

Crèche Care

“SWANCOR HOUSE”
29 Voortrekker Road
BELLVILLE
7530



(021) 949-9440

E-mail: swancorhouse@gmail.com

“SWANCOR HOUSE”
Voortrekkerweg 29
BELLVILLE
7530



“Fulfilling a great dream means having a great team.”

Application for enrolment.

Name and Surname of Child:

Mother or Legal Guardian 1

First name:

Last name: (Surname)

Marital status:

Cell no.

WhatsApp no.

Work no.

Home no.

Email Address:

Parent with legal custody?

Legal Guardian?

Biological parent?

Occupation:

Employer's Name:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

Mother or Legal Guardian 2

First name:

Last name: (Surname)

Marital status:

Cell no.

WhatsApp no.

Work no.

Home no.

Email Address:

Parent with legal custody? Legal Guardian? Biological parent?

Occupation: Employer's Name:

Billing Information:(address)

Postal code

Date of first monthly payment:

(Your liability starts on this day)

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

The child's information:

First name:

Last name: (Surname)

Name called:

Male: **Female:**

Date of birth:

Home language

Please select any of the following that apply to your child:

- Diapers
- Potty training
- Potty trained
- Speech problems
- Hearing problems
- Vision problems
- Medication to be given daily at the day-care
- Serious medical conditions
- Dietary restrictions
- Serious Allergy
- Any other medical issues

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

If any selected, provide detail:

Password to be disclosed by parent for identification whenever needed by the office:

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If any of the parents did not sign this document, then he/she is not part of this agreement and he/she will not be allowed to collect the child at the day-care or to have any contact with the child when in the care of this facility unless he/she is an authorized “pick-up” person.

Authorized Pick-up Person no 1

First name:

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Last name: (Surname)

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Male: **Female:**

Cell no.

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Work no.

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Relationship to child:

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

Authorized Pick-up Person no 2

First name:

Last name: (Surname)

Male: **Female:**

Cell no.

Work no.

Relationship to child:

Authorized Pick-up Person no 3

First name:

Last name: (Surname)

Male: **Female:**

Cell no.

Work no.

Relationship to child:

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

Agreement between the parent(s)/legal guardian(s)
And
Swancor Global Investments (Pty) Ltd Reg. No: 2016/496277/07
trading as Crèche Care

DOMICILIUM CITANDI ET EXECUTANDI:

Any notice which Crèche Care or its representative may wish or be required to give to the father/mother or guardian as stated in this document shall be deemed to have been duly given if such written notice is sent by prepaid registered mail, addressed to the father/mother or guardian at the address as provided by them in this agreement. Notice shall be deemed to have been received 7 (seven) days after dispatch thereof by registered mail from any post office in the R.S.A. The certificate of posting of registered mail will serve as sufficient proof of the date that such notice was dispatched.

ENTIRE AGREEMENT:

The parties agree that this document constitutes the entire agreement between them, and that no alteration or change will be valid unless it is reduced to writing and signed by both parties.

LEVY FOR LATE PAYMENT:

If the monthly day-care fee is received after the second workday of the month or it is not received by Crèche Care, then Crèche Care, with the retention of their other legal remedies, may claim from the responsible parent/guardian a levy for late payment equal to 10% of the amount that is paid late being an additional amount for administration and other expenses.

In addition to the aforesaid, Crèche Care reserves the right not to accept a child at the day-care on the 3rd workday if any amount due has not been paid.

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

EXERCISE OF RIGHTS:

- Each party hereby consents to the jurisdiction of the magistrate's court if any party institutes legal proceedings in this court even if the amount claimed exceeds the jurisdiction of that court.
- The costs which any party is to pay to the other party on account of the other party exercising his rights in terms of this agreement, includes legal costs according to the tariff between attorney and client, collection, commission, and tracing fees.
- This agreement binds parent(s)/guardian(s) jointly and or severally.
- The parent(s)/guardian(s) hereby confirm(s) and accepts the terms and conditions of this contract and acknowledge that the representative of Swancor Global Investments (Pty) Ltd trading as Crèche Care has explained it to their satisfaction at their request.

I/we as a parent(s)/guardian(s) with legal custody declare:

- that the information herein as supplied by me/us is correct and to the best of my/our knowledge.
- that I/we agree to abide by the school rules.
- that I/we accept that the monthly fee is payable in advance on before the 2nd workday of each month.
- that I/we agree to give one calendar months' notice in writing if the service as indicated is no longer required or to pay one month's fee in lieu of notice (Notice to be given on the first day of the month for that month).
- that I/we agree to pay the monthly fees in full even if my/our child is away on holiday or absent for any other reason.
- that I/we are aware that the day-care centre will be closed every year from a date in December to a date in January of the following year (exact dates to be announced not later than 1 November of the year).
- that I/we agree to pay the levy for overdue payment, legal and other fees on overdue accounts and tracing fees.

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

- that I/we agree that any information in this application may be used and disclosed to third parties if required for the wellbeing of my/our child by the Department of Health or Education or any person or body required to supervise or report on children and childcare centres pursuant to any statutes, regulations, or government requirements or to enforce any obligation agreed to in this application.
- that I/we understand that I/we may inspect any information held on my/our or my/our child's behalf and to correct any errors in it.
- that I/we agree to my/our child being part of the studies of students on placement at this day-care centre.
- that I/we agree that any local medical doctor may attend to any emergency regarding my/our child and I/we undertake to meet all expenses incurred.
- that I/we are aware that my enrolment can be cancelled by the day-care centre with 7 days' notice and that no reason for such action need to be supplied by the day-care centre.
- that I/we are aware that parent(s)/guardian(s) is/are **jointly and severally liable** for the payment of the monthly fees as agreed herein.
- that I/we are aware that if practical activities are offered, it will be charged for separately.
- that I/we are aware of the monthly fees as stipulated in this agreement and that it might be increased to any other amount with 1 months' notice in advance.

I/we as a parent(s)/guardian(s) give my/our consent that my/our child as mentioned above may take part in all classroom and playground activities as well as educational excursions that might be arranged by this day-care.

I/we request that the staff member(s) appointed to oversee my/our child to act "in loco parentis" during the course of such activities.

I/we fully understand and accept that all activities shall be participated in, at my/our child's own risk.

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

On behalf of myself/ourselves, my/our executors, my spouse and my/our child I/we hereby indemnify, hold harmless and absolve Crèche Care, the principal and staff members of Crèche Care and any person who has been appointed by the day-care to render a service or to transport my/our child, of any claims whatsoever that may arise in connection with the loss or damage to property or injury to the person of my/our child during these activities.

I/we accept that all precautions will be taken for the safety and wellbeing of my/our child.

Rules and conditions of enrolment regarding Crèche Care.

(This forms part of the enrolment contract.)

School Hours: Monday - Thursday: 06H45 - 18H00

Friday: 06H45 - **17H30**

- The attendance register must be signed every day.
Parents collecting their children after the time agreed according to enrolment, must get a message to the day care informing us what the position is. The day-care centre will then arrange to have the child supervised by a child minder at an additional minimum fee of **R100-00** for the first hour or part thereof and R60-00 per hour or part thereof for any additional time.

Penalty to be paid the next day the child attends the day-care.

- Parents with any query or request regarding their children enrolled at Crèche Care must contact the supervisor or principal without delay.
- Bulk communications with parents will only be done via the WhatsApp group created for parents for the specific year.

Parents need to request the link for this group at the office.

- Breakfast is only served between 08H00 and 08H30. No requests for late breakfast can be considered.
- Lunch is served between 12H00 and 13H00.

