

ABC KIDZ EDUCARE

Admissions Policy - 2022

Date Policy Written: December 2019

Date of current revision: June 2022

Date of next revision: June 2023

Person responsible: Esme Olyn

Aims and Intent

ABC Kidz Educare exists to provide a safe, developmentally appropriate environment for ECD center aged children. Our focus is to provide the children with an excellent and stimulating early care and education experience, which promotes the child's social, emotional, physical, and cognitive development. Our goal is to ensure that the child's mind is primed for their life-long learning.

The aim of ABC Kidz Educare is to make our EARLY Childhood Development center accessible to, and inclusive of, all children and families from all sectors of the local community through open and fair practices.

Cognizance is taken that we must earn enough money to pay the salaries, and all other ECD center expenses as well as continuing to maintain and even improve the facilities. Therefore, ABC Kidz Educare charge parents' fees for their child/children to attend this ECD center.

Method

This policy will be implemented and updated by Esme Olyn, principal of ABC Kidz Educare.

Key Facts

1. ABC Kidz Educare is licenced to care for and educate 100 children from age 10 months to 5 years of age.
2. The school year at ABC Kidz Educare is from January to December.
3. We follow a 4-term school calendar.
4. ABC Kidz Educare offers the following services:
 - a. Full day care (7am to 17h30pm)
 - b. Holiday care for children until the age of 5 years
 - c. Casual day care for children until the age of 5 years
 - d. Kidz club/Aftercare for primary school age children
5. **Operating Days and Opening Hours:**
 - a. We are open during official school holidays
 - b. We are closed on all public holidays and long weekends.
 - c. **Opening Hours:**
 - i. Monday to Friday: 7am to 17h30 pm
6. **ECD center Fees:**

- a. All fees at ABC Kidz Educare are paid in advanced.
- b. The required CPA (Consumer Protection Act) documentation forms part of the legal agreement to be signed between ABC Kidz Educare and the parent/s.
- c. Discounts:
 - i. R100 per child if you have more than one child in the ECD center
- d. ECD center fees are increased at the beginning of each year.
- e. **(2022) Fee Structure:**

Full day care	
Monthly	R3600 per month
Casual care/ Daily	R200 per day
Kidz Club / Aftercare	
Monthly	R2000
Weekly	R400
Daily	R80

f. **Additional Charges:**

Service	Amount	Charged When
Enrolment fee	R1000	<ul style="list-style-type: none"> • Once-off charge • Payable on the signing of the Enrolment Agreement; • Non-refundable; • Covers the cost of the Enrolment Process,
Access control device	R100	<ul style="list-style-type: none"> • Upon registration the fee-paying parent is issued with an application any additional access card for his/her spouse will be charged.

g. **Late Collection Fee:**

- i. A fine of R100 per 15 minutes will be levied if a child is collected from the ECD center after 05.30 pm.
 - ii. This fine will be payable in cash within three days of the child having been collected late to the practitioners that was staying with the child.
 - iii. Make it clear during the interview that being levied a fine does not give the parents' permission to be late!
7. From approximately third week in -December to the first week in-January each year the ECD centre closes completely for holidays and so that our hard-working staff can have a good rest with their families.
 8. The children are divided into the following groups:
 - a. Dolphin class (Age: 10 weeks to 12 months)
 - b. Penguin class (Age: 1 to 2 years)
 - c. Farmyard class (Age 2 to 3 years)
 - d. Ladybug class (Age 3 to 4 years)
 9. ABC Kidz provides tuition in English
 10. ABC Kidz Educare does not accept children with disabilities.

