



PRIVATE DAYCARE / PRIVAAT DAGSORG

RULES AND REGULATIONS

2019

Madelein Jacobs

Cell: 071 612 9478

mieshadaycare@yahoo.com / admin@miesha.co.za

www.miesha.co.za



Every Child is a different kind of flower, and all together make this world a beautiful garden.

Welcome to each and every child and parent at “Miesha Daycare/Dagsorg”

A little background on how Miesha Daycare started....

MIESHA – Gift from God, because every child is a gift from God and so is our daycare.

During 2013 we got word from our Father in heaven to open a daycare centre where we can teach children and love them and to provide a home away from home.

We prayed very hard for finances and God provided. We set up Miesha Daycare in 2 weeks time and opened our doors 3 weeks later on 1 November 2013.

I have been teaching for 14 years altogether, from new born babies up to grade 7 children. Teaching is my passion; it is not a job description. I promise to always give my best and make sure all my staff give their best to provide a loving, caring facility where your child/children will feel and be safe and loved as much as possible.

It is an honor to look after you child/children during the day. We strive to keep your child happy and comfortable during the day. Your child's safety, hygiene and education is of outmost importance to us. We make sure they are stimulated and educated in an appropriate way to be ready when they go to Grade R. Miesha Daycare/Dagsorg is a dual medium, private daycare filled with love for babies and children.

As the owner, and on behalf of my staff at MIESHA DAYCARE...

We strive to provide a loving home away from home for your babies and toddlers, and pride ourselves in nurturing and stimulating children during their most crucial developmental period. We aim to develop a whole child, a child who is physically, emotionally, cognitively, socially and spiritually ready to face and meet the challenges of formal learning.

Our teachers have both passion and love for children and all our staff are trained or have experience in child care. We believe that our staff to child ratio will ensure that the best care and attention is given to each individual child. The daycare accepts children aged 0 months to 5 years. Our menu is based on the belief that children should maintain a balanced, healthy diet to ensure optimal energy levels and health. We provide a natural, nutritionally responsible menu and aim to be healthy. Your toddler will eat their 5 fruit and vegetables a day without even realizing it! We offer breakfast, a cooked lunch, morning tea and afternoon snacks and natural juice and herbal teas and filtered water throughout the day.

We ask of you as parents to be actively involved in all school activities and to please tell us about anything that might bother you or if you have any suggestions. We have an open door policy, so feel free to contact me anytime to discuss anything.

Please read through our rules and regulations carefully and sign where applicable.

Thank you

Madelein Jacobs

Owner/ Principal

School Policy, Rules and Regulations

LANGUAGE, CLASS DIVISION & EXTRA-MURAL ACTIVITIES

Language of instruction:

Instruction is conducted in both English and Afrikaans but our curriculum is written in English. All assessment & progress reports are prepared in English.

Progress reports:

June and December

Class division: (Milestone development will indicate when a child is ready to move to the next class.)

Purple Class - Babies
Red Class – Toddlers
Yellow Class - Junior
Green Class – Senior

CURRICULUM

We aim to create an environment rich in stimulation, comfort and loving attention, to enhance your child's development. We believe that each child is an individual, and may meet their milestones a little earlier or later than their peers and therefore encourage the baby to develop at their own pace with our guidance and support.

The process of development involves learning and mastering skills like sitting, walking, talking, skipping and eventually tying their own shoes laces. Children learn these skills, known as developmental milestones, during predictable time periods.

Children develop skills in five main areas:

1. Cognitive development (the ability to learn and solve problems)
2. Social and Emotional development (the ability to interact with others and to learn self control)
3. Speech and Language development (the ability to understand and use language)
4. Fine Motor Skill development (the ability to use small muscles, especially the hands and fingers)
5. Gross Motor Skill development (the ability to use larger muscles)

We have different stimulation activities from different sources. Our daily stimulation activities are aimed at achieving these developmental milestones. The parent receives a progress report every 6 months.

Curriculum: Junior & Senior (2-5 years)

Our focus is to develop our toddlers' basic skills. We play and learn while developing movement, sensory and tactile skills. Fun is the key word in all daily activities.

We do not follow a specific curriculum but our educational program is fully integrated with the curriculum and standards set by the Department of Education. The activities are aligned to the subjects and content, concepts and skills for the Curriculum and Assessment Policy Statement (CAPS). Subjects such as science, math, language skills, cultural- and social development as well as art, motor skills and perception are incorporated throughout the year's program.

Our program is based on Christian Ethics. Children are not only taught learning skills, but educated in the values of life.

