medicine may not be left in children's bags for the caregiver to enter in the book. Further, Blommeland Educare Centre will not supply any medicine of any kind and parents must therefore ensure to provide their own medicine at all times.

REGISTRATION & CLASS FEES

	MONTHLY	ANNUALLY Paid up front by 31 January 2024
REGISTRATION FEES (Non-refundable)	R600 PER CHILD – ONCE OFF	-
REGISTRATION FEES PER ADDITIONAL CHILD (Non-refundable)	R400 PER CHILD – ONCE OFF	-
2024 CLASS FEES – FULL DAY	R3 100 PER MONTH	R35 340
2024 CLASS FEES - HALF DAY (06H30 - 12H30)	R2 800 PER MONTH	R31 920
BOOK FEES : 3 - 4 YEARS	-	R150 PER CHILD
BOOK FEES : 4 - 5 YEARS	-	R150 PER CHILD
BOOK FEES : GRADE R (4 x BOOKS)	-	R650 PER CHILD
ACCESS TAG (REFUNDABLE DEPOSIT)	R100 PER TAG CASH - ONCE OFF	

2024 CONTRACT OF ADMISSION

- The registration fee, book fees and first months' class fees are payable upfront before admission will be confirmed;
- Class fees are payable monthly in advance on the 1st day of every month;
- Blommeland Educare Centre reserves the right to refuse the child entry to Blommeland Educare Centre if fees are not paid by the 7th of the month and may do so until payment is received;
- Blommeland Educare Centre reserves the right to levy interest calculated daily at an annual rate of prime + 2% on any late payments;
- Monthly fees must be paid in full for any period of the year during which the child may be absent from the Centre, may it be for example, sickness, holiday, or any other reason whatsoever and no refunds, discounts or credits will be processed;
- Payments are to be made via internet payment (EFT) or debit order into Blommeland Educare Centre's account without deduction.

Our banking details are as follows:

Acc Name	Blommeland Educare Centre
Acc Nr	270764259
Branch Name	Standard Bank Tyger Manor
Branch Code	050410
Reference	Child's Name and Surname
Proof of Payment	accounts@blommelandeducare.co.za

- Please note due to security reasons, cash payments of the monthly fees cannot be accepted;
- **NO CASH DEPOSITS** please. If payments are made via cash deposit, parents will be responsible for the relevant bank charges.
- Please note that the fees for any extra-mural activities hosted at the school must be paid directly to the relevant provider and not into Blommeland's account please.

NOTICE PERIOD/TERMINATION OF CONTRACT

One calendar months’ written notice is required if a child is taken out of the Centre. Failing this agreement, the parents will be held responsible for the month’s fees as though the child has been in the care of the Centre.

NOTE: A two month notice period will apply for notices received during October (the contract will end on 31 December of that year).

LEGAL FEES

In the event where Blommeland Educare Centre takes legal action against the parents as a result of breach of this agreement or any annexure, they will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

DOMICILIUM ADDRESS

- The Parents nominate the address as set out below as their chosen address (*domicilium citandi et executandi*) for the service on it of all legal processes and notices.

- Communications sent by registered post from Blommeland Educare Centre to the Parents will be deemed to have been delivered within 4 (four) days of the date that such communication was sent.

CHANGE OF ADDRESS AND CONTACT DETAILS

Parents must please inform office immediately in writing should there be a change in address, email addresses or telephone numbers. It is very important to have the correct information at hand in case of an emergency.

NON-VARIATION AND WAIVER

No extension of time or any other relaxation or indulgence granted by Blommeland Educare Centre to the Parents shall operate as, or be deemed to be a waiver by the Centre of any rights under this agreement, or a novation of any of the terms and conditions of this agreement.

No alteration, variation, or addition to this agreement or this clause shall be of any force or effect unless reduced to writing and signed by the Parents and a duly authorised representative of Blommeland Educare Centre.

PRIVACY OF PERSONAL INFORMATION / POPI ACT COMPLIANCE

At Blommeland Educare, we value, respect and are committed to honouring and protecting your and your children’s Personal Information in our possession and we are striving to comply with the regulations of the Protection of Personal Information Act, 4 of 2013.

With your consent, you agree to give (where applicable) honest, accurate, current information that is not misleading about yourself to Blommeland Educare and to maintain and update such information when necessary.

When providing the required Personal Information to Blommeland Educare, you consent and give Blommeland Educare permission to process your Personal Information as and where required and acknowledge that you understand the purposes for which the Personal Information is required and for which it will be used. Such consent is given voluntarily and you agree that the school has a legitimate mutually agreed upon necessary need and interest for the processing of all personal information of every data subject.

RULES AGREEMENT

We the signatory/ies, hereby state that I/we acknowledge that I/we have read and fully understand and agree to abide by Blommeland Educare Centre’s admission policy and rules.