11. The buildings at ABC Kidz Educare have been designed to make it accessible to parents/children with disabilities.
12. ABC Kidz Educare is advertised widely in places accessible to all sections of the community.
13. Information about ABC Kidz Educare is accessible:
 - a. In written format (a brochure)
 - b. Spoken form (interview with the principal and word of mouth)
 - c. On website (www.abckidseducare.co.za)
 - d. LinkedIn
 - e. Facebook
 - f. WhatsApp
14. In the event a foreign national, who does not speak the language, wishes to enrol their child/children, if we have a member of staff who speaks and understands the foreign language, we will ask that member of staff to assist with translation and interpretation during the initial interview. When the child is enrolled the member of staff who speaks the language will help ease the child into settling down.
15. ABC Kidz Educare is sympathetic to emergency admissions if we have space available.
16. Children may join the ECD centre at any time of year.
17. ABC Kidz Educare operates a waiting list and takes the following into account when a child from the list is admitted:
 - a. Date on which application was made for that particular class.
 - b. Siblings previously or already in attendance at ABC Kidz Educare.
 - c. The balance of the group as a whole.
18. **Nutrition:** ABC Kidz Educare employs two cooks who prepares the meals. We are thus fully prepared to take religious eating considerations and food allergies into account. The ABC Kidz kitchen is Halaal.
 - a. **Babies:**
 - i. ABC Kidz Educare does not provide food for babies who are on formula and/or specialised baby foods. These are brought to the ECD centre by the parents each day.
 - ii. A fresh bottle is made up before each feed so parents of children on formula supply it in powder form together with clean bottles every day.
 - iii. Breast milk in bottles may be provided daily and will be stored in the refrigerator and be warmed up before a feed.
 - iv. As soon as the child is able to eat solids, as prepared by the ECD centre kitchen, the parent stops bringing baby food to the ECD centre.
 - b. **All other children:**
 - i. **Breakfast:** A breakfast of jungle oats/maltabella and creamy meal porridge is provided every morning (Monday to Friday) from 7.00 am – 8.30 am.
 - ii. **Snack:** The following snacks are prepared Monday to Friday:
 1. **Morning snack** – Marie biscuits with water
 2. **Mid-day snack pm-** Fruit with water
 3. **Mid-afternoon snack:** Fruit with water
 4. **Late afternoon snack:** Cheese sandwich, scone, savoury muffin, quiche, popcorn, and banana muffin

- iii. **Lunch** is provided every day (Monday to Friday) from 12.00 pm to 1.00 pm. The lunch menus can be viewed on the noticed board.
- iv. At ABC Kidz Educare we do not force the children to eat.
- v. During our different nationalities theme week, we will ask you to send a plate of traditional food from the nation your family is from, and the children will experience the different tastes and textures from other countries.
- vi. ABC Kidz Educare is a nut-free zone and peanut butter, or other peanut products, are never served.
- vii. ABC Kidz Educare also takes cognisance that dairy is not always that good for children and for this reason we use minimal dairy products.
- viii. The only food that parents bring to the ECD centre is a healthy snack, i.e., fresh fruit. The healthy snacks will immediately be put into the refrigerator so as not to break the cold chain.
- ix. Cool, fresh water is available to the children every day.

19. **Security:**

i. **Access Control**

One parent will be issued with an access card free of charge and additional access card to the spouse will be charged so that you can gain entry into the ECD centre easily.

ii. **CCTV**

There are 26 cameras in the ECD Centre positioned in the classrooms, nappy changing rooms, offices, security receptions, play area, passage and kitchen. The monitor is in the office and all activity is recorded every day and any issues that arise are soon picked up.

iii. **Doors**

All doors between classrooms are stable doors and the bottom halves are always kept closed and parents should always be aware to close the doors behind them when they enter and exit the classrooms.

Registers: Registers are taken in the morning before morning ring:

1. **Sign-In and Sign-Out Daily Class Register:**

- a. The parent signs the Sign-In Register every morning. It is situated in each classroom.
- b. When the parent collects the child, it signs the child out in the class register.
- c. Same goes for children in the after care or kidz club. Parents will sign them in when drop off and sign them out on collection.

20. Extra-Mural Activities:

- a. ABC Kidz Educare offers the following extra-mural activities:

Activity	Duration	When	Age Cohort
Ballet	45 minutes	Fridays	2 –5 years old
Gymkids	45 minutes	Thursdays	2-5 years old

- b. The organisers of the extra-mural activities sub-contact to the ECD centre and as such raise their own invoices and collect their own fees.
- c. The extra-mural invoices will be emailed to the parents by the organiser/delivered to the parents in the children’s bags or lockers.
- d. Play time is more important and it is not recommended that children do more than three extra-murals, nicely spaced out, to not overwhelm them.

21. Communication: ABC Kidz Educare uses the following methods to communicate with parents:

- a. **Notebooks:** One of the methods we use for communication with parents is via the notebook system. The class teacher fills out the notebook, which you sign and return in the mornings in your child’s bag. Please write back to us as often as you would like to.
- b. **Email:**
- i. At ABC Kidz Educare we try to be as green and eco-friendly as we can and wherever possible we communicate with parents through email.
 - ii. Invoices and statements are sent through email, unless there isn’t one in which case, we’ll give the parent a printed copy.
- c. **Newsletters:** These are sent out monthly during term time. We either print or email them depending on your requirements.
- d. Our website www.abckidzeducare.co.za The website is updated every week and parents will be able to find past newsletters, the diary, menus, and photographs as well as general info about the ECD centre.

