



Lil Angels Daycare and Aftercare Centre
Daycare: 44 South Road, Tableview, 7441
Tel: 021 556 2121 Fax: 021 556 2121
Aftercare: 23 Fairway Road, Tableview, 7441
Tel: 021 556 2452 CELL: 084 656 0437

Email: info@lilangelsdaycare.co.za
Website: www.lilangelsdaycare.co.za

INTRODUCTION

Allow me to introduce myself! My name is Andrea Jakubowski; I was born in 1971 and raised in Cape Town, Italian father and South African mom.

As a child we lived next door to one of Table views first crèches which was a home crèche “Sues Daycare Centre” and I spent most of my time and free minutes playing with the children, I had an amazing love for children from a young age.

I attended Milnerton Primary school followed by Milnerton High. In 1987, I attended Cape Technical College and did my N3 Educare and completed a First Aid Course.

In December 1989 I left for Italy for one year and worked as an au pair.

In 1990 at the age of 19, I started a daycare centre from my parent’s house in Blouberg with 15 children. It went very well, some of my children still visit me today and they are 19 years old.

I met my husband that same year and we got married in 1996, my daughter was born in 1997 and 3 years later in 2000 her sister followed, since the birth of my children my life has been completely fulfilled.

They are my LITTLE ANGELS and have brought so much joy into my life.

“My goal is to provide a home environment where parents won’t have to worry about whose taking care of their child. This is because at LIL ANGELS I only take a small group of children allowing me to concentrate on giving each child an affectionate, comfortable, clean and happy environment to grow in while Mom or Dad is at work”



I regard my daycare as an excellent opportunity to provide your child with a loving, secure environment in order to enable them to interact with peers of a similar age.



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I have 21 years' experience working with children and believe each and every one of them is unique and capable of developing their full potential if given the opportunity.

Most importantly, I am mother of two wonderful and special daughters who have enabled me to gain plenty of experience and enjoyment in raising secure happy children. I enjoy working with children and regard this as a special gift which I have been given.

My group is small which will afford your child individual care and guidance.

Please feel free to contact me if you are in any way concerned about any issue regarding your child or myself.

A child who has the opportunity to develop mentally, physically and socially, is a happy child.

Experts have determined that a baby's learning process begins as early as birth. Many parents pay daycare centers to attend to their children while they work. Many children spend a minimum of eight hours a day in the care of others and play most of the time. I have created an innovative daycare that will utilize those eight hours to start children learning process.

My aim at LIL ANGELS is to provide a warm, caring environment in which your child will be happy, secure and feel good about him/herself, where they can develop self-confidence and explore and learn about their world, where they can accept challenges and develop new skills without fear or failure, and where through everyday experiences and play, learn to cope with the challenges that life presents.

PARENTS PARTICIPATION

Parents are welcome at the centre at all times. I value parent's participation and involvement on a variety of levels. I look forward to having you involved in your child's centre. I encourage parents to speak to me about their child's/children's progress, or about any other concerns they may have. I believe that a lot of honest communication makes us all more comfortable and helps strong relationships to build, based on trust and co-operation. To underline the importance of this, I have implemented a "Keep in Touch" book for each child. The book will be completed on a regular basis in order to convey observation, or any significant happenings in your child's stay – please do not hesitate to write in these books and pass on any comments you wish to make.

MY PHILOSOPHY

Each child is uniquely individual and deserving of an environment that promotes the growth of the whole child, physically, socially and intellectually. Conducive to the growth is an environment that is safe, warm, loving, challenging and stimulating. These conditions encourage independence, respect for self and others,



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self-esteem self-worth, co-operation, problem solving, individual choice and motivation to interact with the environment.

Parents, being an integral part of a child's life, need to provide information about the child to promote a close relationship between themselves, the educator, and their child. Co-operation and open communication between school based childcare and the education system should promote the all-round development of the child. Based on these beliefs, quality childcare is aimed at offering a child the maximum opportunities to grow and develop to their full potential.

Know that you leave your little ANGEL in capable hands and that he or she will be loved and cared for as if one of my own.

