

Application Form 2027

Date of application:		Planned entry date:	
BANKING DETAILS: SAVF CECILIA VAN WYK KLEUTERSKOOI ABSA 1070810030 Branch code: 632005 Reference: Child's name and surname or account number		School fees are payable in advance before the 7th of each month. School fees are to be paid monthly on the (fill in the date – e.g., 25th) _____ day of each month. Registration fee: R600 per child. Payable upon approval of application.	
Method of payment: (Please indicate your preference)		Electronic Funds Transfer (EFT) Debit order (Complete attached form))	
Full name: (07:00-17:30)	1 st child:	R3750	2 nd child: R3400
Half day: (07:00-14:00)	1 st child:	R3370	2 nd child: R 3250

REQUIRED DOCUMENTATION:			
1	Child's birth certificate	6	Popi-Law document signed by both parents
2	Immunization card	7	Progress report of previous school
3	ID documents of both parents	8	Divorce letter (if necessary)
4	Medical aid card	9	Court order (if necessary)
5	Medical policy	10	Contract signed and initialized

A. INFORMATION: CHILD			
Full name:			Surname:
Nickname:			Gender:
Date of birth:			Home language:
Previous school:			Contact number:
Total children in family:		Place in family:	Race:
My child will use this option:	Half day: (07:00-14:00)		Full day: (07:00-17:30)
Is your child potty trained?	Yes	No	Information:

B. INFORMATION: PARENTS				
Composition of family:	Parents married	Parents divorced	Parents live together	Parents live separately
	Foster care	Reconstituted family	Widow	Widower
Residential address of child:				
	MOTHER/GUARDIAN		FATHER/GUARDIAN	
Surname:				
Full name:				
Nickname:				
ID number:				
Marital status:				
Relationship:				
Occupation:				
Employer:				
Cell phone:				
Work:				
E-mail:				
Work address:				
Residential address:				
Church:				

Signed: _____

C. MEDICAL DETAILS:			
Medical aid scheme:		Medical aid number:	
Main member:		Dependency code:	
Family doctor:		Telephone number:	
Allergies:			
Is immunization up to date?			
What childhood illnesses did your child have?			
Has your child previously been evaluated by, or for treatment with, any professional, e.g. Occupational therapist, educational psychologist, hearing or speech therapist?			Yes No
Specify:			
Any other information:			

D. ADDITIONAL CONTACT NUMBER: In case of emergency: Alternative contact number			
Name and surname	Contact number	Relationship	ID number

E. WHO MAY PICK UP THE CHILD OTHER THAN PARENTS:			
Name and surname	Contact number	Relationship	ID number

F. POPI DISCLAIMER

Mandatory: Consent granted in terms of the Protection of Personal Information Act: Act 4 of 2013

Hereby I, Parent/Guardian 1 _____, ID _____,
Parent/Guardian 2 _____

_____, ID _____ consent that my personal information and the personal information of my child, _____, will be used for the internal functioning and service delivery of the organization and that no data will not be made available to unauthorized persons.

Signature	Parent/Guardian 1	Parent/Guardian 2
------------------	--------------------------	--------------------------

Permission to publish child's photo/artwork/name:

As part of the teaching, interaction and socialization at our kindergarten, photos and videos will be taken to capture and document the activities, experiences and participation of the children. In order to protect the rights and privacy of the children at our school, we need the permission of the parents or legal guardians of the child to take pictures of the child while the child attends our school.

Class WhatsApp group (parents only)	☐ Yes	☐ No
School's website and Facebook Page	☐ Yes	☐ No

Signature	Parent/Guardian 1	Parent/Guardian 2
------------------	--------------------------	--------------------------

G. COMMUNICATION

Each class uses a WhatsApp group to quickly share information, circulars and photos. Only legal guardian of child may be on the WhatsApp group. You are welcome to contact the teacher on her mobile phone. Please note that staff may not be on their mobile phones during supervision time. Teacher will contact you back at a suitable time. Please contact the office for any urgent messages. Please respect staff's personal time in the evening. Regular communication with class teachers is encouraged at all times. However, it will be appreciated if appointments are arranged in advance so that conversation can take place undisturbed.

