



# SHUTTLE KIDZ

www.shuttlekidz.co.za

## DISCOVERY DAYCARE

1 Monte Vista Boulevard  
Monte Vista, 7460  
021 558 6150

## ENDEAVOUR EDUCARE

Park Lane  
Century City, 7441  
021 555 0037

## ENDEAVOUR TOO!

Century Way  
Century City, 7441  
021 110 5854

SHUTTLE KIDZ CC, Registration Number: CK 2007/042152/23

## ENROLEMENT FORM

Which branch of Shuttle Kidz:

Discovery  
Day Care

Endeavour  
Educare

Endeavour  
Too!

Month and year required for admission: \_\_\_\_\_

Playgroup (09h00 – 12h00)

Discovery Daycare only

Half day (07h00 – 13h00)

Full day (07h00 – 17h30)

## CHILD'S DETAILS

Child's full name and surname (as on birth certificate): \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

ID number: \_\_\_\_\_

Gender: \_\_\_\_\_

Home language: \_\_\_\_\_

Other language: \_\_\_\_\_

Address: \_\_\_\_\_

Any Fears: \_\_\_\_\_

Number of children in family: \_\_\_\_\_ Position of child in family: (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>): \_\_\_\_\_

Name of sibling if enrolled at Shuttle Kidz: \_\_\_\_\_

Nationality: \_\_\_\_\_

Dietary needs: \_\_\_\_\_

Breast Milk

Formula

Formula/Breastmilk

Solids

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**PREVIOUS DAY MOTHER/NURSERY SCHOOL**

Current: \_\_\_\_\_

Previous: \_\_\_\_\_

Tel no: \_\_\_\_\_

Tel no: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHILD'S MEDICAL DETAILS**

Blood Type:

O+	O-	A+	A-	AB+	AB-	B+	B-	UNKNOWN
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Family Doctor

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Address: \_\_\_\_\_

Paediatrician:

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Address: \_\_\_\_\_

Medical Aid

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Main member: \_\_\_\_\_ ID no: \_\_\_\_\_

Medical aid no: \_\_\_\_\_

Option/plan: \_\_\_\_\_

Has your child received all the necessary immunisations? If no, please state reason

YES	NO
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Has your child suffered from any of the following illnesses? Please indicate with an X.

ASTHMA		ENTERIC FEVER		MUMPS		TICKBITE FEVER	
CHICKEN POX		GERMAN MEASELS		POLIO		TYPHOID FEVER	
DIABETES		HEPATITIS		RHEUMATIC FEVER			
DIPHThERIA		MALARIA		WHOOPING COUGH			
JAUNDICE		MEASLES		SCARLET FEVER			

Does your child suffer from any allergies?

YES	NO
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If yes, please give details: \_\_\_\_\_

Please specify any other relevant medical details: \_\_\_\_\_

\_\_\_\_\_

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

PARENT 1/LEGAL GUARDIAN DETAILS

Full name (as on ID): \_\_\_\_\_

Designation:  MR  MRS  MS  MISS  DR  REV  PROF  CHIEF  OTHER

ID number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Residential Address:

Work Address:

Postal Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel H: \_\_\_\_\_

Tel W: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail address (please write legibly): \_\_\_\_\_

PARENT 2/LEGAL GUARDIAN DETAILS

Full name (as on ID): \_\_\_\_\_

Designation:  MR  MRS  MS  MISS  DR  REV  PROF  CHIEF  OTHER

ID number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Residential Address:

Work Address:

Postal Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel H: \_\_\_\_\_

Tel W: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail address (please write legibly): \_\_\_\_\_

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

## EMERGENCY CONTACT (ENGLISH SPEAKING)

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to family: \_\_\_\_\_

Tel H: \_\_\_\_\_ Tel W: \_\_\_\_\_ Cell: \_\_\_\_\_

*Documents that must be supplied with the application:* Child's Birth Certificate Copy of child's full clinic card Copy of both parent's ID documents 

