



Helderberg Kids

Telephone (021) 853 5377

MISSION OF HELDERBERG KIDS

1. Quality care on an affordable way.
2. Unique one-stop service bases on Christian values and norms

GENERAL BROAD OUTCOMES FOR HELDERBERG KIDS NURSERY SCHOOL

1. Development and cultivating a critical mindset.
2. Program based on activity.
3. Cultivating and developing a positive personal attitude, eating habits, hygiene, and personal physical care.
4. Develop knowledge, positive attitudes for the own and other's cultural heritage.
5. Moral and Christian based development.

Children will learn on a informal way by means of playing. Periodsfor play and routine will be alternated. It is important that children become used to cope in groups.

INFORMATION PACKAGE

WELCOME TO ALL NEW PARENTS AND CLIENTS

HELDERBERG KIDS RULES AND INFORMATION

It is important to us that all our children and parents should be satisfied and happy with our service. To do this we need to hand you some information and rules. Please sign the slip at the bottom so that we know that you have taken notice.

1. Fees are payable in advance. Please note that there will be an annual increase of not more than 10%.
2. One full month notice must be given should your child leave the school. Please also note that we will grant no discount should your child be absent for any reason. **NO CANCELLATION FOR THE MONTH OF DECEMBER WILL BE ACCEPTED.** We sometimes find that parents want to remove their children at the end of November because they have leave in December. Please note that you will still be liable for the December fee should you do this.
3. It is our duty to educate as well as cultivate your child. Good manners and charity are the things that make a success of any human being. Please help us in this respect, as we cannot do this on our own.
4. We are open strictly between **7h00 and 18h00**. That is 11 hours. Please pick up your child in time as everybody is very tired after this long day. Should you be late, we will charge you R20 per 15 minutes to pay for the teacher responsible for your child. Children become upset when they are left to the last one.
5. Sleeping for children is optional. Non-sleepers spend the time on the playground to give the sleepers a good rest.
6. Should you make use of the school's transport, please notify us when your child will not attend the school for any reason. This will save time and unnecessary telephone calls.
7. We always have excellent **supervision**, but it does happen that children get hurt or injured occasionally. Please speak to us should you be worried about any injuries.
8. **Helderberg Kids** have an **organized daily program**. We attend to their emotional, intellectual and social needs. The best times to phone is before 8 o'clock and again after 10h30 when the children have their play-time. We are also available during the afternoons. **MONKEYNASTX IS INCLUDED IN YOUR FEES AND IS PRESENTED EVERY FRIDAY.**
9. **Meals** are served at 8h00 and 12h00. Sometimes a child refuses to eat but gets hungry later on. The food may then be cold or finished. We try our best in this regard, but if your child has this kind of problem, please put in an extra piece of bread or fruit.
10. **Notes and letters** often get mislaid. Please phone for urgent messages so that you know we have taken note of anything we should know. There is also a message book in the office for you to use.
11. **Reports** are issued twice a year, but every term will be ended with individual parent-teacher meetings. You are, however, welcome to make an appointment with your child's teacher at any time.
12. **Corporal punishment** is against the law and we do not make use of it. Please speak to us if your child has any disciplinary problems so that we can work together in solving any problems.
13. We only use the **television** before and after teachers have all arrived (e.g. from 7h00 to 7h30 and again after 4h30). During long, cold winter months we are more lenient when the weather is bad.
14. Should a child bring **toys** to school, we will assume that is a donation to the school. **PLEASE DO NOT EXPECT TEACHERS TO LOOK AFTER YOUR CHILD'S TOYS.**
15. Make certain that your child is **suitably dressed** for the weather. We often find that a child is dressed warmly for the morning temperatures, and when it gets really hot, he/she has no other, cooler clothes.
16. Please **mark all clothes/items** so that nothing gets lost.
17. Should your child be taken **ill unexpectedly**, or develop a fever, we will call you. Make sure to notify us should your **TELEPHONE NUMBERS CHANGE.**
18. It is against the law to send a child to school with a **contagious disease**. We try to be as understanding as possible and realize that a mother cannot stay out of work for weeks, but we also have a responsibility towards mothers (German Measles) and fathers (Mumps) as well as new-born brothers and sisters of our children. These diseases can be fatal if contracted by adults who have not had them as children.
19. **Sweets** are only allowed on a Friday. You may put in your child's own sweets, or pay the amount of R7 for the tuck-shop at the school. During the other days, sweets are unwelcome.
20. We are very **safety-conscious**. It is important that you let us know in case somebody else is going to collect your child.
21. **Problems and complaints** should please be discussed with the principal, unless it is in connection with your child's development in class. Any other complaints should be given to the office. Please remember that a written complaint is more effective as it can be pursued more precisely.
22. Please motivate your child to keep his/her **clothes neat, tidy and together**. They have to learn to take responsibility for their possessions. Teachers spend too much time looking for and after clothes.
23. We always need **scrap and junk** such as ice cream buckets, small boxes, unused paint, old toys, etc.
24. Every child **MUST** have a **message book** that is sent home once a week. **PLEASE SIGN EVERY MESSAGE** so that we know you have taken note of the information. The weekly program will also be stuck into the message book. Talk to your child about the theme of the week. You are also welcome to send pictures about the theme to school to show interest in his/her world. It paves the way for good homework at school.
25. Please indicate and sign the **medicine-list** in the office. In this way we can be sure that your child receives his/her medication according to the doctor's orders. It is illegal to give medicine without consent.