We welcome all children between the ages of 6 weeks and 12 years old.

The centre offers;

- Full day and aftercare school care.
- Aftercare for Table View Primary
- Extra mural activities e.g. Monkeynastics, play ball, swimming, pottery, Catrobats and much more
- Qualified caring educators, trained in first aid
- Secure enclosed playground
- Breakfast, lunch and afternoon snack provided
- Christmas Concert and Graduation Ceremony in December

THIS SCHOOL IS REGISTERED WITH THE WELFARE AND CITY HEALTH DEPARTMENT

Fee Structure 2017

| | |
|--|----------|
| <u>Full Day:</u> 06h30 – 18h00 | R2600.00 |
| Includes breakfast, cooked lunch and afternoon snack | |
| <u>Three quarter day:</u> 08h00 – 14h30 | R2000.00 |
| Includes breakfast, cooked lunch and afternoon snack | |
| <u>Half day:</u> 08h00 – 12h30 | R1800.00 |
| Includes breakfast, cooked lunch | |
| <u>Aftercare</u> | R1300.00 |
| 6h30 – 7h30 (optional) | |
| 12h45 -18h00 | |
| <i>Includes cooked lunch and a snack, taking and dropping children at school is optional</i> | |
| Swimming lessons per term (3 Months) | R600.00 |



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*10% discount is allowed for more than 2 Children – this discount applies to all children.
 Only applies to siblings.*

| | One Child | More than One Child |
|-------------------|-----------|---------------------|
| Full Day | R2600 | R2340 |
| Three Quarter Day | R2000 | R1800 |
| Half Day | R1800 | R1620 |
| Aftercare | R1300 | R1170 |

BANKING DETAILS

H. SOULES

ABSA

FLEXI ACCOUNT

ACCOUNT NUMBER 9304145315

BRANCH CODE 632 005

REFERENCE NUMBER (PLEASE USE YOUR CHILD'S NAME)

Fees are payable in advance by no later than the 4th of each month
 A non-refundable registration fee of R600.00 is payable when your child is accepted at Lil Angels
 One calendar month's notice in writing to the principal is required if you intend removing your child
 Fees are payable in full even if your child is absent from school i.e. illness or vacation

Casual attendance

Daily rate of R120.00 per day or any part thereof (subject to availability)

Late collections

Parents fetching their children after 18h00 due to unforeseen circumstances must get a message to the centre. Before 18h00 the centre will then arrange for the child to be supervised by a babysitter. At a fee of R30.00 an hour or any part there off. This is payable directly to the babysitter on arrival. **PLEASE NOTE that the school closes at 18h00.**

Any time there after you will be required to pay the babysitting fee.



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General

The children take part in a structured program and are encouraged to develop to their full potential

Teachers are qualified for the class they teach (each teacher has an assistant)

The children's progress is monitored and it is vitally important that parents heed the teacher's advice. This may be a simple game to be played with the children or a referral to another professional person.

We welcome the following: Paper A4 size printed on one side and any other useful things such as, empty boxes. Egg cartons, spice bottles etc.

It would be greatly appreciated if you could donate your unwanted toys and books.

Daily and weekly events

- All activities are based upon a theme. The children will bring home activities that represent these subjects.
- Art - is for creative expression and to manipulate the fine motor muscles.
- Music, movement and drama - to develop gross motor muscles and confidence, as well as for the development of speech.
- Extra mural activities (fees are payable directly to them per term).
- Baker's man - each mother has a turn to bake or supply "Goodies" for the class on a Friday. Children are required to bring R5.00 every Friday to purchase their treat. The money will go towards upgrading of our education equipment.

Birthday parties

Children are encouraged to share their birthdays with the class, only Lil Angel's children are welcome to attend a class party. Please arrange with the class teacher. We suggest party packs and a birthday cake only.