22. Reports and feedback to parents on their child’s development: Reports and parent feedback meetings happen in:

- a. April (end of the first term) – short written report and parents meeting.
- b. August (end of the second term) – detailed written report.
- c. July (after the school holidays) – parent feedback meeting about the development over the past six months);
- d. November (end of the third/fourth term) – detailed written report.

23. Marking Clothing and other Belongings: The onus is on the parents to mark their children’s belongings as ABC Kidz Educare is not responsible for lost or missing items. It is almost impossible what belongs to who if articles are unmarked.

24. Medical Matters:

- a. In terms of the National Health Norms and Standards, only children who have been vaccinated, or are in the process of their vaccinations, may be admitted to this ECD centre.
- b. ABC Kidz Educare employs a qualified nursing sister to assist with the medical aspect of the ECD centre.

- c. Children who are ill may not be brought to the ECD centre especially under the following conditions:
- i. Within 12 hours of a high temperature.
 - ii. Within 48 hours of going onto an antibiotic.
 - iii. Spots and rashes, ringworm, and impetigo.
 - iv. Sore throats, especially tonsillitis.
 - v. Infected eyes.
 - vi. Any runny tummy or vomiting.
 - vii. Yellow, green, or brown noses.
 - viii. Weeping ears.
 - ix. Lice – a clinic or doctor’s certificate is required before the child may return to the ECD centre.
- d. When a child has been on an antibiotic for 48 hours and deemed well enough to return to the ECD centre, the ECD centre is **not** allowed to administer the remainder of the medication.
- e. Parents are requested to ask their doctor to prescribe medications that are administered once, or possibly twice, a day and can be done at home.
- f. If a child is on long-term medication, e.g. asthma pump, the parents gives to the ECD centre a letter indemnifying the ECD centre, management, the staff and everybody at the ECD centre from any reaction the child might have to the medication.
- g. If a child has allergies and an antihistamine or Epinephrin auto-injector is kept at the ECD centre, the parent signs the Medication Administration Control Sheet every day.
- h. Management will keep an eye on the expiry date of the antihistamine medication and inform the parents when a new one is needed.
- i. Without the Medication Administration Control Sheet having been properly filled out and signed, no medication will be administered to that child. Instruction will not be taken over the telephone.

25. Items to bring to the ECD centre: At ABC Kidz Educare we strive to be self-sufficient so that parents can get on with the time-consuming business of earning to support their families. However, we do need a few articles to be packed in the children’s bags as a matter of course.

Parents bring the following to the ECD centre on a daily basis:

10 Weeks to 1 Years Old	1 to 2 Years Old	2 to 3 Years and Older	3 to 4 Years
<ul style="list-style-type: none"> • Signed notebook • Sterilised bottles and/or dummies • Formula • Wet wipes • Nappies • Barrier cream 	<ul style="list-style-type: none"> • Signed notebook • Bottles, dummies • Formula • Nappies • Wet wipes • Barrier cream 	<ul style="list-style-type: none"> • Signed notebook • Pull ups • Underwear • Barrier cream • Wet wipes • Change of clothing 	<ul style="list-style-type: none"> • Underwear • Change cloths • Face cream/Vaseline • Plastic packet

<ul style="list-style-type: none"> • Cuddly toy for the cot • Change of clothing • Bibs • Plastic packet • Face cream/Vaseline 	<ul style="list-style-type: none"> • Change of clothing • Bibs • Plastic packets • Face cream/Vaseline 	<ul style="list-style-type: none"> • Plastic packet • Face cream/Vaseline 	
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26. Involved Parents: Parental involvement is the *most important* part of a child’s development and at ABC Kidz Educare we highly value parents and their input. Parents enable their children to bring the following to the ECD centre:

Monday	An item for the theme table as per the Quarterly Planner and any extra mural apparel
Wednesday	Recycling
Thursday	Extra-mural apparel
Friday	Extra-mural apparel

27. Food, Toys and Sweets:

- a. The only food that parents may bring is healthy snacks or a piece of fresh fruit.
- b. No toys (Only on Fridays for Show & Tell) and sweets from home are allowed. They will be taken from the children, and this causes much unhappiness.

28. Birthday Parties:

- a. ABC Kidz Educare permits short birthday parties to be held at the ECD centre.
- b. Prior arrangements need to be made with the child’s class teacher.
- c. The birthday party will take place during morning snack time, after the creative activity and before first outdoor time.
- d. The parents and family of the child are welcome to attend the short party and take photographs.
- e. Parents are welcome to organise a jumping castle or clown. These activities will be made available to all the children at the ECD centre in a controlled fashion.

