

# Grace International Day Care and preschool (BOARDING CRECHE)

## NPO REG 290-201

ADDRESS: 6239 Tambokie Avenue, Birch Acres Kempton park 1618

Call or whatsapp 0606140648 / 061 126 1401

OFFICE LINE: 010 017 1051

EMAIL ADDRESS: admin@graceinternationalkhfc.org

### ACCOUNTS:

#### Bank Details:

#### #NOTE PLEASE NOTE

<b>Name of account:</b> Grace International <b>Name of Bank:</b> ABSA BANK <b>Account Number:</b> 4114399406 <b>Branch Name:</b> GreenStone Mall <b>Branch Code:</b> 632005 <b>Type of Account:</b> Business Current  <b>#NB:</b> Refence should be child name and surname	<b>Name of account:</b> ML Sethulu <b>Name of Bank:</b> Capitec Bank <b>Account Number:</b> 1706544810 <b>Branch Name:</b> Birch acres Mall <b>Branch Code:</b> 470010 <b>Type of Account:</b> Savings  <b>#NB:</b> Refence should be child name and surname
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WE ARE REGISTERED REG NO. 290-201 NPO

OUR MOTTO: To Groom And To Educate A Child For A Better Future.

### INTRODUCTION

The management and staff of Grace International Creche and Pre-School would like to extend a very warm welcome to you. Please know that Care and Safety for the kids are our first priority. We currently have Boarding Creche and Pre-School but our goal is to upgrade to Grade 1 to Grade 7. In our Boarding Creche we take kids from 1 year to 6 years old (For those that attend our Creche and also older Kids that would be going to other Schools)We also have After School Care for all ages to 10years of age even from any other Schools.

### LANGUAGE POLICY

Even though we embrace diversity, our medium of communication and language of instruction is Strictly English, since the South African laws states that English language should be used as a language of instruction in Schools hence; our aim is to give an early English foundation in language.

## **FINANCIAL ARRANGEMENTS**

We are pleased to inform you Parents and Guardians that we strive to keep our Fees low and also to offer value for your money Services by ensuring that the child gets the best Care and Development. Please note that fees are paid monthly in advance and Our fees are as follows:

### **Day care Prices:**

Registration Fees ONCE OFF: R300 (Payable upon enrollment of the child and on the beginning of every year)

➤ Stationery to all ages it includes cleaning things ONCE OFF R450

<b><u>Monthly fees – kids group</u></b> <ul style="list-style-type: none"><li>● 3 month to 2 years - R1000 Per month</li><li>● 2+ year to 4 years - R900 per month</li><li>● 4 + years to 6 years - R800</li></ul> <b>TIME: 06:00 - 18:00</b>	<b><u>MONTHLY AFTER CARE</u></b> -anytime after 18:00 to 19:00 monthly price R300 -anytime after 19:00 to 20:00 R500  <b><u>Daily charge after care: 18:00</u></b> - Anytime after 18:00 to 18:30 = R80 From 18:30 to 19:00 = R160 From 19:00 to 19:30 - 20:00= R200
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For Weekend Care, on Saturdays is R150 and on Sundays R200 per day and pick up time is not beyond 5:00pm. After 5:00pm there's extra charge of R50 per hour.

### **# BOARDING Prices: -Rules and regulations**

Registration Fees ONCE OFF: R300 (Payable upon enrollment of the child and on the beginning of every year)

<b>Boarding Fees- Monday to Friday including Weekends and holidays R2500 per month. The Tuition Fees included.</b>	<b>-If you come after 18:00 bring back the child, you are immediately charged R100</b>
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**\*What we provide In BOARDING CRECHE STAYIN**

**What we provide and THINGS YOU DON'T BUY:**

- Education
- Food and snacks (each month parents are required TO BUY NESTLE NESPRAY
- We do laundry and washing powder (YOU BUY US 2KG MAQ ,ONCE OFF WHEN BRINGING THE CHILD )
- Security,safety
- Weekend care ,holiday care, Night care(Stay IN)
- Toiletries you buy them ONCE WHEN CHILD IS STARTING, 4 kids toothpaste,4 Bar washing soup)
- x2 Mini Blankets

**DOCUMENTS:**

- you will get a contract and sign it at school
- Passport or ID copy of parents
- child Birth certificate copy or passport copy
- Child Clinic Book original

**\* Dear parents/Guardian of a BOARDING CHILD**

Private boarding rules with the guidance of lawyer and Grace International Board (people above us) and going by the law of boarding and rules so that there can be order and security of agreement of the private boarding Creche(Grace International)

- Please from today if you take your child for the issues of (work reasons ,loosing job),funerals issues,etc.

-Either forcing to take your child by any other reason bridging

Of the contract without are as on You will have to pay for the month ahead that your child wont be here (in that way you will be free to take the child and belongings.