2024 CONTRACT OF ADMISSION



If you are in agreement with the above rules and terms of admission of Blommeland Educare Centre, please sign below:

Mother/Legal Guardian: _____

Date: _____

Father/Legal Guardian: _____

Date: _____

Signed and accepted to Blommeland Educare Centre by:

Ms Anita Kent

Principal

Date: _____

TO COMPLETE YOUR REGISTRATION, THE FOLLOWING STEPS ARE REQUIRED PRIOR TO THE FIRST DAY AT BLOMMELAND:

- ☒ Application form to be completed, initialled on every page and signed in full where required - WE REQUIRE THE ORIGINAL;
- ☒ Proof of payment of registration fee, book fees and first month's fee;
- ☒ Copies of parents' ID documents, child's birth certificate and clinic card with all immunisations up to date.

To process the applications: The above documents can either be dropped off in hard copy or emailed to accounts@blommelandeducare.co.za.

On your first day, please bring the **original contract** with you to the office. From here, we will take you to your class and introduce you to your child's teacher. A copy of your contract will be sent to you via email.

LIST OF REQUIREMENTS PER CLASS

<p>SMALL & BIG BABIES: (3 Months – 18 Months)</p> <ul style="list-style-type: none"> • 2 Face cloths • 3 sets of clean clothing • 3-5 nappies • 2 bigger size bibs • Small hair brush • 3 feeding bottles • 1 baby powder • Vaseline & Bum Cream • Wet wipes / Baby Wipes • Anti-Bacterial Hand Wash / Refill (Dettol or similar) • 1 Box Tissues (200) • Plastic disposable nappy bags (150) • Thin Blanket (Summer) / Thick Blanket (Winter) (Small) 	<p>POTTY TRAINING CLASS:</p> <ul style="list-style-type: none"> • Rugsack / Schoolbag (approx. 30x20cm) • 3 sets of clean clothing • 3 extra panties / underpants • Sippy cup • Small blanket and small pillow • Small hair brush • 2 Face cloths • Wet wipes / Baby Wipes • Anti-Bacterial Hand Wash / Refill (Dettol or similar) • 1 Box Tissues (200) • 1 Small Photo • Pritt (40g) • 1 x Colouring book • 1 Packet JUMBO wax crayons (9 colours : 14mm) • Sunscreen (SPF50) • <u>IF CHILD IS STILL WEARING NAPPIES:</u> • 3-5 nappies / Pull-ups (if needed) • 1 baby powder (if required) • Vaseline / Bum Cream (if required) • Plastic disposable nappy bags (150)
<p>2 - 3 YEARS:</p> <ul style="list-style-type: none"> • Rugsack / Schoolbag (approx. 30x20cm) • Art Shirt (Old shirt, elastic in sleeve. No Aprons) • 2 x Extra sets of clean clothing (for emergencies) • Small blanket and small pillow • 1 Small Photo • Hair brush • Face cloth • Toothbrush and toothpaste • Anti-Bacterial Hand Wash / Refill (Dettol or similar) • Wet wipes / Baby Wipes • 1 Box of Tissues (200) • Cold Glue (120ml) • 2 x A4 50-page Flip File • 1 Packet JUMBO wax crayons (9 colours : 14mm) (Crayola or Staedler) • Pritt (40g) • 1 x Colouring book • 1 x Scissors • Sunscreen (SPF50) 	<p>3 – 4 Years</p> <ul style="list-style-type: none"> • Rugsack / Schoolbag (approx. 30x20cm) • Art Shirt (Old shirt, elastic in sleeve. No Aprons) • Toothbrush and toothpaste • Face cloth • Hair brush • Anti-Bacterial Hand Wash / Refill (Dettol or similar) • Wet wipes / Baby Wipes • 1 Small Photo • 1 Box of Tissues (200) • 1 x Extra set of clothing (for emergencies) • Small blanket and small pillow • Cold Glue (120ml) • A4 Classwork Book (un-ruled) (covered with paper and plastic) • 1 Packet JUMBO wax crayons (9 colours : 14mm) • Sunscreen (SPF50) • 1 Packet of retractable crayons (12 pack) • Pritt (40g) • 1 x Colouring book • 1 x Scissors • Denim / Plastic Chair bag (with child's name on) • 1 x A4 Ream of paper (500 sheets)

All items must be clearly marked where possible please.

Unused items will be returned or passed to the next class at the end of each school year.