## SHUTTLE KIDZ TERMS AND CONDITIONS

Shuttle Kidz CC, Registration No. CK 2007/042152/23 standard terms and conditions to which Parents agree ("Terms"):

1. Financial Terms:

- 1.1. You, as parents (collectively referred to hereinafter as "**Parents**" which shall include both parents and legal guardians of the relevant child/ren herein, except if specifically stated otherwise in the enrolment form) hereby agree jointly and severally to be liable and to pay the School Fees and other charges levied by Shuttle Kidz ("**the School**") without delay or deduction, and to also contribute those goods as set out in Annexure A (par 5) attached hereto. Fees are payable monthly *in advance* via EFT, Snap scan, cash or bank card before or on the first day of each calendar month. No deductions are made for absenteeism. Fees for December are charged in full, but a discount is offered on early payment of January fees. The obligation to correctly reference each payment and inform us of such payments in writing, rests on the Parents.
- 1.2. Our School year runs from around the 3<sup>rd</sup> week of December, and we reopen open in the second week of January every year, except if stated otherwise.
- 1.3. Fees are increased annually in January, and this will be addressed in a letter to parents.
- 1.4. A retainer fee of 50% of our standard Fees will be raised where you require your child's place at the School be reserved for an extended period of time (more than 3 months) for each month that your child is absent in order for us to retain his/her place at our School.

2. Contract Terms and Termination

- 2.1. This Enrolment Form is your application for admission of your child/ren to our School and does not create any obligation on the School to accept or enrol your child/ren, irrespective of whether your child previously attended our School. Admission is in our sole and unfettered discretion, and always subject to your continued compliance with these Terms.

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

- 2.2. By enrolling your child and paying our registration fees you agree and accept these Terms, and we agree to reserve a place for your child/ren in our School for the full school year. Note that these Terms apply to both parents of the child and to your children, so please familiarise yourself with it.
- 2.3. A full calendar months' notice must be given by the parents in writing to cancel this agreement and remove your child from our School, failing which the parents remain liable for the full unexpired month's fees. The School may for good reason terminate their services to the Parents and their child/ren upon 10 working days written notice to the Parents, upon breach of these Terms.

### 3. Media Consent

*Please tick the appropriate box:*

YES	NO
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- 3.1. You as parents understand and acknowledge that from time to time, informal photographs are taken of the School's children, and that these photographs are placed in the possession or control of Shuttle Kidz management. These photo's might be used in electronic media, advertisements, and the Shuttle Kidz website.
- 3.2. The Parents hereby give the School the irrevocable right and permission to copyright and use (to include any re-use, printing, publication, and republishing, without restriction as to changes or transformations) of any audio, video, photographic portraits or pictures (collectively referred to as "**media**") of us as Parents or my/our child/ren, for illustration, art, promotion, advertising, or any other purpose relating to the School's affairs.
- 3.3. We hereby personally relinquish irrevocably any right that we may have to payment of any consideration whatsoever for the media taken or used by the School, or to examine or approve the completed media, or use of such media.
- 3.4. We hereby release, discharge and agree to hold the School harmless (including its affiliates and Service Providers), their heirs, legal representatives or assigns, and all persons functioning under their permission or authority, or those for whom they are functioning, in our name and on behalf of our child/ren from any liability by virtue of any use of the media, or publication/broadcast thereof, including without limitation any claims for copyright infringement, defamation or invasion of privacy.

### 4. Breach of contract

- 4.1. In the event of a breach of these Terms, the School hereby reserves its right, in its sole discretion to:
- 4.1.1. Refuse the child entry to the School's premises until the breach has been remedied; and/or
- 4.1.2. Cancel this agreement on 10 working days written notice or demand specific performance with its Terms;
- and
- 4.1.3. Take whatever legal steps necessary to claim arrears, damages or the like, and report the Parents for not paying the School Fees (with any credit bureau).