#NOTE IF IN A MONTH THERES A HOLIDAY YOU ALLOWED TO TAKE YOUR CHILD IN THAT HOLIDAY also weekends if needed.

-since the child will be signed a Contract that will end December 2025 all kids will pay every month due to illness or taken to visit But by proof.

#This is not a Public Creche is private boarding Creche now Please let all follow the rules so that we can build our Children together.

• You are allowed to take your Child to visit you any week of Week ends BUT NOT on the last week of the month unless they have paid FIRST.

**\*concerning injury and sickness WHEN THEY ARE MINOR,SEVERE OR SERIOUS THE PARENT WILL BE LET KNOWN FOR ATTENTION.**

**Both DAY CARE & BOARDING CARE Following the 4<sup>rd</sup> of each month, penalty fee of R150.00 for late fees payment shall be levied against all outstanding accounts charged DAILY from the day after Due date up to until you will pay. The person responsible for school fees should inform the school if the school fees do not come within the required dates and make special arrangements with the principal.**

**#PLEASE NOTE THAT THIS ARRANGEMENT DOES NOT FORFEIT THE R150 PENALTY OF EVERY DAY CHARGED AFTER DUE DATE.**

**NB THE TOTAL NUMBER OF INSTALMENTS IS 12 INCLUDING DECEMBER EVEN FOR THE KIDS LEAVING FOR GRADE 1 THE FOLLOWING YEAR the December instalment is paid together with the November fees which is usually paid in the month – end of October or by the 15<sup>th</sup> of November ALTERNATIVELY you can pay full AMOUNT OF NOVEMBER AND HALF FOR DECEMBER(for Day Care kids). This is to ensure the smooth running of the school, since , over the years, trends have proven that it is a struggle for fees to be paid end of November or in December.**

**Discount is only given to 3 kids using same surname for ONLY CUTTING THE REGISTRATION (CUTTING THE REGISTRATION IS THE ONLY WAY WE CAN DISCOUNT**

#### **PAYMENT OPTIONS**

**Our fees shall always be paid in advance with the 4<sup>th</sup> of every month as our cut- off date. Payment methods: bank transfer #Note direct cash payment is allowed when the child is starting # failure to pay by the cut-off date will result in the R150 charged daily after due date penalty being automatically added to the fees.**

**NB – Please note that once the child is enrolled in our school, fees payments should be paid from the date of enrolment up to December in that particular year even if the child fails to attend creche due to any unforeseen circumstances. Payment of fees helps the creche to pay for fixed operating expenses incurred in proportion to the enrolment.\***

**NB - (DAY CARE)ALSO IF THE CHILD IS OWING FEES AND THE PARENT IS NOT PAYING TILL THE 5TH WHICH THE 4TH IS DUE DATE EVEN ON TOP OF PENALTY THE PARENTS SHOULD KEEP THE CHILD HOME UNTIL MONEY IS PAID**

**SHOULD YOU OWE STATIONERY OR REGISTRATION FEES OR ANY MONEY FOR EXTRA SERVICES, SHOULD YOU DELAY OR TAKE TIME MORE THAN OUR AGREEMENT WE WILL DEDUCT IT TO THE FEES PAID YOUR CHILD WILL REMAIN. HOME TILL THE MONEY IS PAID.**

#### **DAILY ROUTINE**

The school has a daily programme with different outdoor and indoor activities for the kids aged 3 month to 6 years. The kids from the age of 1 years + do curriculum- related activities which enable them to develop fully socially, mentally and physically.

#### **EXTRAMURAL ACTIVITIES**

##### **1. SPORTS (Offered by the school)**

N.B – The following extra murals are optional & are paid for.

#### **ARRIVAL TIME & CHILD PICKING UP POLICY (DAY CARE)**

All kids should arrive any time from 6.00 am to about 9:00 am so as to avoid disruptions once the school activities start. The gates will be locked soon after 9 am for security reasons and for all creche activities to commence without disturbances.

Upon enrolment, the person enrolling the child shall specify the alternative people who will pick up the child. As a school policy, the school shall not release the child to any person who was not specified Upon the enrolment of the child. If someone else sent to pick up the child the parent shall inform the school in advance or phone confirming the arrangement.

#### **END OF THE YEAR SCHOOL CONCERT AND GRADUATION**

The school usually hires a tent and hosts a graduation and concert every year or celebration . This is the school function where kids leaving for primary school graduate and all the other kids showcase what they have been doing throughout the year. All the kids registered in the creche despite their age and despite their presence or absence on the day shall pay a certain fee levied for the this particular function once every year. The non – graduating kids pay that small fee to support the big event. ALL parents and kids are expected to attend these big functions order to see what we do with the children throughout the year through the children's performances and to support the graduating class and the schools cause. We call it yearly celebration is COMPALSARY.