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ENROLMENT FORM

Admission Date: ____/____/____ Registration No ____

DATE OF BIRTH: ____/____/____

THE CHILD'S INFORMATION

SURNAME: _____ NAME: _____

HOME LANGUAGE: _____ HOME PHONE NO: _____

HOME ADDRESS: _____

NUMBER OF CHILDREN IN THE FAMILY: _____ AGES: _____

NAME OF PARENT WITH LEGAL CUSTODY: _____

ARE YOU BIOLOGICAL PARENTS OF THE CHILD: _____

NAMES OF PREVIOUS DAYCARE CENTRES YOUR CHILD ATTENDED

_____ City: _____ Tel: _____

_____ City: _____ Tel: _____

PEOPLE TO CONTACT IN AN EMERGENCY

MOTHER'S NAME: _____ Cell: _____ Work: _____

FATHER'S NAME: _____ Cell: _____ Work: _____

NAME: _____ Relationship: _____ Tel: _____

NAME: _____ Relationship: _____ Tel: _____



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PERMISSION TO HAVE YOUR CHILD PICKED UP BY SOMEONE ELSE

NAME: _____ Relationship: _____ Tel: _____

SPECIAL NOTICE: _____

SERVICE REQUIRED: (Tick the appropriate Block)

1. PRE-PRIMARY: 2. AFTERCARE:

PARENT DECLARATION

I, _____ agree to abide by this Centre's rules as in "Annexure C" and pay my child's fee of R _____ .00 in advance monthly. I undertake to give one calendar months' notice in writing of the intent to remove my child from Lil Angels Pre-Primary, or pay one month's fees in lieu of notice. I also undertake to pay a non-refundable enrolment fee of R600,00 on acceptance of this enrolment and all fees by no later than the 4th of each month.

Parent Signature: _____ ID: _____

Date: ____/____/____



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PARENT INFORMATION

MOTHER OR GUARDIAN'S details:

NAME and SURNAME: _____

HOME ADDRESS: _____

CELL NUMBER: _____

MARITAL STATUS: _____ RELIGION: _____

OCCUPATION: _____

EMPLOYER'S NAME: _____

EMPLOYER'S ADDRESS: _____

E-MAIL: _____

WORK CONTACT: _____

FATHER OR GUARDIAN'S details:

NAME and SURNAME: _____

HOME ADDRESS: _____

CELL NUMBER: _____

MARITAL STATUS: _____ RELIGION: _____

OCCUPATION: _____

EMPLOYER'S NAME: _____

EMPLOYER'S ADDRESS: _____

E-MAIL: _____

WORK CONTACT: _____



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HEALTH QUESTIONNAIRE

WE REQUIRE A COPY OF YOUR CHILD'S IMMUNISATION RECORDS

UNDERLINE THE ILLNESSES OR DISEASES YOUR CHILD HAS OR HAD

Chicken Pox | Diphtheria | Typhoid | Measles | Mumps | Scarlet Fever | Whooping Cough | Convulsions |
Epileptic Fits | Hepatitis B | TB | HIV-Positive | Aids | German Measles

NAME ANY OTHER ILLNESSES NOT MENTIONED: _____

IS YOUR CHILD PRESENTLY ON ANY MEDICATION? _____

DOES YOUR CHILD HAVE ANY ALLERGIES? _____

DOES YOUR CHILD HAVE ANY PROBLEMS WITH?

HEARING _____ SIGHT _____ SPEECH _____

IS YOUR CHILD TOILET TRAINED (2 – 3 yrs) _____

DOES YOUR CHILD WET HIS/HER BED REGULARLY? _____

WHAT TIME DOES YOUR CHILD GO TO BED? _____

DOES YOUR CHILD SHOW ANY SIGNS OF NERVOUSNESS? _____

HAS YOUR CHILD EVER BEEN REFERRED TO AN:

Occupational Therapist | Speech Therapist | Psychologist

If yes, please give the reasons.

IS THERE ANY OTHER INFORMATION OR PROBLEMS PERTAINING TO THE CHILD YOU WOULD LIKE TO DISCLOSE?

FAMILY DOCTORS NAME: _____

NAME OF MEDICAL AID: _____

MEDICAL AID NUMBER: _____

DO WE HAVE YOUR PERMISSION TO CALL THE LOCAL DOCTOR IN THE CASE OF AN EMERGENCY?