During our creative activities (art), we strive to develop the child's creativity, thus emphasis is placed on the discussion and exercise and not the final outcome of the artwork. The idea is not to create a perfect artwork, but to focus on the child's development. The end product is therefore less important than the process of creativity, the discussion and the child's enjoyment. (Outcome based teaching).

The programme is divided into forty themes throughout the year. We do not teach children to read or write in a formal way, but exercises for preparatory math and writing are included throughout the year.

Our children still have years of formal schooling ahead of them, so we aim at teaching in a playful manner, where they gradually get used to classroom ethics. The lessons and stories are aimed to encourage participation by means of questions and discussions in such a way that toddlers don't even realize that they are being taught.

Outings and other school activities

Miesha daycare started doing outings for our senior class only. The 0-3 year old children are too small and they can get lost very easily.

Once a year we have all of the following happening at Miesha;

"Ken-mekaar" picnic

Grandparents Day

Photo day

Easter Hunt

School birthday Fun day

Christmas@school

Concert

*** Please keep an eye on the school calendar for all of the dates for the above ***

Healthy Eating Plan

We at Miesha Daycare strive to give our children a healthy eating plan. Our menu was planned by a Dietician. (See menu in class). We serve the following meals which are included in the school fees:

Breakfast	7h45
Tea	09h45
Lunch	11h45
Snack	15h00

Please try to bring all children who need to have breakfast at school, before 7h45. Our daily program starts at 8h00 and no breakfast will be served later than this. We have 2 snack days per week, where parents are to provide a small snack box for the 10h00 snack. No lollies and chewing gum allowed.

Baking

Every Friday we have “Bak en Brou”. This is an expensive activity and there for we ask for each parent to pay R100 per term for Friday Baking. This must be handed in at your class teacher at the beginning of each term, please NO EFT payments for this

School Fees

Miesha Daycare functions in a 100% private capacity and receives no funds/financial fees from any institution whatsoever

1. Please note that school fees are payable for 12 months of the year

Important notes:

- School fees are payable over 12 months, charged monthly and payable in advance**
- When school fees are paid upfront for 12 months there will be a discount of 10% on the total amount.**
- School fees are payable during the Public Holidays, in the event of illness and during December & Easter school holidays.**
- School fees will be revised annual and the increase will be effective 1 January of each year, and the increase will be communicated in writing two months prior to the increase date.**

2. Deposit and registration fees:

- A deposit of equal to one month's fee** is payable upon signing of the contract. No interest is payable on the deposit amount and **is not refundable** in any way.
- Refer to point 3 below for notice of withdrawal.
- A registration fee of R500 per family is payable upon enrollment, and thereafter annually in January of each year.** The registration fee is not refundable in any way.

No child will be allowed to attend school without these fees paid first.

3. Notice of withdrawal:

One calendar month (i.e 1-31 March) written notice is required, except when notice is given on 1 October, in which case four (4) calendar months written notice is required i.e. October, November, December, January. Please note 1 October is the last date on which notice can be given for the year. Notice cannot be given during November and December and January months. Notice must be given before the 15th of a specific month for the end of the following month (i.e before 15 July if child is to leave end of August)

Full payment for the notice month(s) will still be made; the deposit will be kept as payment for the **last** month if all fees are paid up to date and if full notice is given as per rules and regulations, unless agreed upon by the sole discretion of the owner.

4. Non-payment:

Should a parent default on payment, there will be a penalty fee of **R150 per day** and the cost of debt collecting may be added to the outstanding amount.

Miesha Daycare reserves the right of admission and may refuse any child whose school fees are not paid by the seventh (7th) of each month. Furthermore, penalty charges will be charged for late payments.

Miesha Daycare reserves the right of admission and may refuse any child who might damage school property or be a danger to other children or for whatever other reason Miesha Daycare see fit.

Bank Details

Miesha Daycare; FNB Business; 628 168 612 82; Branch Code: 230146

SCHOOL FEES 2019

Babies

Half day (6h45-13h00) R1650 per child per month R1650 per child

Full day (6h45-17h30) R1850 per child per month R1850 per child

3x per week R1550 per child per month R1450 per child

2-5 year olds

Half day (6h45-13h00) R1500 per child per month R1500 per child

Full day (6h45-17h30) R1700 per child per month R1700 per child

3x per week R1400 per child per month R1400 per child

Special Needs R1750 per child per month R1750 per child

Discount for 2 children - 5% and 3 or more children - 10%

Children starting at 6h00 in the morning must add R250 per month for school fees.