SIGNED

DATE

HELDERBERG KIDS ENROLLMENT FORM

CHILD

NAME AND SURNAME GENDER M F

DATE OF BIRTH

D	D	M	M	Y	Y	Y	Y
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 STARTING DATE

D	D	M	M	Y	Y	Y	Y
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ALLERGIES & ILLNESSES LANGUAGE

MOTHER

NAME AND SURNAME

ADDRESS ID

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HOME TEL

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 MOBILE

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WORK ADDRESS OCCUPATION

WORK TEL

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FATHER

NAME AND SURNAME

ADDRESS ID

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HOME TEL

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 MOBILE

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WORK ADDRESS OCCUPATION

WORK TEL

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REFERENCE #1

NAME

ADDRESS

MOBILE

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REFERENCE #2

NAME

ADDRESS

MOBILE

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PAYMENT BY BOTH FATHER AND MOTHER

SIGNED (MOTHER) ID

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SIGNED (FATHER) ID

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HELDERBERG KIDS ENROLLMENT FORM (Con.)

SERVICES REQUIRED

BABYCARE (FULLDAY ONLY) TODDLERS FULL DAY HALF DAY AFTER CARE (PRIMARY SCHOOL ATTENDING)

TRANSPORT: PICKING UP DROPPING OFF BOTH WAYS

TERMS AND CONDITIONS

ALTHOUGH EVERY NECESSARY PRECAUTION WILL BE TAKEN TO PREVENT ACCIDENTS, ILLNESSES OR DAMAGE, EITHER HELDERBERG KIDS, THE FACILITATORS, EMPLOYEES OF THE SCHOOL ANY AGENTS, GUESTS NOR OTHER RESONS ASSOCIATED WITH THE SCHOO OF SAID FACILITATORS WILL BE HELD RESPONSIOBLE FOR ANY CLAIMS TO CHILD ARISING FROM ANY ACCIDENT, INJURY, ILLNESS OR DAMAGE WHICH MAY OCCUR WHILST THE CHILD IS ON THE PREMISES OR ON ANY OUTING/VIST BY OR ON BEHALF OF THE SCHOOL OR ANY OR THE SAUD PERSONS. THIS INDEMNITY SHALL IN ADDITION BE DEEMED OPERATIVE AS AGAINST ANY THIRD PERSON SUFFERING DAMAGE CONSEQUENT UPON SUCJ INJURY, DAMAGE OR DEATH.

I HAVE READ AND UNDERSTOOD THE "RULES AND CONDITIONS AND WILL HONOR THEM

SPECIAL NOTICE

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NAME (FATHER) SIGNED (FATHER)

NAME (MOTHER) SIGNED (MOTHER)

PLEASE NOTE THAT BOTH FATHER AND MOTHER WILL BE RESPONSIBLE FOR THE ACCOUNT IF IN ARREARS

REQUIREMENTS PER YEAR

1ST SEMESTER (JAN)

GENERAL

- 1x Big bag to keep possessions together
- 1x 30cm Ball
- 1x Cot-mattress
- 1x Small baby-blanket (space is very limited)
- 1x Small pillow

STATIONERY

- 1x Pack jumbo-wax crayons (only 2-3's)
- 1x Pack retractable crayons (only 4-6's)
- 1x Ream/block of paper
- 1x Print
- 1x A5 book for messages
- 2x Liter ice-cream container for stationery

TOILETRIES

- 10x Rolls toilet paper
- 2x Bottles liquid soap
- 200x Tissues
- 1x Face cloth
- 1x Holder wet-wipes

2ND SEMESTER (JUN)

STATIONERY

- 1x Pack jumbo-wax crayons (only 2-3's)
- 1x Pack retractable crayons (only 4-6's)
- 1x Print

TOILETRIES

- 10x Rolls toilet paper
- 200x Tissues
- 1x Holder wet-wipes

WEEKLY MENU

BREAKFAST

LUNCH

SNACKS

	BREAKFAST	LUNCH	SNACKS
MONDAY	OATS WITH MILK AND SUGAR	CHICKEN A LA KING WITH SALADS	FRUIT
TUESDAY	MAIZE PORRIDGE WITH MILK AND SUGAR	IRISH STEW WITH RICE	FRUIT
WEDNESDAY	OATS WITH MILK AND SUGAR	FISHCAKES AND SALADS (SOUP & BREAD IN WINTER)	FRUIT
THURSDAY	MABELLA PORRIDGE WITH MILK AND SUGAR	SPAGHETTI BOLOGNAISE AND SALADS	FRUIT
FRIDAY	OATS WITH MILK AND SUGAR	LIGHT FINGER LUNCH WITH VEGETABLES	FRUIT

SCHOOL FEES

FEES

DISCOUNT (BEFORE 1ST)

FEES BEFORE 1ST

	FEES	DISCOUNT (BEFORE 1ST)	FEES BEFORE 1ST
GRADE R & RR	R 2500	R 50	R 2450
TODDLERS (FULLDAY)	R 2500	R 50	R 2450
TODDLERS (HALFDAY)	R 2300	R 50	R 2250
BABIES	R 2500	R 50	R 2450
AFTERCARE	R 1500	R 50	R 1450

REGISTRATION R500