The Admissions Method

1. ABC Kidz Educare operates with an open door policy/only conducts initial interviews by appointment only.
2. Admission interviews are conducted by the ECD centre Principal.
3. Before the parents arrive for the initial admission meeting have a copy of this Policy available for your reference. Also have an Enrolment Contract, Child and Parent Details Form and Indemnity Form ready for filling in and signing.
4. When the parents/guardians arrive for the meeting, greet them warmly by name, tell them your name and position at the ECD center.
5. Offer them tea/coffee and arrange for it to be made so that it’s waiting for them in the office after the tour of the ECD center.
6. Take them on a tour of the ECD center pointing out all the center’s strong points along the way.

7. If you have improvements planned, briefly touch on them, but without too much emphasis lest the parents think that the center is going to rack and ruin, and quick fixes are being done.
8. After the tour take the parents back to the office and, using this Admissions Policy document, explain how the ECD center works to them, answering any questions they might have.
9. Hand the Enrolment Contract to the parent so that they can see it while you explain it.
10. Remember to emphasize the following important information:
 - a. **Cancellation of the Registration:**
 - i. Once the contract has been signed and a place allocated to a child, if the place is not taken up within one week of acceptance, the ECD center will give the parents adequate notice that it intends to terminate the registration.
 - ii. If the parent still fails to take up the allocation, the ECD center keeps enrolment fee.
 - b. **Indemnity:**
 - i. No child will be accepted into the ECD center unless the Indemnity attached to the Enrolment Contract has been signed.
 - c. Acceptance/denial of the registration will be communicated to the parents through a phone call and confirmed with an email.
 - d. If entry is denied, management's decision is final.
 - e. It is not possible for ABC Kidz Educare to "hold" a place for a child for more than one month.
11. Check on the Class Numbers Control Sheet that you actually do have space in that particular class.
12. After the initial interview and the Enrolment Form has been filled in, do a credit reference check using information (Ids, etc) that the parents have supplied.
13. Notify the parents that the child has been accepted/declined either through email or a telephone call.
14. **Admin Tasks If the child is accepted into the ECD centre:**
 - a. Open a personal file for the child. Print out the Enrolment Checklist and staple it to the front cover of the file. This checklist is ticked off by Principal.
 - b. Make sure the parents bring copies of the following documents to the ECD centre and file them in the child's personal file:
 - i. Certified copies of ID document of both parents.
 - ii. Certified copy of the Child's birth certificate.
 - iii. Check if enrolment fee has been paid. Give the original to the parents and file a copy in the child's personal file.
 - iv. Properly signed and initialed Enrolment Contract.
 - v. Parent and Child Detail Form filled out in full.
 - vi. Clinic card/Vaccination record card
 - c. Edit the Parent's Handbook and email it to the parents.
 - d. Create a record for the child in the ECD centre Database.
 - e. Organise a My School Card for the parents.
 - f. Issue the parents with a access card.
 - g. Allocate a locker to the child and label it with the child's printed name and picture.

- h. Check on the Child's Details for for any allergies. If they are present update the Allergy List.
- i. Print copies of the updated Allergy List and distribute them to the following places:
 - i. All the classrooms;
 - ii. The issolation room;
 - iii. The kitchen.
- j. Check that the people concerned do replace old allergy lists with the new ones.
- k. Make a note to draw the staff's attention to the new child's allergy at your next staff/prep meeting.
- l. Add parents email addresses to your Outlook distribution lists, or the Printing distribution list.
- m. Issue the class teacher with:
 - i. Mattress name
 - ii. Printed Art names;
 - iii. Printed Birthday chart names;
 - iv. Printed Locker name
 - v. Assessment sheets
 - vi. Updated call register
- n. Update the Fees Spreadsheet (used at month end to check and balance the invoices).

15. Finance Department's tasks if the child is accepted into the ECD centre:

- a. Update the accounting system with the new child's details.
 - i. Enrolment fee Fee
 - ii. Month fee
- b. Email the Fee spreadsheet to Liberty HR/ Send invoice for fees to none Liberty employers
- c. When all the Finance boxes on the Enrolment Checklist have been ticked, hand the completed Child's Personal File to the Class Practioner.

16. The Principal checks that the file is complete according to the Enrolment Checklist.

17. The Principal signs and initials the Employment Contract and returns it to the file.

18. The now complete file is filed away for futher use.

This policy was adopted on *06 January 2020. At 25 Ameshoff Street, Libridge Buildiung, Braamfontein*, and is in full force and effect at ABC Kidz Educare. Where necessary all the parents have been informed of this policy. All our employees have a good understanding of the contents of this policy and if at any time any of the clauses in this policy are contravened, normal disciplinary sanctions, as per the Basic Conditions of Employment Act, will be taken.

Name and Signature 1:

Name and Signature 2: