



## LITTLE FLOWERS BABYHOUSE & PRE-SCHOOL APPLICATION FOR ENROLLMENT

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**Kindly carefully read, complete and sign every page where indicated and return to little Flowers with the following additional documents:**

1. Copies of both parents / guardians ID's
2. Copy of your medical aid card
3. Copy of your child's immunization card
4. Signed Prospectus.

### **1. Financial information for the period 1 June 2018 – 31 May 2019**

Full day	R3 564.00 per month	Monday to Friday 6h45 - 17h30
Half day	R3 300.00 per month	Monday to Friday 6h45 – 14h00

Registration fee: R800.00 (payable upon enrollment and thereafter every January)

Deposit: R3 564.00 (full day pupils) or R3300.00 (half day pupils)

No interest is payable on the deposit amount.

The deposit is refunded 2 weeks after the end of the contract, should all fees be up to date and the appropriate notice procedure was followed.

### **Banking details:**

Manzicube cc trading as Little Flowers Babyhouse & Pre-school

Account type: FNB Business cheque account

Branch: Olympus Plaza

Branch code: 258155

Account number: 62315076712

Reference: Child's name and surname

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2. PARTICULARS OF THE PARENTS	FATHER / GUARDIAN	MOTHER / GUARDIAN
Initials & Surname		
First name		
Title		
Id numbers		
Employer		
Occupation		
Telephone: work		
Telephone: home		
Cell phone number		
Email address		
Home address		
Postal address		
Marital Status		
Religious denomination		
Name and particulars of the person responsible for payment of the school fees.		

3. **AUTHORISATION FOR TRANSPORTATION OF CHILD IN CASE OF EMERGENCY ONLY (when parents cannot be reached)**

FULL NAME	SURNAME	ID NUMBER	RELATIONSHIP	CONTACT NUMBER/S

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<b>4. PARTICULARS OF CHILD</b>	
Christian names	
Surname	
Name called by	
Date of birth	
Commencement date	
Full day / half day – please indicate	
Home language	
Important information that the school should know?	
Girl / boy	
Is this his/her first time at a crèche?	
<b>MEDICAL INFORMATION</b>	
Family doctor name and surname	
Doctor telephone number	
Dr's physical adres	
Name of medical aid (kindly attached a copy of the medical aid card) and medical aid number	
Principle member's initials and surname	
Pregnancy: Full term / Premature	
Detail of any difficulty during birth?	
Immunizations: Please supply immunization card	<b>Children without an up to date immunization record will not be admitted to Little Flowers, unless there is a valid medical reason that is communicated in writing by a medical doctor. Such cases will be considered by the owner and enrolment will still be at the sole discretion of the owner.</b>
Allergies? If yes, please give a detailed description	

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## 5. HEALTH POLICY

A Nursery school 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.
- It is the parent's responsibility to be contactable at all times in case of an 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. The school reserves the right to call an ambulance if the situation warrants it, and the cost of the ambulance will be for the parents account.
- Any medicine sent to school must be clearly marked with the child's name and dosage instruction and documented in the medicine book 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.
- 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. NB: Please inform the school if your tetanus injections are not up to date
- It is advisable that all parents who work out of town, or who will require a longer period to get to school, ensure that they have someone on standby that they can send to school on their behalf in such cases.

### Common infectious diseases

#### Chickenpox

Recognized 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 return to school once 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 all the discharge has completely disappeared.

#### 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 when there is no trace of lice or 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 may return once all signs of the infection has cleared up and is no longer visible.

#### 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. Children with unexplained rashes or high fever will not be allowed at school until fully recovered. A doctor's letter must accompany the child when back at school.

#### Diarrhea & Vomiting

A Child with loose watery stools, any form of diarrhea or voting should be kept at home

### The following protocol will be strictly followed by the school in case of fever:

1. Never send a child who has a fever of 38 degrees or higher (or had fever during the night or weekend) to school as fever is indicative of an infection and it is highly likely that your child will infect his/her classmates.
2. Should a fever of 38 degrees or higher be detected at school, the child will be sponged down in order to reduce the temperature and the parents will be contacted for permission to administer fever medication.
3. If, 10 minutes after medication was administered, the fever still 1) rises or 2) remains the same the parents will be contacted to collect the child immediately.
4. If the child has not been collected 20 minutes after the call was made, and the fever continues, the school reserves the right to call an ambulance as the danger of a convulsion is now extremely high. Please be assured that we will always use our discretion and common sense in such cases.

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## 6. BULLYING POLICY AND PROCEDURES

Bullying is an international problem that knows no class distinction, ethnic boundaries or age.

It is the basic right of all children to receive their education free from humiliation, oppression and abuse.

It is the basic right of our employees to feel respected, safe and protected in their workplace.

Little Flowers Babyhouse & Pre-school has a responsibility to create and maintain a secure and safe environment at school for the pupils and staff. To ensure this, an anti-bullying policy has been put in place. We aim to:

- ✓ to create an environment in which bullying is regarded as unacceptable.
- ✓ to deliver a safe and secure environment where all children can play and learn without fear or anxiety.
- ✓ to produce a consistent response to any bullying incidents that may occur.
- ✓ to protect our staff from unacceptable forms of verbal and other abuse

What is bullying

The most obvious forms of bullying are repeated hitting, shoving, chasing or threatening or other actions that cause bodily harm. Other, less easy to define forms include name-calling, teasing, telling lies, excluding and destroying another's belongings, not listening and verbal abuse.

Bullying is wrong and is damaging to individual people.

Please remember that biting is often related to normal age related development and/or sensory integration difficulties and it cannot automatically be assumed that this is bullying. Our staff is fully trained to recognize and deal with these issues with the assistance of our group of trained and experienced therapists.

Is there a difference between playing and bullying?

Play builds the imagination, develops physical coordination and teaches children about rules, roles and possibilities.

Occasional roughness between young children is a perfectly normal part of play.

Aggressive behavior, especially if uncommon or for a short period of time, is often the result of physical or emotional stress caused by things like hunger, anger, fatigue, illness, divorce, death or a new sibling.

*Bullying* is very different from occasional rowdiness or behavior problems under unusual circumstances. *Bullying* is repeated roughness or repeated planned victimization. Then intention of bullying is to cause hurt, or to gain more power and control. Bullying occurs consistently between the same children, with each consistently playing the same role – aggressor or victim.

Procedures to deal with bullying

We believe that our children must stand up for themselves; however, they are not encouraged to harm another child, either verbally or physically. As a result we have endorsed the phrase, 'Stop It- I Don't Like It'.

Children are coached to use this phrase when a peer says or does something which makes them feel hurt or uncomfortable, following which the child must report the bullying child to an adult.

When an incident of bullying or suspected bullying is reported, the school will respond in a manner that is appropriate to the incident. *The following steps will usually be taken, depending on the nature of the incident:*

Step 1

Any child who is bullied will be encouraged to report the incident to their class Teacher. The level of intervention will be guided by the seriousness of the situation. At this point a discussion, without punishment will take place. The Class Teacher will manage this step, document it and report it to the Principle.

Step 2

If the same child/children continue to display unacceptable behavior, a first warning will be issued and the child will be sent to 'Time Out' for a duration which is appropriate for their age.

Step 3

If the same child/children continue to display unacceptable behavior he/she will be sent to the Principal's office for 'Time Out' for a discussion and will spend a period (which will be at the discretion of the Principal) in the office and excluded from Play Time.

Step 4

Continued unacceptable behavior (bullying, rough play, verbal abuse etc...) will result in a Second Warning.

The parent/s will be notified and the child will be suspended from free play for a duration of no less than 2 consecutive days.

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(Bullying policy continued)

At this time the school might, at its discretion wish to refer the child to a Play therapist or Occupational therapist for more intense intervention. The parents will be contacted and the specific situation will be discussed in detail.

Step 5

Following the above mentioned steps and the failure of:

1. the child to adhere to school rules
2. the parents refusal to consider outside intervention

may result in the parents being requested to remove their child from Little Flowers Babyhouse & Pre-school.

Recommended procedure for Parents in the case of their child being bullied and in the case of their child being the bully.

Remember there are always 2 sides to every situation - be prepared to hear the other versions of what happened. This can be a very emotional time for you as a parent. It is, therefore, essential that you remain as objective as possible.

Children have relatively short memories as well as their perception of time not yet being fully developed. As a result, should an incident occur, it is best to report promptly report the incident to the school within 2-3 days of it occurring.

Do not bring outside incidences to the school.

Co- operate with the school. Once a course of action has been agreed upon allow the school sufficient time to appropriately implement the course of action and give your full co-operation. Team work between the school and the parents are essential.

Should you notice your child displaying different behavioral patterns, we ask that you assess whether or not there has been a change in the home environment before assuming there has been an issue at school. E.g. one parent has been away for a 2 week business trip, a relative has been staying with you and the attention has not only been on the child etc.

## **7. LATE COLLECTION PENALTIES**

First offence – no charge if the school is informed telephonically on 012-8077699

Thereafter, penalties will be levied as follows: (charged per child)

Collection between 17h30-17h40:	R50.00
Collection between 17h40-17h50:	Additional R50.00
Collection between 17h50-18h00:	Additional R50.00
Collection after 18h00:	An additional R100 for every 10 minutes

After the third offence, penalties will be levied as follows: (charged per child)

Collection between 17h30-17h40:	R100.00
Collection between 17h40-17h50:	Additional R50.00
Collection between 17h50-18h00:	Additional R50.00
Collection after 18h00:	An additional R100 for every 10 minutes

## **8. BIRTHDAY PARTY POLICY**

Only one item per child is allowed, i.e. either one party pack, one cupcake, one small packet of chips OR a cake for the class to share. No lollipops, hard sweet or bubble gum are allowed due to the choking hazard.

There is no need for juice as we already provide juice at school.

Party times: We prefer that the parties are held in the mornings. Please discuss your arrangements with your class teacher.

A jumping castle is allowed, but please discuss it with your teacher before making a booking.

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## 9. **IMDEMNITY & AGREEMENT BETWEEN THE PARTIES**

I, the undersigned

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Id number

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Parent/guardian of

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1. Declare that I understand the content of the abovementioned document and that all information that I supplied is correct and accurate.
2. I hereby confirm that I have disclosed all relevant information pertaining to my child's medical condition.
3. I hereby give permission that the owner/staff and the abovementioned persons (as indicated on page 1 of this document) may transport my child in case of emergency.
4. 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 accept that payment received after the 7<sup>th</sup> of the month will attract a penalty charge of 1% per day, including holidays and weekends and may result in me losing my space at Little Flowers.
5. I agree to give Little Flowers one (1) calendar month's written notice between January and September and three (3) calendar month's after 1 October. I understand that the last notice date for the year is 1 October and that if notice is given after such date, I will be held liable for the full school fees for the remainder of such year and may forfeit my deposit.
6. I agree to pay school fees for 12 (months) of the year, including December.
7. I hereby give permission that the abovementioned child may participate in all activities at Little Flowers Babyhouse & Pre-school.
8. I hereby give permission that photographs of my child may be posted on the school's Facebook page, website, newsletters and other relevant marketing material.

I hereby indemnify **LITTLE FLOWERS BABY HOUSE & PRE-SCHOOL** and the owner, **SANDRA VILJOEN**, her spouse, executors or family and any of the staff employed, or acting upon instruction by **LITTLE FLOWERS BABY HOUSE & PRE-SCHOOL** from any claim rising out of any accident or injury sustained by my child whilst being in their care.

Signed at Pretoria on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
**FATHER / MOTHER / LEGAL GUARDIAN**

**SIGNATURE:** \_\_\_\_\_  
**FATHER / MOTHER / LEGAL GUARDIAN**