Class WhatsApp group	Name	Telephone number
-----------------------------	-------------	-------------------------

Signed: _____

H. INDEMNITY AGREEMENT

I understand and accept that all reasonable precautions will be taken for the safety and well-being of my child.

1. I confirm that as far as I know, my child is in good health and is able to participate in the activities of the kindergarten.
2. I transfer my powers as a parent/guardian to the head of the kindergarten or her representative if there may be any need for medical treatment for my child and that I will be responsible for the cost of that medical treatment regardless of whether it is because of an injury sustained by my child while in the care of the nursery.
3. I give permission that, if there is an emergency, the school may transport my child to a medical facility and I, as a parent, accept that I am responsible for the cost of it.
4. I indemnify SAVF Cecilia van Wyk Kindergarten against contracting any infections and/or infectious disease and undertake to have the learner immunised against all infectious diseases and to bear proof of such immunisation at our own expense.
5. I indemnify SAVF Cecilia van Wyk Kindergarten against any liability due to loss or damage to personal property.
6. I give permission for my child to participate in kindergarten trips on the school grounds. Kindergarten walk-ins, for example, are a visit from the fire department to the school.

Name and surname (Mother/Guardian)

Signature

Date

Name and surname (Father/Guardian)

Signature

Date

I. FINANCIAL DECLARATION

Details of person responsible for paying the school fees:

Name and Surname:		ID number:	
Cell number:		Residential address:	
Work telephone:		E-mail address:	

I, _____, ID number _____ accept liability for the prompt payment of tuition fees of (child's name) _____.

1. School fees are payable strictly in advance. I undertake to pay school fees on or before the seventh (7th) of each month as follows (NO CASH)
☐ Yearly one-time payment ☐ Monthly ☐ Internet transfer ☐ Debit order (see form attached)
2. I undertake to notify the Principal in writing if the school fees cannot be paid.
3. I understand that my child may be refused access to the nursery school if school fees are in arrears.
4. If the fees for a particular month are not paid in full by the seventh (7th) day of that month, the parent will not be entitled to leave the child at school. Once all fees have been paid in full, the child may be admitted again.
5. I am aware that, should I fail to comply with my undertaking, the school will take the necessary legal steps to recover the outstanding amounts.
6. I undertake to give one (1) calendar month's written notice if my child will no longer attend the school.
7. I declare that I have completed the form in full and that the details are true and correct.
8. I have read and understood the admission requirements and school rules.
9. I/We the parents/guardians undertake to abide by the agreement as set out above regarding the payment of school fees.

Name and surname (Mother/Guardian)

Signature

Date

Name and surname (Father/Guardian)

Signature

Date

Signed: _____

Physical Address: 31 Murray Street, Nelspruit 1200

Contact Details: ceciliavanwyk.principal@savf.co.za

(hereinafter referred to as the Cecilia van Wyk Kleuterskool)

and

Name of parent/guardian: _____	Name of parent/guardian: _____
Identity number: _____	Identity number: _____
Relationship with child: _____	Relationship with child: _____
Residential address: _____	Residential address: _____
Employer: _____	Employer: _____
Work address: _____	Work address: _____
Contact details:	Contact details:
(w) _____ (c) _____	(w) _____ (c) _____
(email) _____	(email) _____

(hereinafter referred to as "the Parent") in respect of

Child's full names and surname: _____

Given name: _____

Date of birth: _____

(hereinafter referred to as "the Child")

WHEREAS SAVF CECILIA VAN WIJK KINDERGARTEN SCHOOL (the school) undertakes to provide Early Childhood Development services to the Parent in respect of the Child;

AND WHEREAS the Parent confirms that the Child is under school age and undertakes to leave the Child in the care of **"The SAVF CECILIA VAN WIJK"** on the terms and conditions contained in this agreement;

1. ADMISSION REQUIREMENTS

- 1.1 Excellence is accepted as a specific goal for this school. To enable us to achieve this high standard, it is necessary to have rules in place for the benefit of parents, children and staff. Our school/centre is based on Christian principles and therefore a Christian ethos. Against this background, please familiarise yourself with the following aspects regarding the school organisation.
- 1.2 Only children between the age of 4 months and the compulsory school age will be admitted.
- 1.3 All children must have already received the prescribed immunisations. The school takes no responsibility for immunisations. It is the duty of the parent to ensure that all immunisations are up to date.
- 1.4 Preschoolers whose mother tongue is Afrikaans, or who are willing to receive instruction in Afrikaans. SAVF is committed to protecting the privacy of all our Data Subjects and ensuring that the personal information collected is used properly, lawfully and transparently. Personal information collected for a specific purpose will be deleted once that purpose has been achieved, unless it needs to be kept for legitimate reasons.

Signed: _____

2. SCHOOL FEES

- 2.1 A non-refundable registration fee of R600 is payable in respect of the registration for a year or part of a year. This agreement is entered into with effect from _____ (date).

Full day: (07:00-17:30)	1 st child: R3750	2 nd child: R3400
Half day: (07:00-14:00)	1 st child: R3370	2 nd child: R3250

The school fees are R_____ per month.

- 2.2 Monthly school fees are strictly payable on or before the seventh day of each month.
- 2.3 If the fees for a particular month are not paid in full by the seventh (7th) day of that month, the Parent will not be entitled to leave the child at school. Once all fees have been paid in full, the child may be readmitted.
- 2.4 The monthly school fees will be reviewed at the end of each calendar year / alternative financial year and the Parent will be given at least one calendar month's written notice of the fees for the following annual period.
- 2.5 If payment of fees is 30 days or more in arrears, steps will be taken to collect the amount in question with interest. In such a case, the Parent will be responsible for all costs incurred in the recovery of the outstanding fees, including collection costs at an attorney's and own client scale, as well as collection commission.
- 2.6 Payments must be made by debit order or electronic funds transfer (EFT) into the school's bank account with the following details:

Account name	SAVF Cecilia van Wijk Kleuterskool
Bank	ABSA
Branch code	632005
Account Number	1070810030
Reference	Child's Name and Surname

- 2.7 If the child is absent due to illness, annual leave with the Parent, or any other reason, the full fees for the month are still payable. Full fees are also payable during school holidays, regardless of whether the child is attending school or not.
- 2.8 Credit enquiries may be made to any credit bureau or institution that has relevant information in order to determine the Parent's creditworthiness.

3. SCHOOL HOURS

- 3.1 The preschool is open Mondays to Fridays from 07:00 to 17:30. The school is closed on weekends and public holidays.
- 3.2 Parents should please note that our educational program begins promptly at 08:00. If your child arrives at school late, it will cause great disruption for him/her, as well as for the other children in the class. Parents are requested not to disrupt classes.
- 3.3 The Parent must accompany the Child into the school grounds.
- 3.4 Children are not sent to waiting cars but are collected personally by the parents.
- 3.5 Parents are requested not to arrive late, as it is very upsetting for a small child if everyone leaves, and he/she is left alone. Fines of R50/15 minutes late are payable for late collection.
- 3.6 We follow a four-term year, but the school offers holiday programs during the months of April, July and October. However, the school will be closed for approximately 12 working days during the December holidays.

4. PICK UP AND DROP-OFF OF CHILDREN

- 4.1 Between 07:00 and 08:00 a staff member is on duty at the school entrance gate.
- 4.2 A medication book is available for administering medication throughout the day at the entrance gate. Perdjie and Hasie class children register medication with the class teacher.
- 4.3 Any written arrangements can be recorded in the message book. If someone else is coming to collect your child, please make the necessary arrangements by telephone or in the message book.
- 4.4 Children may not be dropped off at the school gate under any circumstances - they must be handed over to a staff member in person.

5. WHAT SHOULD THE CHILD BRING TO SCHOOL

- 5.1 Each child must bring his/her own bag to school.
- 5.2 The child must be provided with a lunch box with a snack (e.g. a sandwich and/or fruit and/or yogurt) for 10:00 and 15:00 sandwich time.
- 5.3 Your child brings a water bottle with water to school daily – **NO JUICE IS ALLOWED.**
- 5.4 No sweets in the lunch box! On Fridays you may pack a treat for your child.
- 5.5 A set of clean clothes.
- 5.6 Kindergarten shirts are available in the office for a cost of R130.00. The children can wear these shirts on Fridays and on outings.
- 5.7 Please dress your child in comfortable, old, washable clothes, as they will be climbing and scrambling all day and messy play is part of your child's experience in the program. High heels or platform shoes are not allowed on the playground.