Admin Fee R500 per family payable every January or upon enrollment

Payment due on first month or upon enrollment:

School fee + Deposit + Admin fee

Fees paid 6 months upfront 5% discount and fees paid 12 months upfront 10% discount

GENERAL INFORMATION

1. Documentation required for enrollment:

- Signed and completed application forms
- Signed rules and regulations
- Copies of both parents' ID's
- Copy of child's immunization card
- Copy of child's medical aid card
- Copy of birth certificate
- Proof of address

2. Closing during public and school holidays:

- The daycare will be closed on all South African public holidays.
 - Miesha Daycare closes every year on the **2nd Friday of December at 12h00** and will re-open on the **2nd week in January. Normal school fees are payable during December & January**
 - Miesha Daycare reserves the right to close for a maximum of 4 ADDITIONAL days throughout the year**, depending on the public holidays of that specific year. These dates will be communicated to the parents well in advance.
- Miesha Daycare will also be closed for 7 working days during the June/July school holidays. This will also be communicated in advance.

3. Health Policy:

Please refer to our attached Health Policy for detailed information. To assist the daycare in containing the spread of infectious diseases, we ask that you refrain from sending your child to daycare in any of the cases mentioned in our policy. The daycare reserves the right to refuse entry to any child with such symptoms, and to call the parents in a case where the child becomes ill during the day.

4. Security

- Please ensure that the gate is always closed behind you when entering the premises.
- Please inform your child's teacher in advance if anybody other than yourself will be sent to collect your child. We will require such person to sign our collections book, and too produce valid identification on arrival at the daycare before we will release the child in his/her care.
- Please do not let any child unaccompanied by a parent out of the premises.

5. Liability and indemnity

Miesha Daycare assures all parents that it is our top priority that your child is safe and secure whilst on our premises and in our care. Please ensure that your child is personally handed over to a staff member on arrival.

The owner or personnel cannot accept liability in case of any of the following:

- Any injury your child may suffer while in our care.
- Any loss of property.
- The parking facilities and driveways are used at your own risk, Miesha Daycare cannot accept responsibility for any injury or damages that may occur to person or property in this area.

I/we also take note that Miesha Day Care Center is now registered with the Department of Health but is still busy with the registration at Social Development. The department of Health & Social Services visits the school on a regular basis and we are in tact with all the regulations set out by them.

Health Policy

A Daycare is a wonderful place for young children to learn and thrive in. It is, however, also an ideal environment for germs to grow and be passed on from child to child. In order to safeguard our children from recurrent illnesses, as best as possible, certain guidelines need to be adhered to.

These are:

Children with potentially infectious diseases must be kept at home. (Below are some examples of infectious childhood diseases which will not be allowed at school. Please note that this list is by no means comprehensive).

If a child becomes seriously ill while they are attending school the parent will be informed and asked to fetch the child immediately, **this includes fever higher than 38 degrees and if they have more than four watery stools. We can not give a sick child all our attention as needed and not attend to the other children in the class.**

It is the parent's responsibility to be contactable at all times in case of emergency, or to make adequate arrangements for a named adult to be available in their place. The school must be made aware of such person's contact details upon enrolling the child.

Any medicine sent to school must be clearly marked with the child's name and dosage instruction, and documented in the medicine book (or a note with instructions must be attached) in the classroom before handing it to the teacher to be placed in the medicine cupboard or refrigerator. Furthermore, it remains the parent's responsibility to remove the medicine from the box or refrigerator at the time of going home. No antibiotics will be administered at school. If any medicine is found in a child's bag it will be confiscated.

Biting incidents: if a child is bitten while at school, the parents will be informed telephonically if the skin is broken. It is the parent's responsibility to take their child to the doctor and obtain treatment. If the skin is not broken the parents will be informed when they collect their child as it is unlikely that any immediate treatment is necessary.

Common infectious diseases

Chickenpox

Recognised by an itchy rash which forms small red spots which eventually turns into blisters. It usually begins on the body and then moves to the face. Chickenpox is contagious 1-2 days before the onset of the rash, and until all the lesions have formed crusts. *CHILDREN MAY ONLY RETURN TO SCHOOL WHEN ALL THE LESIONS HAVE CRUSTED OVER.*

Conjunctivitis

Commonly called pink eye, conjunctivitis is an inflammation of the thin, transparent membrane that covers the whites of the eyes and lines the eyelids. In bacterial infections yellow, sticky pus is seen in the corners of the eyes. In allergic cases the discharge is clear. Bacterial conjunctivitis is highly contagious and hence should be treated with antibiotic eye drops *AT HOME UNTIL THE PUS* has completely disappeared.