<p>4 – 5 Years</p> <ul style="list-style-type: none"> • Rugsack / Schoolbag (approx. 30x20cm) • Art Shirt (Old shirt, elastic in sleeve. No Aprons) • Toothbrush and toothpaste • Face cloth • Hair brush • Anti-Bacterial Hand Wash (Dettol or similar) • 1 Small Photo • 1 Box of Tissues (200) • Wet wipes / Baby Wipes • 1 x Extra set of clothing (for emergencies) • Small blanket and small pillow • Cold Glue (120ml) • A4 Classwork Book (un-ruled) (covered with paper and plastic) • 1 Packet JUMBO wax crayons (8 colours : 11mm) (Crayola or Staedler) • 1 Packet of retractable crayons (12 pack) • Pritt (40g) • 1 x Colouring book • 1 x Scissors • Denim / Plastic Chair bag (with child's name on) • 1 x A4 Ream of paper (500 sheets) • Sunscreen (SPF50) 	<p>Grade R</p> <ul style="list-style-type: none"> • Rugsack / Schoolbag (approx. 30x20cm) • Art Shirt (Old shirt, elastic in sleeve. No Aprons) • 1 x Extra set of clothing (for emergencies) • Toothbrush and toothpaste • Face cloth • Hair brush • Anti-Bacterial Hand Wash / Refill (Dettol or similar) • 1 Small Photo • 1 Box of Tissues (200) • Wet wipes / Baby Wipes • Cold Glue (120ml) • A4 Classwork Book (un-ruled) (covered with paper and plastic) • 1 Packet THIN wax crayons (12 colours : 8mm) (Crayola or Staedler) • 1 Packet of retractable crayons (12 pack) • Pritt (40g) • 1 x Colouring book • 1 x Scissors • Denim / Plastic Chair bag (with child's name on) • 1 x Ring-binder file (covered with paper and plastic) • 1 x A3 Ream of paper (500 sheets) • Sunscreen (SPF50)
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All items must be clearly marked where possible please.

Unused items will be returned or passed to the next class at the end of each school year.

BLOMMELAND EDUCARE CENTRE

SICK CHILDREN POLICY

Parents must inform the school of their child's absence via telephone / WhatsApp or email please.

We will continue to enforce strict rules on sick children that attend daycare. Although we understand that parents don't always have alternatives and that a fever comes with no forewarning, it is important for us to provide a healthy environment for the other kids and teachers in class.

If your child is unwell, the child should be kept at home until seen by a medical practitioner and given the OK to return to school. Unfortunately, we do not have facilities to care for sick children and children do recover much quicker at home. Parents must also bear in mind that by sending your child back to school prematurely can make him / her more susceptible to catch other diseases, as their immune systems are still compromised and not ready to fight - this often causes the stigma of "my child keeps on getting sick at school". It is advised to wait out the full recovery period before sending your child to school again.

ECD centres could be called 'catchment areas' for illness causing pathogens. The hygiene and cleaning practices at Blommeland Educare keep bacteria to a minimum. Viruses, however, are air-borne and more difficult to control.

The following rules will apply with no exceptions:

1. Ill children may not attend.

2. Children who are ill may not be brought to the ECD centre especially under the following conditions:

- Within 12 hours of a high temperature;
- Within 48 hours of going onto an antibiotic;
- Any mucus in or on the eyes;
- Yellow, green or brown mucus;
- Colds and flus;
- Spots of any description;
- Ringworm and Impetigo;
- Head lice

- Draining ears;
- Oral thrush
- Diarrhoea and vomiting;
- Pink eye or conjunctivitis;
- Hand, Foot and Mouth Disease;
- Sore throats, tonsillitis and coughs;
- High temperatures (37.8 C and above);

3. Children with contagious diseases (including any lower- or upper airway infections, bronchitis, tonsillitis, undiagnosed skin rashes, tummy bugs etc.) must be kept at home until a Medical Doctor has cleared them fit to attend school again - please inform us once a diagnosis has been made in order to inform other parents as well.

MEDICINE

No medicine of any kind are allowed on the premises, unless for the following exceptions, for which parents have to obtain prior approval via the office. Staff will not administer medicine on instruction of a parent (or a note in the school bag) - only via the office:

- If the child suffers from any chronic disease and require a dosage throughout the day (a doctor's letter must be sent to school to confirm condition and medication requirements).
- If a child is to undergo an operation and require preoperative antibiotics to be administered.
- Asthma pumps in case of an asthma attack (doctor's letter must be sent to the office to confirm asthmatic condition and directions for use).
- Panado / Calpol (supplied by the school) in case of a high fever developing during the day and only with prior permission from the parent. The dosage and time given will be recorded in the medicine book and the parents will be contacted to collect the child as soon as possible.
- Pessaries, suppositories and injections will not be administered as this is considered invasive.

COVID 19

A detailed policy has been drawn up regarding Covid 19 scenarios - please refer to the Covid 19 file and related documents or request guidance from the office in case of a positive test.

I, _____ the parent of _____
herewith acknowledges the sick child policy of Blommeland Educare and agree by signature hereof
to adhere to the rules as set out in this document.

Date: _____

Version 01.2024

END.