Signed: _____

- 5.8 All clothing, shoes and any other items belonging to the child must be clearly marked.
5.9 A mattress and blanket are provided by the school.

6. REFRESHMENTS AND FOOD

- 6.1 Tasty, balanced meals are provided every day (breakfast, lunch and refreshments). There will be a daily menu on the notice board.
6.2 Any food allergies must be brought to our attention.
6.3 The child must be provided with a lunch box with a snack (e.g. a sandwich and/or fruit and/or yoghurt) for 10:00 and 15:00 sandwich time.
6.4 Your child brings a water bottle with water to school daily – **NO JUICE IS ALLOWED.**

7. DRESS CODE

- 7.1 Parents are requested to ensure that children are dressed comfortably, so that they can play comfortably and get dirty. Playing with paint, sand and mud is part of the day's work and fancy clothes prevent the child from participating in these important activities.
7.2 Children are encouraged to be independent and therefore parents must ensure that items of clothing can be easily put on and taken off by the child.
7.3 All clothing and belongings must be clearly marked. Your child must be provided with an extra set of clothes every day, as well as the necessary warm clothes in case of cold weather.
7.4 If your child has accidentally taken the wrong clothes, please return them to school so that we can find the right owner.

8. TOYS

- 8.1 There are sufficient educational toys for everyone and children are requested not to bring any toys from home.
8.2 Special toy days are offered for children when they are allowed to bring toys from home.
8.3 No cellphones, i-pads or any other electronic equipment may be brought.

9. BIRTHDAYS

Birthdays are a big occasion for every child, and we are happy to share in the joy. Parents are welcome to send snacks to school so that their child can celebrate his/her party at school. However, prior arrangements must be made with the class teacher. Birthdays are celebrated during lunch time at 10:00.

10. MAKE AND BAKE

Make and bake will be held on Fridays and will be indicated on the monthly program. More information will be communicated by the class teacher. Ingredients from home are required.

11. ADDITIONAL ACTIVITIES

Music, singing, dancing, creative expression and perceptual development all form part of the child's daily program and of the curriculum we follow. Instruction in the above is provided by tertiary-trained teachers in accordance with the group's developmental level. To accommodate parents who still wish their children to participate in extra activities, the following is offered. You are under no obligation to have your child participate.

Monday	Speech Therapy	Leandrie	072 291 4618
Monday	Nelspruit Gymnastics Academy	Maré	083 229 1575
Tuesday	Aqua Kid Swimming (from 18 months)	Louise	082 411 0678
Tuesday	Playball	Charlize	072 500 5644
Thursday	Trinette's Dance Academy	Trinette	083 650 5379
Thursday	Puma Kids	Morné	060 650 6265
Friday	Besige Miertjies	Marilize	079 864 0804

If it appears that your child needs additional support to achieve certain milestones, we encourage you to make use of therapy as necessary, for the sake of your child's development.

Speech therapist	Leandrie Wolmarans	072 291 4618
Speech therapist/Oudiologist	Laurette Lemmer	013 759 0545
Occupational therapist	Estelle Buitendag	082 870 3683
	Estelle Theron	082 372 9536
Educational psychologist	Cora Breytenbach	082 810 2409
	Le-Verne Wagner	082 450 9278

Signed: _____

- 12.1 Sick children with contagious diseases must please stay home. No sick or children who have contagious diseases will be allowed to attend School. Please inform the School if your child is sick.
- 12.2 If your child has any allergies, the nursery school must be informed.
- 12.3 Children who need to use medication must be cared for at home until they are well enough to return to nursery school, or at least for the first three days. If it is necessary to complete prescription medication, it will only be administered after three days of absence.
- 12.4 The rule regarding medication is therefore as follows: The relevant medication register at the gate must be filled in with clear instructions by the parents/guardians. No medication will be administered if the medication register is not fully completed. Medication can only be administered between 08:00 and 12:00 before break time.

Children should stay at home if they show any of the symptoms below:

- On antibiotics. After 48 hours on antibiotics, your child may return to school if he/she does NOT experience any of the symptoms below.
- If your child is on antibiotics but is NOT contagious, we REQUIRE a doctor's letter for confirmation.
- Breathing problems or a persistent cough.
- Cold, Flu or Bronchitis (Flu is a viral infection and therefore contagious)
- Tonsillitis (usually due to a viral infection, which is contagious)
- Fever above 37.5°
- Rash with accompanying fever
- Diarrhea/Vomiting
- Unusual fatigue
- No appetite
- Runny nose that is green or yellow in color
- Head lice
- Eye infection of any kind
- Infectious diseases e.g. Measles, Mumps, Chickenpox etc.

13. INJURIES

- 13.1 Precautions are taken to limit injuries. Staff have the necessary first aid qualifications.
- 13.2 Every teacher has a basic first aid kit on hand and there is a well-equipped first aid kit in the office. In the event of an accident, there is a proper procedure that must be followed.
- 13.3 In the event of injuries requiring medical attention, parents are contacted immediately and asked to take the child for medical treatment. An accident report will be provided to the parent.

14. SAFETY AND SECURITY

- 14.1 The School takes all reasonable steps to ensure that your child is safe at the School. However, the School cannot be held liable for any loss or damage or injury to the Child or his/her property during his/her presence at the School.
- 14.2 The Parent indemnifies the School against any claims arising from bodily injury and damage to property, which the Parent may suffer on the premises of the SAVF. CCTV cameras are in all classrooms.
- 14.3 Access to school is controlled by remote controls. Please ensure you close the gate.
- 14.4 Parking area - drive slowly at all times and ensure your vehicle is locked.

15. COMMUNICATION

- 15.1 The communication book is available at the gate in the morning for parents to use.
- 15.2 Each class uses a WhatsApp group to quickly share information, circulars and photos.
- 15.3 You are welcome to contact the class teacher on her cell phone. Please note that staff cannot be on cellphones during supervision time. The teacher will contact you back at a convenient time. Please contact the office for any urgent messages. Please respect staff's personal time in the evening.
- 15.4 Regular communication with class teachers is always encouraged. However, it would be appreciated if appointments are arranged in advance so that discussions can take place undisturbed.

16. ADAPTATION

Adjusting your child to a new school and teacher can be difficult and may take some time. With our experienced staff, your child should adjust and feel at home within a few days.

17. OUTDOOR PLAY

The outdoor area is an extension of the learning program in the classroom. It provides more opportunity for gross motor movement and investigative activities. All of these activities form part of the child's total learning experience.

Signed: _____

18. DISCIPLINE

Application of discipline is done in a positive and non-destructive way.

19. GRADE R SCHOOL READINESS

Please note that school readiness tests are **mandatory** for all Grade R preschoolers. The cost is payable by the parent/guardian and you will receive the necessary information in good time. School readiness is a process that takes place systematically. This goes hand-in-hand with normal development, so that by the time children are school-aged, they are also ready to meet the demands of formal education. When learners enter Grade 1, they are expected to have already mastered certain developmental skills. So it's in your preschooler's best interest to complete the school readiness test.

20. POTTY TRAINING

This is a very important stage in your child's life. It should be a healthy experience without stress. Our staff are experienced and very patient, and we hope that you will handle it that way too.

The procedure is as follows:

- Training starts with the oldest children in the group.
- You will be informed 2 weeks in advance.
- Do not put unnecessary pressure on your child - this will unnecessarily prolong the process.
- Follow the same procedures at home. It is important that you stay involved.
- Send 3-5 sets of clothes as well as plastic bags for wet clothes. Clothes should preferably have an elastic band around the waist for easy putting on and taking off.
- Children should be toilet trained by the age of 3. The school cannot therefore accept new enrolments from children in the middle group (3 years and older), who are not potty trained.

21. POPI POLICY – PROTECTION OF PERSONAL INFORMATION

The Personal Information Protection Act (POPI) requires us to inform you how we process and disclose personal information we obtain from you. We are committed to protecting your privacy and will ensure that your personal information is used appropriately, transparently, and in accordance with applicable law.

