

Tiny Toes

Christian Stimulation Group
Pierre van Ryneveld



Times: 6h30 - 17h30
Ages 0-5 years (Grade 00)

Qualified and trained staff
Small groups



Contact today

082 878 5163
012 662 2685

CCTV
for parents
peace of mind



Where learning is fun!

www.tinytoes.co.za

Parent Signature _____

Tiny Toes

Where love is given in limitless amounts

A bilingual Christian faith based stimulation group

Where we strive to stimulate the child's development and help them to grow their confidence through a fun and lively program, always keeping a balance between free play and educational directed activities. Children will be encouraged to discover things for themselves. Through a playful and informal manner they will do activities with educational value and that have a specific outcome in mind.

The area's we concentrate on:

Intellectually / emotionally / creatively / physically / socially / musically / Spiritual / Cognitive growth

The values we encourage:

Forgiveness / Self-Control / Acceptance / Responsibility / Sharing / Honesty / Integrity / Perseverance / Compassion
At Tiny Toes we are ALL friends!

Our Facilities:

Tiny Toes is zoned as an Early Childhood Development centre
We also have Health / Food / Fire Certificates for our premises
We have spacious classrooms with separate junior and senior play areas.
Education will be given in English and Afrikaans, depending on your little ones home language.

Our Security:

Our staff are trained and qualified as First Aiders / Fire Fighters
Our staff have been through the Police Clearance Proses
We have CCTV for parent's peace of mind
Access gate control
Private Security Company

Qualified, Trained, Passionate and Experienced Staff

Small groups

Ages: 0 - 5 years

Times: 06:30 - 17:30



Where learning is fun!

Parent Signature _____

Tiny Toes

Bilingual Christian Stimulation group

Banking Details:

Absa Bank

Acc No: 917 561 9062

Branch Code: 63 20 05

Email address: michelle.austin@telkomsa.net

Ages: 0-5 years

Time: 06:30 - 17:30

Qualified & Trained Staff

Small groups

Tuition fees as of the 1ste of Jan 2018 over 12 months

January to December

Non-refundable, once off registration fee of R950, payable yearly to secure your little ones place.

<u>Days per week</u>	<u>06:30 - 13:00</u>	<u>06:30 - 17:30</u>
5 days	R2480	R3135
4 days	R2150	R2695
3 days	R1705	R2150

General Arrangement:

Should you collect your child after 13:00, an aftercare fee of R90 will be charged to your monthly fee at the end of the month. Also if the child joins us for an additional afternoon the fee of R90 will be applicable. An additional morning/day fee will be R150.

Are you wondering what your little one gets up to during the day?

Check in on them via our Live Streamed CCTV System, covering all classrooms

As well as the 3 outside play areas of our school!

CCTV for parent's peace of mind is an additional once of payment of R2000 for the year, should parents be interested. (Should you enrol your child later in the year the fee will be calculated prorata R170 per month paid once off in advance for the duration of the year)

Please ensure payments are made before or on the last day of the month.

Late payments will be subject to a R100 penalty fine.

Parent Signature _____

Tiny Toes Rules & Regulations 2018

Name of the play group: Tiny Toes
Address: 56 Hertzog ave, Pierre van Ryneveld
Telephone number: 012 662 2685

Arrival and departure times:

Children are received between 06:30 to 07:00 in a waiting class. As of 07:00 children are to be dropped off in their own classes. Please note that children must not be left at the gate but should be handed over to the person on duty. For safety reasons, the gate is locked at 08:00. Someone will be on gate duty between 07:00 and 08:00 & again between 12:30 and 13:00 equipped with a panic button that could activate armed response if necessary. Please do not endanger everybody at our school just because you are running late. Parents who are late because of unforeseen circumstances are required to ring the bell at the gate and make sure they lock the gate again when they leave the premises. Thus a friendly request that all children be at school in his / her class before 08:00. Our schools program starts at 08:00 with breakfast. Should your little one be dropped off after 08:00, we request that he/she please enjoy breakfast at home to ensure that we do not fall behind with our program due to late comers who needs to finish their breakfast. This also causes unnecessary anxiety for our little friend who is late.

Departure time: Children are not sent to waiting cars but must be collected personally by parents. Parents are urgently requested not to be late, as it upsets a child terribly if all the other children leave and they are kept waiting.

Please also keep in mind that our staff works very long hours and would also like to get home to their families.

Half day children may be collected between 12:30 and 13:00. Should you collect your child after 13:00 an aftercare fee will be charged and added to your monthly account.

Full day children have to be collected at the latest by 17:30. No exception will be made.

Please request the nannies when collecting children to return directly home, and not to stand and chat on the street corners, putting the little ones and their own lives in unnecessary danger.

When dropping off or collecting your little one please ensure that your car is locked and please don't leave other children sitting in the car.