**#ATTENTION GRADUATION MONEY WILL BE PAYED BIT BY BIT FROM MAY 2025.**

#### **OPENING & CLOSING DATES (FOR DAY CARE)**

Our school is open throughout the year, except for public holidays and 3 weeks December holiday. We stay open for the benefit of all working parents, therefore whether your child attends or not during the public school holidays school fees should still be paid.

Parents bringing their kids during the 15th of December holidays and public holidays should make necessary arrangements.

Please note, that an extra fees will be charged for the three weeks. That fee is to be given to the helper who will choose to assist parents in that period which is supposed to be their only resting time. After 15 December services are open with Extra charges.

**SCHOOL UNIFORM – NB – ALL CLOTHING ITEMS TO BE MARKED\***

- Every child should have a school T- shirt & a school tracksuit which can be worn any day but it is compulsory to wear the school shirt & or tracksuit on Fridays and as well as on all the school functions and trips. T-shirt prices R350 & Tracksuits R700
- Scarves and beanies for winter - R200 set

# Please Note deposit is needed for the child measures or full amount.

- **NB** – Make sure that all the kids clothing items and bags are clearly marked for easy identification

**• STATIONERY REQUIREMENTS: ACTIVITY & WORKBOOK STATIONERY AND OTHER REQUIREMENTS**

**CLEANLINESS: WARMTH & OTHER REQUIREMENTS**

Please bring the following: ONCE OFF..SCHOOL WILL CONTINUE BUYING DURING THE YEAR.

**PLEASE BRING THE FOLLOWING FOR SCHOOL USE (DAY CARE & BOARDING YOU BUY ONCE OFF)**

\*12 rolls of toilet paper (doubly ply)

\* (KIDS FROM 2 YEARS)

-72 workbook, 72 paper file, Big oily crayons,scissor,Colouring book, 4 pencils, x2 Big glues,

\*3 packet of wipers kids on diapers.

\*vaseline or cream

\*A clean mini blanket

#FOR BABIES WHO USE DIAPERS CAN REPLACE TOILET PAPER WITH BABY WIPES

**ALL THE KIDS AGED 1 year TO 6 YEARS SHOULD PAY(DAY CARE)**

# SCHOOL CLEANING MAINTANANCE to be bought in school price R450

- When they are finished is on us as creche

- Copies of a child's birth certificate, parents ID/Passport copy, Clinic Card copy. These will be attached to the enrolment form.
- If a child is withdrawn in the middle of the year or in a month or few, these activity books may not be given to the child to go with as they remain the schools intellectual property.

### **COMMUNICATION POLICY**

Open communication between parents and staff is important for the benefit of our little ones. If you encounter any problem or have a query regarding some matter, please feel free to discuss it with the school principal or the teacher in charge. Any contribution that would improve the well-being of our children is welcome please feel free to contact us through SMS, email, WhatsApp or give us a direct call on our business lines listed on page 1.

### **PARENTS MEETING**

Parents meetings shall be held once or twice every year and all parents are expected to attend the meetings in order to take part in matters that concern the well-being of the creche and kids together with the creche management.

### **DAYCARE NOTICE POLICY**

We require one months notice in advance in the event of the child leaving our creche and preschool Day care. Please note that in the event of withdrawing a child without giving one month notice in advance payment for that particular month in which the child is leaving must be paid so that the school will be able to cater for the fixed expenses s the budget would have been done with that child in mind. If a child leaves the school for any reason, the wishes to come back at a certain stage, the re-registration fee will be paid again upon the coming of the child. Notice cannot be given from October. If the child is leaving for whatever reasons November and December fees should be paid so as not to financially strain the school towards the end of the year.

### **REFUND POLICY**

Enrolment and monthly fees are Not refundable at any point. It is also difficult to give back stationery, toiletries, toilet paper and facial tissues to a child who has been withdrawn from the school. This is especially so because when we are given stationery we use it collectively as a school so it will be difficult to trace whose child's stuff was opened first and how much the child would have used at that particular time the staff is required. Kindly bear with us in this regards.

### **\*PRAYER**

1 john 4 :7

#Note that the routine of this menu will be followed when given nutritions from Social development.

MENU CIRCLE 1

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAYS</b>	<b>FRIDAY</b>
<b>8h30</b>  <b>Mabele with milk</b>	<b>8h30</b>  <b>Maize meal porridge &amp; peanut butter</b>	<b>8h30</b>  <b>Maize meal porridge with peanut butter</b>	<b>8h30</b>  <b>Maize meal porridge &amp; peanut butter</b>	<b>8h30</b>  <b>Mabele with milk</b>
<b>10h00</b>  <b>Orange</b>	<b>10h00</b>  <b>Fruit</b>	<b>10h00</b>  <b>Butternut</b>	<b>10h00</b>  <b>Fruit</b>	<b>10h00</b>  <b>Juice &amp; peanut butter sandwich</b>
<b>12h00 Lunch</b>  <b>Pap and mashed</b>	<b>12h00 Lunch</b>  <b>Pap and liver and sou</b>	<b>12h00 Lunch</b>  <b>Samp and Tin Fish with vegetables</b>	<b>12h00 Lunch</b>  <b>Pap and cabbage</b>	  <b>Rice &amp; chicken stew+ mixed vegetables</b>
<b>15:30 Mid Afternoon snacks</b>  <b>Banana</b>	<b>15:30 Mid Afternoon snacks</b>  <b>Butternut</b>	<b>15:30 Mid Afternoon snacks</b>  <b>Biscuits and juice</b>	<b>15:30 Mid Afternoon snacks</b>  <b>Butternut</b>	<b>10h00</b>  <b>Juice/full cream milk &amp; peanut butter sandwich</b>

**#NOTE: THE 2 MENUS ARE ALTERNATED**



## **MENU CIRCLE 2**

please note that the above is the daily menu but some nutritious food can be added so that the little ones can always enjoy delicious and nutritiously cooked meals every day.

NB – if the child does not eat what is indicated on the menu

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAYS</b>	<b>FRIDAY</b>
<b>8h30</b>  Maize meal porridge & peanut butter	<b>8h30</b>  Mabele with milk	<b>8h30</b>  Maize meal porridge with peanut butter	<b>8h30</b>  Mabele	<b>8h30</b>  Mabele with milk
<b>10h00</b>  Orange	<b>10h00</b>  Fruit	<b>10h00</b>  Butternut	<b>10h00</b>  Fruit	<b>10h00</b>  Juice & peanut butter sandwich
<b>12h30 Lunch</b>  Rice Soya mince + mixed vegetable	<b>12h30 Lunch</b>  Pap and beans	<b>12h30 Lunch</b>  Pap and Tin Fish with vegetables	<b>12h30 Lunch</b>  Samp with beans , mixed with soup	<b>12h30 Lunch</b>  Rice & chicken stew+ mixed vegetables
<b>15:30 Mid Afternoon snacks</b>  Banana	<b>15:30 Mid Afternoon snacks</b>  Butternut	<b>15:30 Mid Afternoon snacks</b>  Fruit	<b>15:30 Mid Afternoon snacks</b>  Butternut	<b>10h00</b>  Juice/full cream milk & peanut butter sa

please note that the above is the daily menu but some nutritious food can be added so that the little ones can always enjoy delicious and nutritiously cooked meals every day.NB – if the child does not eat what is indicated on the menu, please notify us and specify on the enrolment form so that and we give alternatives

Grace International Creche and Pre-School

2025 ENROLMENT FORM

Date Submitted: Day...../Month...../Year.....

Child's Name & Surname .....

Child Date of Birth:.....Child age:.....

Parents occupation /Job:.....

Residential Address(rented).....

.....

Village/original home address:.....

Allergies/special Attention Needed.....

.....

\*Mothers Details: Full name.....

ID No.....

Contact Details: Cell..... or .....

\*Fathers Details: Full Name.....

ID..... Cell No.....

\*Person responsible for fees ,work number:.....

-Relationship to the child:.....

Parents occupation/ Job.....

Work Address:.....

Fees Pay Date:.....

Alternative person to contact in the event of emergency

Name and surname.....Relationship to the child.....

Cell.....work/home Number.....

**I undertake to: -**

- 1) I indemnify Grace International to take care of my child.**
- 2) Agree that the principal or her designates may act in loco parentis in the event of an injury or accident in which my child will be involved. My child can be given panado syrup/ pain stop to ease the pain or hot body. Tick Yes or No.**

<b>Yes</b>	<b>NO</b>
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- 3) Collect my child personally if the child is to be collected by another person, I undertake to inform the school.**
  - 4) Pay the monthly fees in advance before 4<sup>th</sup> of each month. A penalty of R150 will be charged for late payment, daily/ everyday after due date till I pay, late charges will automatically be paid together with fees Not exceeding 4 days.**
  - 5) Pay 12 month instalments whether my child attends/does Not attend school due to any reasons or unforeseen circumstances.**
  - 6) Pay for all costs incurred for damages done or losses caused by my child to the school and day care property e.g breaking of chairs, table, plate, cup etc**
- I under signed, am aware that a contract is legally binding and agree to the terms and condition mentioned above as well as in the school prospectus and I am responsible for the registration and payments of all fees for the above mentioned child failure to which can take the necessary steps in order to recover the unpaid fees or due amount.**
- 7. I have read and understand the whole contract and I will follow the rules of the school.**

**Name & Surname:.....**

**Signature.....**

**ID No.....**

**OFFICE USE ONLY**

**school stamp**

**Date of enrolment fee paid .....Signature.....**