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Initial (Father/Guardian)

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- When applicable, parents must fill out the medication chart stipulating dosages and the time when medication is to be given, Medication containers are to be clearly labelled indicating the content and the name of your child.
No medicine will be given to a child unless the medicine chart has been completed by the parent.
- All precautions will be taken to prevent any loss or damage to clothing. However, the day-care centre does not accept responsibility if loss or damage to clothing does occur.
- Clothing must be marked clearly by the parent(s).
- No expensive jewellery (including earrings) and hair accessories are to be worn to the day-care centre.
- This agreement is void if it is not signed by the parent or legal guardian that enrolled the child.
- This agreement is void if any alteration is done to any clause without the written consent of the Principal and Director, Mr. BJ Swanepoel.
- Children should not bring their own toys to the day-care centre as no responsibility for such toys can be accepted by the day-care.
- **It is the responsibility of the parent(s) or guardian to update telephone numbers, e-mail addresses or any other detail as provided herein.**
- Children that are infected with lice, or a transmittable disease must be treated without delay and will not be allowed to attend the crèche unless a medical clearance certificate of such condition can be submitted. (Department of Health requirement).

It is noted that Crèche Care does not accept responsibility for the treatment of such conditions.

In the case of "head lice" infection we follow a "**no-nit policy**".

In the case of "chickenpox" **no scabs** must be on any body part for a child to attend the crèche.

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

Swancor Global Investments (Pty) Ltd trading as Crèche Care, the owner(s) / shareholders / Members or employees will not be liable for any contagious illness that could be contracted from any employee or child that is in the service/care of this facility.

All children must bring to school the following:

- * At least 5 nappies for the day if not yet potty trained.
- * Extra clothes and a jersey . (All items to be clearly marked)
- * Wet wipes as required if not yet potty trained.
- * A blanket.
- * Milk in own bottles, prepared for the day.
- * If necessary, a clean bib for the day.

Extract of terms of this agreement:

The applicants:

- ▶ accept that the monthly fee is payable in advance on or before the 2nd workday of each month.
- ▶ agree to give one calendar months' notice in writing if the service as indicated is no longer required or to pay one month's fee in lieu of notice (Notice to be given on the first day of the month for that month).
- ▶ agree to pay the monthly fees in full even if my/our child is away on holiday or absent for any other reason.
- ▶ agree to pay the levy for late payment, legal and collection fees on overdue accounts.
- ▶ Penalty payable in the case of a late collection:
the child will be supervised by a child minder at an additional minimum fee of R100-00 for the first hour or part thereof and R60-00 per hour or part thereof for any additional time.

Penalty to be paid the next day the child attends the day-care.

- ▶ Penalty for late collection is payable irrespective of reason for being late! (traffic/taxi etc.)

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Initial (Father/Guardian)

Initial (Witness)

Initial (Mother/Guardian)

- ▶ Children that are infected with lice, or a transmittable disease will not be allowed to attend the crèche until a medical clearance certificate of such condition is issued by a medical doctor.
- ▶ In the case of "head lice" infection a "no-nit policy" is followed.
- ▶ In the case of "chickenpox" no scabs must be on any body part for a child to attend the crèche.

Fees payable:

Registration Fee: R250-00 (payable every year)

Monthly Fee:

January	<input type="text"/>
February – June	<input type="text"/>
July - November	<input type="text"/>
December	<input type="text"/>

Hard copies of documents to be handed in with application:

- 1] A copy of the Birth Certificate of the child or his/her Passport.
- 2] A copy of the Clinic Card of the child or a signed letter stating the reason it is not available.
- 3] A copy of the SA Identity Document/Passport/SA Work Permit of the father.
- 4] A copy of the SA Identity Document/Passport/SA Work Permit of the mother.
- 5] A copy of a municipal or other account confirming residential address.

Signed at: **Date:**

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Full signature
(Father/Guardian)

Initial (Witness)

Full signature
(Mother/Guardian)

Signed at: **Date:**

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Full signature

Initial (Witness)

(for and on behalf of Swancor Global Investments(Pty)Ltd trading as Creche Care)

Created 20-06-2021