### 5. Medical Consent

- 5.1. In a critical medical situation, every effort will be made to contact the parents. However, where the School is unable to reach the Parent(s), the Parent's hereby authorise the School to utilise the quickest medical service available to attend to the medical welfare of their child/ren.

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

- 5.2. The Parents hereby agree that a medical practitioner may provide emergency treatment as may be necessary in such event and expressly hereby agree to be responsible and liable for the payment of any such medical care, transport or treatment.
- 5.3. Furthermore, the Parents hereby agree and consent to their child/ren's medical records being used and/or processed in order to proficiently provide the aforementioned emergency treatments, as may be necessary, and indemnify the School and its staff from any liability in this regard, none excluded.

## 6. Protection of Personal Information and Data processing

- 6.1. The Shuttle Kidz Group of Schools ("**the Group**") collects, stores, and processes Personal Information provided by you, which includes but is not limited to: names, identity numbers, addresses, contact information and banking details, amongst others (collectively referred to as "**the information**"). The Group uses the information solely within the scope for which the information was collected and for the legitimate purpose of offering its business-related services to you and your child/ren, and/or as is necessary for the purposes relating to the operation and performance of the School or to comply with this Agreement, and our legal obligations. You consent to this.
- 6.2. The Group uses Service Providers, who may make use of or process you or your child/ren's information for, inter alia the following purposes:
- 6.2.1. Providing the services contemplated herein; and/or
- 6.2.2. In assisting us in complying with certain legal obligations, public authorities, court orders and/or legal investigations, as applicable.
- 6.3. The Group may share some of the information with its employees, directors, agents and third parties, as required by this Agreement or the law, and where the sharing and/or disclosure of such information is reasonably necessary for the performance of our obligations and to render the services in terms of this Agreement.
- 6.4. The Group will keep your information for as long as necessary to fulfil its obligations in accordance with this Agreement or as necessary to comply with any legal or regulatory requirements, and may store information outside the borders of South Africa.
- 6.5. You have the right to:
- 6.5.1. request access to and rectification or destruction of any information held by the Group;
- 6.5.2. object to the processing or further processing of your information;
- 6.5.3. receive copies of the information provided to the Group and transmit such data to another party; and/or
- 6.5.4. to lodge a complaint with the Regulator or directly to the Group.
- 6.6. The Parties to this Agreement explicitly agree to adhere to all laws and regulations relating to privacy when administering, using and/or maintaining any personal information.
- 6.7. Any information we receive from you may not be recycled and/or reconstructed by the Group, unless required by law and/or with the prior written consent of the necessary party(ies).

## 7. General Undertakings & Indemnity:

- 7.1. You as Parents hereby agree and consent as follows:
- 7.1.1. That the information supplied herein is true, correct and accurate, and that the Parents have the legal right to contract with the School regarding the child/ren enrolled and that they will immediately advise the School telephonically and in writing of any change in the Parent's marital status, legal rights (such as custody or

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

parenting plan relating to the child/ren) or change in address or contact details, or their child/ren's health, without delay, supplying the School with all agreements, legal documents or Court Orders affecting the children or their parents/legal guardian(s) in this context;

7.1.2. That the Parents are primarily responsible for their child/ren, and:

7.1.2.1. take full responsibility for delivering and collecting their child/ren from the School, and hereby authorise the School to release a child/ren to their Parent or another person authorised by the Parent to collect the child/ren;

7.1.2.2. Accept and undertake to abide by all the rules and regulations applicable to you as Parents and to your child/ren, with which you declare yourself fully acquainted with, specifically including Annexure B attached hereto – Rules and Regulations;

7.1.3. To freely and voluntarily associate with the Christian ethos and values of the School, that notwithstanding this, which welcomes persons of all religious and spiritual convictions;

7.1.4. That your right of admission to any Shuttle Kidz facilities are strictly reserved, and that the Parent's child/ren will obey all legal and reasonable instructions of the school personnel;

7.1.5. That they **warrant that they will not** directly or indirectly harm (endanger, bully, threaten or slander amongst others) the School, its personnel, any children or other parents and that they will always act in good faith and in the best interest of the School, its staff and all its families; and, will therefore refrain from any defamatory, offensive, abusive, indecent, obscene or menacing, racially prejudicial, sexist, derogatory, false, misleading, blasphemous or otherwise unlawful behaviour or language whether in person or through any other means of communication;

7.1.6. That they (and their child/ren) will not cause any inconvenience, disruptions or annoyance at School or with any other parent, child or personnel, or act in breach of any other Term hereof;

7.1.7. That while the School personnel in charge of the School will care for my child/ren to the best of their ability, neither they nor the persons connected to the Group, will accept any liability for any accident, injury or illness/disease to you or your child/ren or your attendees while he/she/they attend our premises or are under our care, except if such accident or injury arises because of the gross negligence or wilful misconduct of Shuttle Kidz, and therefore ***the Parents hereby indemnifies and agrees to hold the School and its members, directors, staff and our service providers harmless from any and all damage and losses which may be suffered as a result of any and all claims, proceeding or action brought by a third party relating to the Parent's infringement of these warranties and obligations, or suffered by the Parents or their child/ren whilst in our care or on our facilities;***

7.1.8. That all services (including optional extra services provided by our selected third party service providers) are offered and taken by the Parent and child/ren at their own risk who voluntarily associates themselves with the risk inherent in such activities, and therefore the ***School and its members, staff and our service providers take no responsibility for any harm, loss or damage to property or person occurring to you or your child when participating in such activities or programs.***

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

## 8. General

- 8.1. The parties hereby choose their domicilium citandi et executandi for all notices and legal matter, the email and physical addresses supplied in this Enrolment Form (page 1).
- 8.2. No extension of time or indulgence granted by the School to the other party to this Agreement shall be deemed in any way to affect, prejudice or derogate from the rights of the School in any respect under this agreement, nor shall it in any way be regarded as a waiver of any rights hereunder, or a novation of this Agreement.
- 8.3. The terms of this agreement and the rules and regulations form the sole contractual relationship between the parties relating to its subject matter and no variation of this agreement shall affect the terms hereof unless such variation is reduced to writing and signed by the parties. This Agreement supersedes and replaces any and all agreements between the Parties, and no agreements, representations of warranties between the parties other than those set out herein shall be binding on the parties.
- 8.4. The rule of construction that this Agreement shall be interpreted against the Party responsible for the drafting of this Agreement, shall not apply.
- 8.5. The Parents shall indemnify the School against any claim or legal costs and or tracing charges on the highest scale allowed in law, subject to the law of South Africa and the exclusive jurisdiction of the Western Cape High Court in Cape Town.
- 8.6. No announcements of any nature whatsoever will be made by or on behalf of a Party relating to this Agreement without the prior written consent of the other Party, save for any announcement or other statement required to be made in terms of the provisions of any law.
- 8.7. Neither this Agreement nor any part, share or interest herein nor any rights or obligations hereunder may be ceded, delegated or assigned by the Parents, but the Terms of this agreement will be binding on a party's heirs and successors in title.
- 8.8. If any provision of these conditions is declared by a competent Court to be unenforceable, illegal, void or contrary to public policy, such declaration will have no effect upon the binding force or effectiveness of any of the remaining provisions of these conditions, it being the intention and declaration of the parties that had they known of such unenforceability, illegality, invalidity or that the provision was contrary to public policy, they would nevertheless have entered into these conditions, containing all such remaining provisions.
- 8.9. The persons signing this Agreement warrant their authority to do so and specifically warrant that he/she/they have the legal right to conclude this agreement and bind them and their children to same and agrees to be bound by these Terms.

## 9. Force Majeure

- 9.1. The School will not be responsible for not rendering services or for delays in service deliveries due to events of force majeure or other matters, facts or circumstances beyond its reasonable control, including, but not limited to, acts of God, fire, flood, tornado, earthquake, war, riot, insurrection, strike, lockout, civil unrest, slowdown, epidemic, quarantine restriction, delay in transportation, labour shortage or strikes, materials or manufacturing facility shortage, accidents, boycott, embargo or any act or regulation of government or governmental authority and other contingencies beyond the School's control resulting in impossibility or delay of performance of its obligations.

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_



# ANNEXURE A – FEES & CHARGES

FEES PAYABLE	Children aged 3 months – 11 months	Children aged 12 months – 5 years	Grade R 6 years
1. <u>A non-refundable <b>ADMINISTRATION FEE</b> is payable on acceptance of your application by the School.</u>	R 1,500	R 3,000	Not applicable
2. <u>Grade R <b>ADMINISTRATION FEE</b> is payable by all children applying for Grade R class. The fee will include your child's stationery for the year and is not refundable.</u>	Not applicable	Not applicable	R 3,500.00
3. <u><b>MONTHLY SCHOOL FEES</b></u>	<b>ENDEAVOUR &amp; ENDEAVOUR TOO!</b>	<b>DISCOVERY</b>	
3.1. HALF DAY - 07h00 to 13h00	R 3 700 pm	R 3 300 pm	
3.2. BABEEZ - 07h00 – 17h30	R 3 960 pm ENDEAVOUR ONLY	Not applicable	
3.3. FULL DAY - 07h00 to 17h30	R 4 050 pm	R 3 530 pm	
3.4. GRADE R - 07h00 to 17h30	R 4 400 pm ENDEAVOUR ONLY	Not applicable	
3.5. PLAYGROUP - 09h00 to 12h00	Not applicable	R 1650 pm DISCOVERY ONLY	
<b>OPTIONAL EXTRA's</b>			
3.6. <b>EXPERI-BUDDIES:</b> A weekly program that uses experiments to show young children that the world of science can be fun. For ages 4 - 6 years old.			
3.7. <b>MANNERS4MINORS:</b> A weekly programme using a fun, interactive and age appropriate approach to develop good manners, core values and morals. For ages 4 - 6 years old.		<b>Not available at Discovery Day Care.</b>	
3.8. <b>DANCING:</b> Dance programmes including hip hop and ballet for fun and enhanced gross motor development. For ages 3 - 6 years old.			

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3.9. <b>KINDERMUSIK:</b> Weekly classes that helps develop emotional, social, physical, cognitive and musical skills. For ages: 1–6 years old.		<b>Not available at Discovery Day Care.</b>	
3.10. <b>CLICK-A-MOUSE:</b> Weekly computer classes (as a basic introduction to computers) offered on site by a mobile computer school. Currently only available at Endeavour Educare Centre and Endeavour Too! For ages 3 - 6 years old.		<b>Not available at Discovery Day Care.</b>	
3.11. <b>FUZION SPORTS:</b> Weekly soccer-based ball skills are taught in a fun, non-competitive environment. For ages 4 - 6 years old.			
3.12. <b>SPEECH–LANGUAGE THERAPIST:</b> Shireen van der Bergh is a qualified speech therapist who visits us once a week to assist children.			
3.13. <b>OCUPATIONAL THERAPIST:</b> Rene Lynch is a qualified Occupational therapist who visits us once a week.			
3.14. <b>LATE COLLECTION:</b> While we do undertake to care for children beyond 17h30, we charge an overtime rate if we are called on to provide care and facilities beyond our standard operating hours (“ <b>the extra service</b> ”). <b>Please note that this is strictly enforced.</b>	R 300.00 per hour charged in 15 minute increments	R 300.00 per hour charged in 15 minute increments	
3.15. <b>SPECIAL EVENTS</b> Entertainment, guest performers and extra-ordinary activities to make special occasions like school holidays, Valentine’s Day, Easter, Halloween, the Festive Season, Mother’s Day, Father’s Day etc. fun and exciting. A nominal fee and/or donation are usually requested to allay costs.			

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

<p>3.16. <b>ANNUAL AND BIENNIAL EVENTS</b> These events are fundraisers focused on raising funds to add to and upgrade our facilities. i.e., Family Fun Day, Art Exhibition, School Photos, School Production etc.</p>			
<p>4. <b>TUCKSHOP:</b> This is open every Friday morning and children are encouraged to do their own “shopping” for the weekend.</p>			

5. Parents also agree to **contribute** those items or good stipulated in our Rules and Regulations from time to time

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

# ANNEXURE B – RULES AND REGULATIONS

## RULES AND REGULATIONS

- Our aim is to provide an educational support facility for young children.

## TO THIS END WE OFFER THE FOLLOWING:

- Shuttle Kidz Services:
  - An educare centre where children, through example, will acquire a set of moral values based on Christian principles.
  - Hygienic conditions where healthy habits are inculcated.
  - A quiet, stimulating environment conducive to learning.
  - Safe and controlled recreational areas to foster physical development.

## OUR FACILITIES PROVIDE FOR:

- Classes:
  - Babeez Class: for 3 months to 11 months.
  - Full day care and half day care for children aged between 12 months and 5 years.
  - Grade R classes for children who are turning 6.
- HOURS:
  - Parents are expected to be punctual when delivering and collecting their children.
  - Hours are:
 

<b>Half day:</b>	<b>07h00 to 13h00</b>
<b>Full day:</b>	<b>07h00 to 17h30</b>
  - Baby care hours: **07h00 to 17h30**
  - Grade R: **07h00 to 17h30**
  - Hours include school holidays but exclude public holidays. We close for our annual holiday (15 working days) in the third week of December, and re-open in the third week of January. See notes regarding fees below.

## DISCIPLINE AND PUNISHMENT

- We do not believe in petty discipline. We use time-out as a method of discipline for inappropriate behaviour.
- Children are encouraged to behave in a socially acceptable manner and to show respect for themselves, their peers, and their surroundings.
- We believe that praise and positive reinforcement are effective methods of behaviour management. When children receive positive, nonviolent, and understanding interactions with adults and others, they develop good self – concepts, problem solving abilities and self – discipline.
- Many disciplinary problems are avoided simply by keeping children focused and on the task. When they are actively involved in engaging and interesting activities, there is less reason to look for distraction.
- At Shuttle Kidz, when children act out or misbehave, we try and find the cause of the negative behaviour, as different causes require different responses. Sometimes, something as simple as getting a new pet, can create a change in behaviour. That is why it is imperative that Parents always work with us and keep us informed of any changes in their child's environment. If we understand the behaviour, it makes it easier for us to help the children. It is essential that we have parent support in correcting any negative behaviour.
- All punishment issued to learners at Shuttle Kidz must be: fair, reasonable, appropriate to the wrongdoing of the child, relatively immediate as well as acceptable and humane in nature.
- Our goal is to provide an environment for each child to grow socially, intellectually, and emotionally, while meeting the needs and interest of each individual child. Our emphasis is on creating (together with the parents) well mannered, confident children who have received a good foundation in education and are ready to face the challenges of primary school.
- Based on these beliefs, Shuttle Kidz focuses on a positive approach to discipline and practices the following discipline and behaviour management techniques:

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**We do:**

- Communicate with children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behaviour to children.
- Give attention to children for positive behaviour.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behaviour.
- Set up the classroom environment to prevent potential problems.
- Provide alternatives and redirect children to acceptable activities.
- Help children to talk out problems and think of solutions.
- Provide appropriate words to help solve conflicts.
- Use Storybooks and discussion to work through common conflicts.

**We DO NOT:**

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force on the child as a discipline measure. Physical force to the body includes spanking, hitting, shaking, biting, pinching, pushing, pulling or slapping.)
- Use any strategy that hurts, shames or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow other children to discipline a child.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

*The following discipline procedure is followed at Shuttle Kidz:*

1. A chat is had with the child, with an explanation of the offence and how the child can do things differently next time.
2. 'Time out' on the 'thinking chair' in the classroom under teacher supervision. Teacher will multiply one-minute times the age of the child. The teacher will chat to the child as above.
3. If we find that point 1 and 2 are happening too often, we try positive reinforcement e.g.: star chart
4. Parent will be contacted to discuss child's behaviour verbally, with approval from the manager.
5. Meetings with parents and teachers will be scheduled if disciplinary problems occur, to decide on a course of action best suited to deal with negative behaviour. The aim is to assist the child and amend his/her behaviour, together with his/her parents. If professional advice is required, it will be suggested to the parents.
6. The principal or manager has the right, after meeting with the parents, documenting behaviour problems and after all tried interventions have been exhausted, to terminate childcare services for that child. Please note that this is the last resort and rare. The decision is not taken lightly and takes into account the best interests of the child, other children in the school, as well as our staff.

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_

### WHAT THE CHILDREN ARE TAUGHT (According to age appropriate guidelines)

13. Curriculum: Shuttle Kidz has an excellent educational programme with age appropriate activities for all ages. Our staff are dedicated and caring professionals.
- 13.1. The alphabet, numbers, shapes, and colours, facts regarding the theme for the week. i.e., My Country, Recycling, Life Cycles etc.
  - 13.2. Drawing, painting, and writing of their names (older children only).
  - 13.3. Songs, nursery rhymes, music, and movement.
  - 13.4. Social graces, manners, and hygienic habits.
  - 13.5. Dressing skills.
  - 13.6. **GRADE R** children follow the national curriculum as laid down by the Department of Education.

### WE ENCOURAGE THE DEVELOPMENT OF INITIATIVE, SELF-DISCIPLINE, AND INDEPENDENCE.

### REST PERIOD

14. A rest period from 13h00 to 14h15 is compulsory for all children, aged 1 – 5 years.
15. Shuttle Kidz Babeez will follow a routine advised by the parents, aged 3 months – 11 months.

### GENERAL

16. Full day and half day children are to bring a portion of edible fruit to crèche every day (excluding Babeez Class).
17. Grade R children are to bring their own healthy snack box every day (including during school holidays). This snack should include a sandwich or yoghurt, a piece of fruit and a juice. NO sweets, chocolates, energy drinks or fizzy sodas.
18. Several changes of clothing are to be kept in your child's bag at all times.
19. The wearing of sunscreen is recommended in the months from September to April. Parents are to apply this at home.
20. All clothing and shoes must be clearly and indelibly marked.
21. No sweets, toys or personal possessions may be brought to the crèche.
22. Absenteeism must be reported.
23. Children with infectious diseases must be treated and cared for at home.
24. We do not cater for children with food allergies.
25. Where potty-training is necessary, it remains primarily the responsibility of the parents concerned. However, we will assist you with this if you are prepared to follow our recommendations and work together with us in your child's best interests.
26. A box of tissues and four toilet rolls are to be provided on request, usually every three months (excluding Babeez Class).
27. All parents must sign an indemnity form before admission to SHUTTLE KIDZ is approved.
28. All children are enrolled at SHUTTLE KIDZ on a one-month trial. During this time a twenty-four-hour notice period will apply, either way.
29. Shuttle Kidz Babeez parents will supply food items for all dietary needs on a daily basis.
30. All items supplied need to be clearly marked with your child's name.
31. **It is compulsory for the children to wear a sunhat when playing outside in summer. You will need to purchase a Shuttle Kidz hat available at the office. The peak cap is R50, and the sunhat is R100.**

### RIGHT OF ADMISSION IS RESERVED

32. I, father/mother/guardian of the child, hereby agree to accept and abide by all the rules and regulations governing the group known as Shuttle Kidz, with which I declare myself fully acquainted.

Signature of both parents/legal guardians: 1. \_\_\_\_\_ 2. \_\_\_\_\_