YES NO

To the best of my knowledge the abovementioned information is accurate and correct.

Parent Signature: _____ Date: ____/____/____



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CONSENT AND INDEMNITY

I (parent full name) _____ of

(Residential address) _____

The parent/guardian of (child's name) _____

Hereby give consent for my child to take part in the activities of Lil Angels, including classroom and playground activities, as well as such educational excursions that may be arranged by the daycare and aftercare. I request that the staff member(s) appointed to be in charge of my child act in "loco parentis" during the course of such activities.

On behalf of myself, my executors, my wife/husband and my child, I hereby indemnify, hold harmless and absolve the principal/owners and staff of Lil Angels and any person who has been appointed by this daycare and aftercare to transport my child, of any claims whatsoever that may arise in connection with the loss or damage to the property or injury to the person of my child in the course of these activities.

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: ____/____/____



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ANNEXURE C – RULES & CONDITIONS OF ENROLMENT

Please read carefully through my conditions, rules and general information. Your signature at the bottom of this page assures me that you have read this letter and adhere to the conditions laid down in it.

There will be a non-refundable R600.00 registration fee which must be paid on registering your child at Lil Angels.

1. Nursery hours are strictly 06h30 am -18h00 pm.
2. Breakfast is served between 08h00 am 08h15 and lunch from 11h30-12h00
3. Fees are payable in full, even if the child is away on holiday or due to illness. An additional 15% will be charged to your account if payments are made after the 4th of a month (due date). ONLY BY PRINCIPAL'S WRITTEN AGREEMENT, will WE give 7 day's grace after the due date to settle your account. Failing that, your child's enrollment will automatically expire, and legal action will be taken to recover costs and the monies outstanding.
4. Please put your payment into a marked envelope and drop it into the fees deposit box provided in the entrance hall, if the principal or secretary is unable to attend to you. The owner of Lil Angels will not accept responsibility of fees going missing, if the fees have not been handed directly to the owner/principal or placed into the deposit box.
5. One calendar month's notice is required of your intention to withdraw your child from my care (in writing).
6. Parents with any problems concerning their children are requested to contact me or write in their books. Parents that may have any grievances or problems concerning their child are requested to make an appointment to speak to the principal or owner.
7. A newsletter will accompany your account monthly, informing you of any requirements or special events. It is the parent's responsibility to ensure that they receive their letter every month.
8. Note books are there for communication between the teacher and parent and must be signed by the parent after reading the message.
9. When a child has a non-contagious mild illness. Parents are required to write in the child's message book, stipulating the medication dosage and when it is to be administered. Medication containers must be clearly labeled.
10. Children that have lice or any infectious diseases must be treated immediately and will not be allowed to attend Lil Angels before a doctor's clearance certificate is produced. (Health Department Requirement). It is not the crèche's responsibility to treat the child. We can assure you that we take all possible precautions to ensure your child's well-being.
11. Please inform me telephonically if your child will not be attending daycare for the day.
12. The Nursery closes annually for 3 weeks over Christmas holiday's, parents are requested to make own arrangements for this period. Fees are to be paid in full for those holidays.
13. Regarding routine for the babies it is quite difficult to stick to an exact routine, because as you know each and every baby is different and require different things at different times. I do try to follow the same routine daily.
14. Please mark all bottles clearly, if you arrive home with not your items, please return ASAP.
15. Please inform me if your child is on medication or write it in your book.
16. Any changes to your home or work, addresses or telephone numbers, must be brought to my attention as soon as possible.
17. Please inform me if anyone else is fetching your baby otherwise we will not allow them to leave the premises.
18. Please inform me of any allergies.
19. Please make sure that your child's inoculations are up to date.
20. In case of accidental injury we make an attempt to contact the parents. If we cannot reach you, we will call the doctor. Keep us updated on your doctor's details.
21. Please mark all clothing, we cannot be held responsible for any loss of property, although we take all possible precautions to prevent this from happening.
22. No expensive jewellery (especially earrings/watches) and hair accessories are to be worn to the crèche.
23. All children that make use of our transport must sign the indemnity form.
24. Please stick to the standard parking procedures on our premises as we do not want to cause any inconvenience to the rest of the parents. If you are not sure what the parking procedures are, you are welcome to ask us.
25. It is compulsory that all children take part in Baker man activity on a Friday and contribute R5.00 towards the baker man fund.