22. EDUCATIONAL PROGRAM

Our day program makes enough provision for good alternation between rest time, routine time, circuit time and different hand activities during free play. Alternation from day to day helps prevent monotony. With our high standard presentation and planning, our staff aims to always keep the day program fresh and sparkling.

- National Curriculum framework is followed to develop the 6 ELDAS Early Childhood Development areas.
- Grade R – The National Curriculum (CAPS) is followed as a minimum requirement. Mathematics, Language and Life Skills are presented in an integrated way based on themes that make our children aware of the world around them. Under the watchful eye of the teacher, preschoolers are taught to work independently and thus master the transition from informal education to formal education with ease.

Progress Reports – All preschoolers receive 1st, 2nd, and 4th term reports from class teachers.
Gr R children receive 1st, 2nd, 3rd and 4th quarter reports.

(See daily program on next page)

Signed: _____

OUR DAILY PROGRAM					
HASIE CLASS		JUNIORS		SENIORS	
07:00 - 08:00	Arrival & stimulating inside play	07:00 - 08:00	Arrival and free play	07:00 - 08:00	Arrival and free play
08:00 - 08:30	Bible, songs and breakfast	08:00 - 08:30	Register, morning circle, toilet routine	08:00 - 08:30	Register, morning circle, toilet routine
08:30 - 09:00	Change of nappies	08:30 - 08:45	Breakfast	08:30 - 08:45	Breakfast
09:00 - 10:00	Bottles & bedtime stimulation program for Babies who don't sleep	08:45 - 10:00	Theme discussion and art	08:45 - 10:00	Theme discussion and art
10:00 - 10:30	Wake up. Bottles and change of nappies	10:00 - 10:15	Toilet routine & lunchbox time	10:00 - 10:15	Toilet routine & lunchbox time
10:30 - 11:45	Stimulating inside or outside play	10:15 - 11:15	Free play outside	10:15 - 11:15	Free play outside
11:45 - 12:15	Lunch	11:15 - 12:00	Maths / Language	11:15 - 12:00	Maths / Language
12:15 - 12:30	Change of nappies and put to bed	12:00 - 12:30	Lunch	12:00 - 12:30	Lunch
12:30 - 14:00	Naptime	12:30 - 14:00	Naptime	12:30 - 14:00	Naptime
14:00 - 15:00	Snacks / Bottles	14:00 - 15:00	Free play	14:00 - 15:00	Free play
15:00 - 15:30	Change of nappies & dressed in clean clothes	15:00 - 15:30	Toilet routine & lunchbox time	15:00 - 15:30	Toilet routine & lunchbox time
15:30 - 17:30	Stimulating inside or outside play	15:30 - 17:30	Free play until going home	15:30 - 17:30	Free play until going home

23. SCHOOL SUPPLIES

These supplies should be sent with your child on his/her first day at school or at the beginning of the New Year. **Make and bake:** A make and bake activity is offered on Fridays. The children thoroughly enjoy it. Ingredients from home are needed. The teacher will take turns contacting a few parents at a time with the list of needs for the week.

(See supplies on next page)

Signed: _____

HASIE CLASS	PERDJIE CLASS	FISH CLASS	PANDA CLASS	DUCK CLASS (GRADE RR)	GRADE R (6 YEARS)
1x Wet Wipes (2 per month) for class use	2x Wet Wipes (one per term)	1x Wet Wipes (one per term)	1x Wet Wipes (one per term)	1x Wet Wipes (one per term)	1x Wet Wipes (one per term)
1x A5 192-page hard cover book covered with name and surname	1x Box Tissues (per term)	1x Box Tissues (per term)	1x Box Tissues (per term)	1x Box Tissues (per term)	1x Box Tissues (per term)
	1x A4 Pack of paper	1x A4 Pack of paper	1x A4 Pack of paper	1x A4 Pack of paper	1x A4 Pack of paper
		9-12-piece puzzle	24-piece puzzle	2x Packs of retractable crayons	1x Pack of oil pastels
		2x Ponal glue100ml	1x Ponal glue 100ml	1x Ponal glue 100ml	2X Pritt glue stick 40g
		1x Pritt glue stick 40g	1x Pritt glue stick 40g	1x Pritt glue stick 40g	2x Whiteboard markers
			1x Pack retractable crayons	1x Blunt-nose pair of scissors	2x Packs of retractable crayons
				1x 2L Ice cream tub	A4 Plastic envelope
				1x 36-piece puzzle	1x Blunt-nosed pair of scissors
					1x Pencil bag
			2x HB pencils		
			2x Ponal glue100ml		
			1st and 2nd term 48-piece puzzle 3rd and 4th term 63-piece puzzle		
ALL SUPPLIES SHOULD BE CLEARLY MARKED.					
A Wijkie Bytjie school shirt to wear on Fridays or on walk-ins/outings - R130.00 (can be collected in the office).					