Gate tags are available @ R100 each. Tags will be activated as soon as payment has been received. Tags are non-compulsory!!!

Safety and security

Please furnish a copy of an ID document of the person who will be collecting your child in advance. It would be a great help to have a document of a grandma or friend so one could at least compare photos or ID numbers and be 100% sure that the children are handed over to the right person. I know it sounds like a lot of trouble but it is in our children's best interest.

We have taken all necessary steps and every precautionary measure that is implemented is for the safety of our children but unfortunately no responsibility will be accepted for any injuries or accidents that may occur. Please be assured that permanent supervision will be maintained at all times.

Parent Signature _____

CCTV

The purpose of this service is for parent's peace of mind alone! Not to check up on a teacher or to see how you as a parent can change our daily routine. Also not for you as a parent to take any issues up with another child's parents should there be a problem. I or the responsible teacher will handle whatever the situation requires with the necessary discretion.

Refreshments and food

Breakfast is served at 08:00, light refreshment at 10:00, lunch at 12:00 and light refreshment at 15:00 - all provided by the school. Should you wish to pack a late snack for your child, please do. Some parents encourage another snack at 16:30 due to supper being served late - thus please provide this snack.

We request that every child please bring a fruit of their choice to school every day as we would like to encourage our little ones to eat fruit. The fruit will be given to them at 10:00 with a biscuit and a juice provide by Tiny Toes

Suggestions for a fruit snack @ 10:00

Finger fruit in a re-sealable plastic container clearly marked with your little ones name.

- Apple cut into pieces / Grapes / Banana / Pear / Oranges - peeled please or any Dried fruit and more

Children are not allowed to bring sweets or toys for themselves or their friend as this may cause a lot of unnecessary tears for the other friends. At Tiny Toes we are all friends and should you want to bring something to school, please make sure there is enough for the whole class.

Suggestions for a healthy snack @ 16:30

Finger food in a re-sealable plastic container clearly marked with your little ones name.

1 x re sealable juice or water clearly marked

Vienna's	Cheese	Bread
Salt biscuits	Droewors	Biltong
Tomatoes	Carrots	Cucumber
Muffins		

NO yoghurt, sweets, chips. Chocolates, fizzy drinks please.

BABY CLASS

Please make sure that the following are in your baby's bag to ensure him / her having a great day in which we can meet all their needs:

- 6 or more nappies as we change them at 08h30 / 10h30 / 12h30 / 14h30 / 16h30 + one for a soiled nappy in between.
- Clean bottles with the correct amount of boiled water in it.
- Container with correct amount of measured milk powder / formula in it.
- Wipes and bum cream for our little ones bums

Parent Signature _____

- One set of extra clothing which will only be used when necessary - should the child mess or have a runny tummy and the clothes are dirty / messy or wet.
- When you collect your little one, please be patient so we can just clean their little hands and mouth. This will ensure baby feels refreshed and ready for a nice play with mommy and daddy, and we know we did the best we can for you and your little one.
- We do have a menu at school. Should your child not be able to eat the schools food, which I would like to encourage from 12 month onwards, please ensure that there is breakfast for 08h00, snack for 10h00, lunch for 12h00 and another snack for 15h00 all provided by the parents.

Notice of absence

Parents are kindly requested to inform the school should a child be absent for a particular day, before 9am in the morning.

Should your child have any minor ailment (headache, sore throat, tummy ache) we will contact you when deemed necessary.

Children with contagious diseases must be kept home until the disease has cleared up.

No learner on antibiotics may attend school or if they have any of the following symptoms 12 hours before a new school day: Vomiting, diarrhea, temperature higher than 38, skin rash of unknown cause as well as lice. Children with lice / hand foot and mouth disease are to be kept home until the concision has cleared 100% to prevent infestation.

Should your child have a fever, vomit or have diarrhea at school you will be requested to collect the child ASAP. No Medicine will be administrated at Tiny Toes.

If a child skips a day in the week for whatever reason, he / she may not come on another day to make up for the lost day. Thus fees are still payable in case of absence due to illness, vacation or any other reason.

Health

I would like to remind everyone to top up with vitamins and a good immune booster. Please we need to keep the little ones healthy. Remember the children are between other children, thus a runny nose is almost inevitable, but we can try and keep the situation under control as far as possible.

Clothing

Parents are requested to see to it that children wear clothes in which they can play comfortably and which may get dirty. The day's "work" includes playing with paint, sand and mud, and smart clothes may prevent a child from taking part in these important activities. Young children are encouraged to be independent and parents must ensure that clothes can easily be put on and removed by the children themselves.

Please make sure that your little girl **wears a pair of shorts under her dress**, should she wish to wear a dress to school. Also remember to sun block your child when they wear spaghetti strap tops, as their little shoulders get burned very quickly in the sun.

During toilet training accidents are likely to occur and a set of clean clothes should always be available.

Parent Signature _____

Note: All items of clothing must please be marked clearly and placed in a bag bearing the child's name on the outside.

Please also make sure that your little one has a hat at school as we have a rule:

No hat - No outside play.

Please note Tiny Toes cannot be held liable for any loss of clothing, shoes or any other item that may go missing. We encourage our little ones to place their belongings in their bags when they remove it, and we will always assist as much as possible.

Tiny Toes T-shirts are available @ R120 each. T-shirt sizes are 2-3 years and 4-5 years. Please indicate which size you would like.

Birthdays

A birthday is a great event in every child's life and others love to share in it.

We like to focus on the birthday child and make it an intimate occasion. No outside entertainment will be allowed, and no party packs.

Please send a cupcake or a packet of chippies or a ginger bread man or..... per child in the class to school. This will be handed out to the friends during the birthday ring. Should you wish to send party packs, it will be placed in the friend's bags to be enjoyed at home.

Please also complete your own Childs invitations and your teacher will hand them out for you.

These should be sent to school on the Friday before the intended party. Please liaise with your teacher for a preferred day of the week. No telephone numbers will be made available by the school to parents for party arrangements.

The birthday ring will be from 10:00 till 10:30. We are looking forward to making your child's birthday a very special classroom event.

I would like to request that every child bring a small present for the birthday friend. It just makes the occasion so much more special.

Fees

- Fees are payable monthly in advance **over a 12 month period**, thus including December. Fees are payable in advance, irrespective of the manner of payment, fees should be received **on or before the last day of each month**.
- A registration fee is payable each year and is non refundable
- School fees will be revised every year
- Electronic payments are preferred considering the safety of the kiddies and the personnel at school. To avoid incidents, cash payments are not permitted as this might increase the risk of hi-jacking and robberies. Tiny Toes will also not be liable for any money that goes missing from a Childs bag.
- Should money or proof of payment not be received by the last day of the month a penalty will be applicable and added to your late payment.

At the commencement of work on the 1st day of each month I shall scrutinize the bank statement for incoming fees. Should the fees not reflect on or before the 1st a penalty of R100 will be payable within 7 days after the notification was sent to you. Such notification will be sent via sms. This method shall be deemed as an appropriate method of notice.

Parent Signature _____

- Should the school fee + penalty fee not be received by the end of the working day (the 1st) the Childs tuition will be suspended until payment and penalty fees have been received.
- No refunds or discount will be given in the case of a child who for whatsoever reason (e.g. hospitalisation, visits to grandparents, overseas trips, ect.) do not make full use of the school program. No exceptions will be considered in this regard.
- Written notes of one calendar month is required prior to removing your child from Tiny Toes. Failure to do so will render you to be liable for payment of a month's fees.
- The full monthly fee for December will be payable even though the school officially closes from approximately the second week of December until the first week in January. All dates will be timeously advised.
- Children leaving the school the end of the year are still obligated to pay for December.
- 5% discount will be applicable should fees be paid annually before the end of January.
- Should payment not be received, you as parent will be liable for all cost encountered from Lawyers to recover same.

Any old toys / books are always welcome!!!

Extra mural activities

Monkeynastix	Cricket
Rugby	Playball
Dance mouse	Pottery
Turtle Tots swimming	Modern dancing

All extra mural fees are to be paid directly to service the providers please. No cash payments will be accepted by Tiny Toes.

Tiny Toes is not involved in any of these activities although they are offered on the school premises and therefore does not accept any responsibility for any injuries that occur during the extra mural activity.

Should you have any questions regarding the activities or payments kindly contact the service provider directly. Please note that these activities are **not included in school fees** - they are paid separately directly to institution!

Please do not make payment when they come to do a demo, if there is not enough interest in the activity, the company may not commit to the service. Please send all enrolment forms back and we will let you know as soon as a decision has been made. The company will also inform you about fees, dates and times.

Be Sharp Beetles

Components of Be Sharp Beetles: Stories developing life skills and cultural awareness, drumming, flexibility of movement through the use of percussion instruments, teaching children skills to operate in a community, dancing , singing and musical preparation.

What it will do for your child: Develop mathematical and reasoning abilities, change the way your child thinks by using the left and right brain simultaneously, stimulate your child's problem solving ability, increase your child's memory and create a happy child.

Lessons are compulsory for 2018 and will happen during school time. All Be Sharp Beetles fees are covered by Tiny Toes for 2018.

Parent Signature _____

Problems and personal appointments

Parents are most welcome to make suggestions and to discuss any problems. A personal interview can be arranged to enable parents and personnel to have an undisturbed discussion. We have an open door policy at Tiny Toes at all times. Your child's happiness is our main concern and mission. Our desire and passion is to give our best to each one of them at all times. Please note that children will be placed in classes according to their emotional development and NOT according to their ages. Age division is only a guideline.

Holidays

The playgroup will re-start on Wednesday the 3rd of January 2018 and will be open all year through except for the following 7 days. Please take note - **Tiny Toes will be closed on the following 7 Days:**

- 30 April - School holiday
- 25 June - Monday Tiny Toes mid-year break
- 26 June - Tuesday Tiny Toes mid-year break
- 27 June - Wednesday Tiny Toes mid-year break
- 28 June - Thursday Tiny Toes mid-year break
- 29 June - Friday Tiny Toes mid-year break
- 10 August - School holiday

The playgroup will be closed on all Public holidays.

The playgroup will close for the **December holidays on Wednesday the 12th of December 2018.**

Others

I would like to hear from you as parents as to where we can improve or any other suggestions that you would like to bring to our attention.

Donations:

We have a tradition at Tiny Toes. Each child brings a donation (a tin of food or a packet of soup or old clothes or old shoes or old toysanything) to school every last Friday of the month. Each child then gets the opportunity to put their contribution into the donation box. This is to help our little ones understand that we are very privileged and we can make a difference out there. Also for them to be aware that there are people without food or a house or toys. I would really appreciate it if our parents can support us in this! Together we can make a difference!

Please note that your child is only enrolled at **Tiny Toes after his / her registration fee has been paid and this documentation has been, signed and returned!** Unfortunately due to past experiences we now work on a first come first served basis and thus no spaces will be reserved.

PLEASE **SIGN EACH PAGE** AT THE BOTTOM AND RETURN THE WHOLE DOCUMENT TO SCHOOL - THIS IS TO ENSURE THAT PARENTS ARE AWARE AND COMFORTABLE WITH ALL OUR RULES BEFORE ENROLLING THEIR LITTLE ONES INTO TINY TOES.

Parent Signature _____

Agreement with parents & Notification of Indemnity

Agreement between Tiny Toes Nursery School and

(Parents / Guardian Full names),

ID number of parents

(Childs name)

(Childs ID number

I hereby undertake to pay a yearly registration fee and to obey the rules as set above. I also undertake to pay the applicable monthly fee in advance by no later than the last day of every month. I take note that a penalty of R100 per child per month will be levied on late payments received.

I hereby indemnify, hold harmless and absolve the Owner and staff of Tiny Toes Playgroup, acting in good faith against all claims whatsoever as may arise from accident or injury or death to, or any loss or damage to the property of, the above named learner, which may occur whilst on School premises or as part of an official School function or arising there from or in consequence thereof.

The Owner and Staff will act in loco parentis and at all times will exercise such behaviour towards the above named learner and exercise such control as is consistent with that of a reasonable parent. No responsibility by the Owner or Staff can be taken for injury, death and accident which occur as a result of a breach of School guidelines, rules and regulations as and where perpetrated by the above named learner.

I/We the undersigned, agree that in the event of the above named learner requiring emergency medical attention which may or may not involve the administration of an anaesthetic and an operation by a suitable qualified medical practitioner / specialist, due permission and authorisation may, in such instances, be given by the Owner or any other member of the Staff so to do.

Such a decision will be made on the clear understanding that the person providing the necessary consent is acting in loco parentis and acting as a responsible parent in giving the approval.

I the parent / guardian shall be responsible for the payment of any medical and / or hospital accounts, where applicable should an injury or illness be sustained for which ever reason.

I undertake to give one month's written notice should I decide to take my child out of Tiny Toes. I take note that all fees remain payable during the notice period and that an overdue account will be handed over to debt collectors of collection. I accept responsibility for all costs that Tiny Toes and the debt collectors will charge concerning the collection of overdue fees.

Signed at Pierre van Ryneveld on this day of 20

Parent Signature _____

Registration / Admission form

Date of registration: _____ Date child will start at Tiny Toes: _____

Surname and full names of Child: _____

Date of Birth _____ Age: _____

Childs previous school: _____

Name of mother: _____

Mothers place of work: _____ Occupation: _____

Home address: _____

Home Telephone number: _____ Work telephone number: _____

Cell number: _____

Email address: _____

Name of father: _____

Fathers place of work: _____ Occupation: _____

Home address: _____

Home Telephone number: _____ Work telephone number: _____

Cell number: _____

Email address: _____

Marital status of parents: _____

Mother's date of birth: _____ Fathers date of birth: _____

Other children in the family:

Name: _____ DOB: _____

Name: _____ DOB: _____

Home Language: _____ Religion: _____

Parent Signature _____



YOUR ONE STOP PERSONALISED LUXURY
TRANSPORTATION SOLUTION

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Best shuttle service
for little children in
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Parent Signature _____