Initial _____



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26. Any additional aftercare personnel required as a result of Strikes closing of school for non public holidays an extra fee will be charged.
27. No children are allowed to:
 - a) Bring toys to school
 - b) Bring any cap guns, pellet guns, and sharp instruments
 - c) Use bad language
 - d) Physically or verbal abuse another child
 - e) Be destructive with school equipment or school vehicles or another child's possessions e.g. clothing, school bags and books etc.
 - f) Be verbally or physically abusive towards their teachers
28. The owners of Lil Angels reserve the right to dismiss any parent or cancel any child's enrolment for the following reasons:
 - a) For not disclosing problems such as physically, mental or psychological behavior your child may have You were aware of.
 - b) For not disclosing medical conditions your child may be suffering from that may be detrimental to other children or staff at Lil Angels.
 - c) Parents who spread rumors to bring the name of the teachers, principal and/or owners of Lil Angels into disrepute.
 - d) Parents that are bad payers and regularly have to be reminded to pay their child's fees will receive a letter from management as a last resort. There after it may necessitate a dismissal, and legal action if necessary.
29. I, the undersigned hereby bind myself as surety an co-principal debtor to Andrea Jakubowski t/a Lil Angels for the due and punctual fulfillment by myself of all my obligations to Lil Angels hereby renouncing the benefits of exclusion and division and the cession of action, the meaning and effects of which I know and understand.
30. If this account is handed over for collection, I understand that I will be liable for all costs of whatsoever nature, as between Attorney and client, including 25% collection commission, tracing costs and any costs that may occur in the recovery of monies owed.

Initial _____

The Owner/Principal of Lil Angels reserves the right to cancel any child's enrolment or expel any child/children so deemed necessary or give a parent notice with immediate Effect, if the abovementioned rules and regulations are not adhered to.

I, (parent's name) _____

The parent/guardian of (child's name) _____

Accept the rules & conditions mentioned above without reservation.

Parent Signature: _____ Date: ____/____/____



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CONSENT TO ADMINISTER MEDICATION

“The Medicines and Related Substances Amendment Act, 2002”

As a result of the above act, schools are **no longer permitted to administer** non-prescription (i.e. “over the counter”) or homeopathic medicines. Therefore we require written consent from a child’s parent/guardian. Thank you for your co-operation

I, _____ the undersigned, hereby confirm my consent for Lil Angel to administer the following medication :- (Please tick the appropriate block)

- PANADO – for a headache or fever**
- ANTIHISTAMINE for allergies related to pollen / stings / bites**

To (Full name of Learner) _____

Full Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

When a learner is not well enough to remain at school, parents will be contacted to collect them. In the event of this occurring, please provide details for the relevant person to be contacted.

Name & relationship to learner _____

Landline telephone number _____

Cell phone number _____

Person to be contacted in case of an emergency:

Name & relationship to learner _____

Landline telephone number _____ Cell phone number _____



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NB!

IN THE EVENT OF YOUR DOCTOR PRESCRIBING AN ANTIBIOTIC FOR YOUR CHILD, PLEASE REQUEST ONE THAT CAN BE GIVEN TWICE A DAY (MORNING & NIGHT). NO MEDICATION WILL THEN NEED TO BE GIVEN AT SCHOOL, WHICH ALLEVIATES ANY MEDICATION BEING LEFT HERE, ETC.

NB!

NO MEDICATION WILL BE GIVEN IF NOT WRITTEN IN THE NOTEBOOK. YOU ARE ALSO TO REMOVE MEDICATION FROM CHILD'S BAG ON ARRIVAL AT SCHOOL

NB!

It is the parent's responsibility to collect the medication from the teacher or kitchen.





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DAILY ROUTINE

| | |
|-----------------------|-------------------|
| ARRIVAL TIME | 7.00 AM |
| BREAKFAST | 8.30AM |
| MORNING RING | 9.00AM |
| CREATIVE ACT | 9.30AM |
| SNACK TIME | 10.00AM |
| FREE-PLAY | 10.30AM |
| STORY/MUSIC RING | 11.00AM |
| OUTDOOR PLAY | 11.30AM |
| LUNCH TIME | 12.00PM |
| NAP TIME | 12.30PM |
| SNACK TIME | 14.00PM |
| EDUCATIONAL TOYS | 14.30PM |
| STORY | 15.00PM |
| OUTDOOR ACT | 15.30PM |
| PREPARE FOR HOME TIME | 16.30PM |
| HOME TIME | 17.00PM – 18.00PM |

MENU

| | |
|-----------------|--|
| Monday | Chicken and vegetable soup with toast A/C Toasted ham, cheese and tomato sandwiches |
| Tuesday | Tuna or mince pasta bakes A/C same on every 2nd week fish fingers and chips |
| Wednesday | Sausage rolls and chips A/C same as above |
| Thursday | Chicken or beef vegetable stew with rice A/C same as above |
| Friday | Hot dogs, babies mixed vegetables A/C hot dogs |
| Breakfast | Oats, white porridge or maltabella Summer - all your cold cereal e.g. Rice Krispies |
| Morning snack | Parents to supply a healthy snack daily A/C to bring morning snack during holidays |
| Afternoon snack | Sandwiches and juice |
| Tuck shop | Open for A/C (Aftercare) daily |



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LIST OF REQUIREMENTS

CHILDREN TO BRING TO FOLLOWING ON THEIR 1ST DAY:

- Healthy morning snack to be brought daily
- Face cloth
- A school bag with a change of clothes to be brought daily
- Aftercare a change of clothes for after school and costume and towel that must be kept in your bag daily
- Aftercare must have stationary and an extra A4 book for homework every day
- 4 and 5 years old to bring Vinyl bag, pencil crayons, pencil box, pritt and wax crayons

PLEASE REMEMBER TO MARK ALL PERSONAL BELONGINGS

TERMLY REQUIREMENTS

- One large box of tissues (200)
- 12 Toilet Rolls
- One box of cereal if your child eats at school
- Aftercare 1 coat hanger for their uniform
- Aftercare 1 fruit everyday for fruit salad



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LIST REQUIREMENTS – BABIES 3 TO 18 MONTHS

Your child will require a bag with all their belongings daily

This will include daily:

- Nappies 4 – 6 (if required)
- Bottles 3 – 4 or a cup (formula or juice what-ever your child drinks)
- 2 Changes of clothes daily
- Bum cream
- Sun hat and sun screen (which must remain in the bag for outside play)
- 1 Purity fruit or yogurt for afternoon snack or fruit e.g. banana
- 2 Face clothes and 2 bibs

LIST OF REQUIREMENTS THAT MUST REMAIN AT THE DAY CARE:

- 1 Box of cereal
- 1 Baby powder
- 1 Box tissues
- 1 Packet wet wipes
- 1 toothbrush and tooth past
- Bedding for your camp cot or mattress (1 fitted sheet and 2 blankets)
- All your belongings will remain in your locker and when close to finish, please replace.

Parents please supply your own bedding for your baby. Having their own familiar bedding is always a reminder of being at home. Every Friday each parent must take their individual bedding to be washed and returned by Monday morning, unless dirtied before Friday than I will wash. Older children no bedding required.

Please also supply a hard cover A5 message book, which will be left in your bag daily, any messages must be written in the book because sometimes correspondence is difficult in the morning, please cover and write your child/s name on it. Please try limiting phone calls to 2 per day because working with small children is not always easy to come to the phone.

Toddlers 18 months and up, to bring 2 pairs of training pants a day and also a glue stick and A4 book to be left at school for all their activities to be glued in to take home on Fridays.

We welcome you and your little ones to LIL ANGELS and hope that our association will be a long and happy one.