24. LIST OF NEEDS FOR THE ART STOREROOM

We depend on parents for a donation of usable waste materials to enrich our creative activities. The same goes for broken implements, old toys and old clothes for the fantasy areas. If possible, you can send the following items to school as you collect them at home.

Egg shells (washed if possible)	Yogurt containers	Buttons	Printed computer paper	Newspapers / shredded paper	Gift wrap
Matchboxes	Foil	Shoe boxes	Toys / dolls / cars	Toilet rolls	Magazines / storybooks
Vegetable bags	Old tennis balls	Waste material	Waste wool	Corks / caps	Paper plates
Ice cream sticks	Polystyrene trays	Purity containers	X-ray plates	Sawdust	Glitter
Old computers	Old cell phones / telephones	High heels, handbags, scarves	Old hair dryers	Costume jewels	

Signed: _____

25. BABY CLASS INFORMATION

We understand that every baby is a precious gift; our babies deserve the utmost care, nurturing, stimulation and opportunities for development. We are excited to provide a warm and loving environment where your little one can thrive and grow.

Our dedicated team of caregivers, trained in early childhood development, are passionate about creating a nurturing space that feels like a second home for your little one. We believe in fostering a sense of safety and trust, so that your little one feels comfortable and loved from the moment they enter our premises.

Care is at the heart of everything we do. From sleep to feeding routines, our caregivers attend to your baby's every need with tender love and care. We prioritize creating an environment that promotes physical and emotional well-being, so that your little one's basic needs are met with the utmost care and love.

We also recognize the critical role of stimulation in a child's early years. Our centre is designed as an oasis of discovery and exploration, where your little one's natural curiosity is nurtured and encouraged. Through a wide variety of age-appropriate activities and materials, we strive to stimulate their senses, foster their imagination, and support their cognitive and motor development. From sensory play to art activities, music and movement, and interactive storytelling, we provide a rich and stimulating environment.

OUR DAILY PROGRAM:

Although daily routines are discussed with each parent, we also work closely with each family to get to know your baby better. At our baby centre, we are committed to supporting not just your baby, but your entire family. We believe in forming a strong bond with each parent and working together to understand your baby's specific needs. It is important for us to know what makes your baby happy, what his or her unique personality is, and how we can contribute to your family's happiness and well-being. That is why we encourage transparent communication and collaboration between our staff and you as a parent.

This collaboration helps us create a loving and caring environment that promotes your baby's development and growth.

What should I pack in?

1. At least 3 extra sets of clean clothes are essential
2. Nappy ointment for diaper rash
3. 4 bibs
4. Soft hairbrush (stays in rack)
5. Wet wipes for tummies.
6. At least 6 disposable diapers, as well as any ointment or powder that we need to use on the tummies.
7. Until your baby is old enough to enjoy meals with the rest of the school, you must send all of your baby's food and bottles with you. Please send an extra bottle of cool drink for water or tea with you.
8. When your baby is old enough, you can also pack snacks.
9. If you want, your baby can also bring a toy of his/her own.
10. Pacifier (marked).

26. RE-REGISTRATION

Please note that your child must be re-registered on or before 1 September of each year to secure his/her place for the following year. A non-refundable re-registration fee of R500 per family is payable.

27. TERMINATION OF THE AGREEMENT

This agreement may be terminated by either party, before the expiry of the initial term as stated in clause 2 above, by giving one month's written notice to the other party.

The SAVF Cecilia van Wijk Kindergarten reserves the right to terminate this agreement with 48 hours' notice in any of the following cases, but is not limited to:

- **The Parent does not comply with the regulations of the SAVF Cecilia van Wijk Preschool;**
- **The Child poses a danger to other children or has a bad influence on other children;**
- **School fees are in arrears for 8 days or more.**

Signed: _____

GENERAL

The Parent designates his/her address on the first page hereof as his/her domicilium citandi et executandi at which address all notices and process in connection with this agreement or any action arising therefrom may be effectively served. Any notice given to the Parent which: is delivered personally to the domicilium citandi et executandi shall be deemed to have been received on the date of delivery thereof, unless the contrary is proven; is posted by prepaid registered mail to the Parent at the latter's domicilium citandi et executandi shall be deemed to have been received 5 (five) days after the date of posting thereof, unless the contrary is proven. The Parent is entitled to change the address of his/her domicilium citandi et executandi by means of written notice to the SAVF Daycare Facility. This agreement is the exclusive and complete agreement between the parties and no warranty(s), representation(s) or other terms and conditions of any nature not contained herein shall be binding on the parties. No modification of the terms or conditions of this agreement or any mutual cancellation thereof shall have any legal effect unless it is in writing and signed by both parties, or their duly authorized representatives.

SPONSORSHIP

The SAVF Day Care Facility reserves the right to require that a creditworthy next of kin of the Child and/or the Parent also personally vouch for the obligations of the Parent towards the SAVF Day Care Facility.

DATED at _____ on this day of _____ 20____

PARENT/GUARDIAN

NAME IN PRINT

PARENT/GUARDIAN

NAME IN PRINT

ON BEHALF OF CECILIA VAN WYK

NAME IN PRINT

Signed: _____

CECILIA VAN WYK PRESCHOOL

DEBIT ORDER FORM

PERSONAL DETAILS OF CLIENT													
Surname / Name of business:													
Full name / Trading name:													
ID number / Registration number:													
Physical address:													
Postal address:													
Contact numbers:	HOME	WORK	CELL	E-MAIL				FAX					
Name of child(ren):													
BANKING DETAILS OF CLIENT													
Account holder name:													
Account type:		CHEQUE			TRANSACTION			SAVINGS			OTHER		
Bank name:													
Account number:													
Branch name:													
Branch code:													
Credit card:		MASTER						VISA					
Last three digits of credit card:													
DRAWING INSTRUCTION – mark as applicable													
Once-off deductions	x	If once-off, only complete date of 1 st deduction						D	D	M	M	Y	Y
Repetitive deductions	x	Date of first deduction		D	D	M	M	Y	Y	Amount R		0	0
		How many successful months of deductions after the 2 nd						0		0			
		Deduction day of the month											

1. I/We, the client or duly authorized representative thereof ("the client"), hereby authorize the entity named below SAVF, STRATCOL (EDMS) LTD and/or its agents, to collect by means of an Electronic Debit Order from the above account, and to remit the said funds to SAVF. The authorization given is limited to any maximum amount and date of withdrawal stated or within 7 days thereafter.
2. I accept the following to be applicable to this:
3. This authorization may only be withdrawn by 30 (thirty) days written notice to the user at his/her physical address;
4. I and/or the CLIENT, individually and/or jointly, indemnify SAVF STRATCOL LTD and/or its agents against any claims of any nature that may arise as a result of the electronic debit or transfers by means of this authorization whether already withdrawn or not;
5. If the relevant account does not have sufficient available funds to cover any debit, I am aware that a fee will be charged to the CLIENT's account by SAVF for this return. I accept the responsibility to ensure sufficient and available funds equal to the minimum amount as stated above-(or as amended from time to time)
6. Any reference to the entities as stated above includes a reference to any successor in title or in appointment;
7. This approval is not a reference to a specific payment agreement of accounts, and it only serves as an agreement for the manner of payment, in part or in full and any account with the user will only be credited when the actual payment has been received by SAVF;
8. Should any dispute arise regarding SAVF's rights to collect money in terms hereof, the onus is on the CLIENT to instruct his bank to return any debits as unpaid.

DATE: _____

SIGNATURE: _____

Signed: _____