Diarrhoea & Vomiting

If a child has persistent *LOOSE WATERY STOOLS AND/OR VOMITING HE/SHE SHOULD BE KEPT AT HOME.* Even with good hygiene measures such as hand washing after nappy changes, mopping of floors etc; the illness is easily spread to other children in the facility. Furthermore the staff is not able to deal with the care of a vomiting child as well as their normal duties. When a child has 4 more watery stools the parents will be contacted to come and fetch the child immediately.

Head Lice

Head lice are small, flat, wingless insects that infest the hair on the human head. The symptoms are intense itching, tiny red spots on the scalp and small pearly white eggs covering the roots of the hair. Special head lice shampoos and nit combs can be obtained from the chemist. The rest of the family must be treated and the child will *ONLY BE ALLOWED BACK AT SCHOOL AFTER SUCCESFULL TREATMENT OF BOTH THE LICE AND THE NITS.*

Impetigo

This is a bacterial infection that is most commonly seen around the lips, nose and ears. The characteristic rash starts as small blisters, which then break and crust over to become yellow-brown scabs. Although not serious it is highly contagious and must be treated with an antibiotic or antiseptic cream. The child *SHOULD STAY AT HOME UNTIL THE INFECTION HAS CLEARED.*

Measles, Mumps and Rubella

All 3 illnesses are highly infectious but preventable by immunization. Isolated cases can still occur and must be diagnosed and treated by a doctor. No children with *UNIDENTIFIED RASHES OR HIGH FEVERS WILL BE ALLOWED TO COME TO SCHOOL UNTIL DIAGNOSED BY A DOCTOR OR FULLY RECOVERED.* A doctor's letter must accompany the child when back at school.

I HEREBY CONFIRM THAT I/WE HAVE READ, AND UNDERSTOOD THE FULL MEANING OF ALL THE CLAUSES SET OUT IN THE RULES AND REGULATIONS OF MIESHA DAYCARE.

I/WE HEREBY ACCEPT LIAIBLITY FOR THE SCHOOL FEES AND ALL THE CONDITIONS AS SET OUT IN THE RULES AND REGULATIONS AND ACCEPT THAT SCHOOL FEES ARE CHARGED FOR 12 MONTHS OF THE YEAR.

I/WE HEREBY AGREE TO PROVIDE MIESHA DAYCARE WITH THE NOTICE AS SET OUT IN THE RULES AND REGULATIONS.

I CONFIRM THAT BY SUBMITTING MY ONLINE APPLICATION I AGREE TO THE ABOVE RULES AND REGULATIONS.

I /WE _____
PARENTS/GUARDIAN OF _____

HEREBY CONFIRM THAT I/WE HAVE READ, AND UNDERSTOOD THE FULL MEANING OF ALL THE CLAUSES SET OUT IN THE RULES AND REGULATIONS OF MIESHA DAYCARE. I/WE HEREBY ACCEPT LIABILITY FOR THE SCHOOL FEES AND ALL THE CONDITIONS AS SET OUT IN THE RULES AND REGULATIONS AND ACCEPT THAT SCHOOL FEES ARE CHARGED FOR 12 MONTHS OF THE YEAR. I/WE HEREBY AGREE TO PROVIDE MIESHA DAYCARE WITH THE NOTICE AS SET OUT IN THE RULES AND REGULATIONS

SIGNED AT _____
ON THIS _____ DAY OF _____
20 _____
SIGNATURE: _____
MOTHER / FATHER / LEGAL GUARDIAN
NAME: _____
DATE: _____

******* PLEASE SIGN EACH PAGE OF THE RULES AND REGULATIONS AT THE BOTTOM OF THE PAGE*******

ADMISSION FORM

APPLICATION FORMS

1. PARTICULARS OF FAMILY	FATHER / GUARDIAN	MOTHER / GUARDIAN
Initials & Surname		
First name		
Title		
Id number (kindly attach copies of both Id's)		
Employer		
Occupation		
Telephone: work		
Telephone: home		
Cell phone number		
Email address		
Home address		
Postal address		
Marital Status		
Religious denomination		

2. PARTICULARS OF CHILD	
Christian names	
Surname	
Name called by	
Date of birth	
Number of siblings	
Ages of siblings	
Commencement date	
Full day / half day/ 3x pw/ DAY VISITOR/After Care - please indicate:	
Home language	
Home address	
Important information that the school should know	
Girl / boy (please indicate)	

Is this his/her first time at a crèche? Yes/NO. If no, please supply particulars of previous caregivers / nursery schools with telephone numbers

3. MEDICAL INFORMATION	
Family doctor name and surname	
Doctor telephone number	
Dr's physical address	
Name of medical aid (kindly attached a copy of the medical aid card)	
Medical aid number	
Principle member's initials and surname	
Pregnancy: Full term / Premature	
Birth: Normal / Caesarian	
Problems at birth? Mother / Child	
If yes, please give details	
Immunizations (kindly attached a copy of the immunization card)	
Allergies? If yes, please give a detailed description	
4. ALTERNATIVE CONTACT NAMES	
PARTICULARS	
GUARDIAN 1	
GUARDIAN 2	
Full names	
Relationship to child	
Telephone number/s	

5. FINANCIAL INFORMATION

Fees January 2019 -December 2019: AS PER RULES AND REGULATIONS

– payable for 12 months

Registration fee: R500.00 (payable upon enrollment and thereafter every **January**)

Deposit: AS PER RULES AND REGULATIONS No interest is payable on the deposit amount.

Notice must be supplied in writing. This is not applicable after 1 October – please see Rules and Regulations for detailed information)

Details of person responsible for payment of school fees

Full names	
Surname	
Id number	
Street Adres	
Postal Adres	
Employer	
Occupation	
Telephone: work	
Telephone: home	
Cell phone number	
Email adres	
Home address	

I, the undersigned

Id number

Parent/guardian of

Declare that I understand the content of the abovementioned document and that all information supplied is correct and accurate.

I undertake to pay the abovementioned fees punctually and accept that, should I breach this agreement, I will be held liable for any costs incurred by the owner of the school, as well as legal fees occurred in the process

I agree to give Miesha Daycare one (1) calendar month's written notice between January and September before the 15th of the month for the following month, and four (4) calendar month's notice if notice is tendered between 1 October & 31 January.

I understand that the last notice date for the year is 1 October, and if notice is given after such date, I will be held liable for the full school fees for the remainder of such year

I agree to pay school fees for 12 (months) of the year, including DECEMBER.

Signed at Witbank on this _____ day of _____ 20_____

SIGNATURE: _____

FATHER / MOTHER / LEGAL GUARDIAN

INDEMNITY FORM

I, the undersigned _____

(full name and surname)

Id number _____

the legal guardian / parent of _____

(full name & surname of child)

Hereby give permission that the abovementioned child may participate in all activities at Miesha Daycare/Dagsorg.

I hereby indemnify MIESHA DAYCARE/ DAGSORG and the owners TIENIE AND MADELEIN JACOBS, executors or family, and any of the staff employed, or acting upon instruction sustained by my child whilst being in their care. by MIESHA DAYCARE/ DAGSORG from any claim rising out of any accident or injury

I hereby confirm that I have disclosed all relevant information pertaining to my child's medical condition.

Signed at Witbank on this _____ day of _____ 20 _____

SIGNATURE: _____

CHILD INTRODUCTION

Please help me get to know your child. What are his/her routines, likes, dislikes etc.

Eating _____

Sleeping _____

Toileting _____

Daily Activities _____

Fears _____

Likes _____

Dislikes _____

Habits _____

Favorites _____

Tell me a little about where your child is developmentally _____

What other information should I know/be aware of to care for your child as an individual? Events at home often influence your child's behavior.

I am better able to help your child when you inform me of situations and/or events that might influence his/her overall behavior such as:

Divorce. Separation from a relative or friend. Death of a relative or friend.

Knowing about these transitional times allows me to give special attention, understanding, and care.

The information you give me will remain confidential. Has anything happened recently in your child's life that might have an effect on her/him? (death in the family, divorce, new sibling etc.)

Other _____

School Fees 2019

Babies	Per Month	Deposit upon enrollment (once off)
Half day (6h45-13h00)	R1650 per child per month	R1650 per child
Full day (6h45-17h30)	R1850 per child per month	R1850 per child
3x per week	R1450 per child per month	R1450 per child
Junior & Senior		
Half day (6h45-13h00)	R1500 per child per month	R1500 per child
Full day (6h45-17h30)	R1700 per child per month	R1700 per child
3x per week	R1300 per child per month	R1300 per child
Special Needs	R1750 per child per month	R1750 per child
If your child starts at 6h00 in the morning please add R250 to normal fees		
DAY VISITORS	R150 PER DAY	
Admin Fee	R500 per family payable every January or upon enrollment	
Fees paid 6 months upfront 5% discount and fees paid 12 months upfront 10% discount		