



Contact: 072 129 5858 or fun4friends@vodamail.co.za

Address: 45 Gazania street Welgemoed 7530

Enrollment form

Memorandum of Agreement

Entered into between Mariana Baehnisch

Identity number: 8305100257083

Married out of community of property

T/A **fun 4 friends**

(referred to as fun for friends)

And: _____ (full name)

_____ (ID no)
(referred to as the client)

Whereas **fun 4 friends** is a child care facility and professional child care provider;

And whereas **the client** wishes to make use of these facilities, subject to the following terms and conditions:

The parties agree as follow:

1. PERIOD OF AGREEMENT

From _____ until terminated by either party in accordance with the provision of this contract.

Notice of vacation or non attendance must be given in advance. Please note no refunds for these periods.

2. OPERATING HOURS

Full day 07:00 – 17:30

Half day 07:00 – 12:30

Childcare facilities will be given from Monday's until Friday's only. The school will be closed for 15 working days during the year. Exact dates will be given in advance. An additional fee will be charged for late pick-up. Only persons mentioned on the application form will be allowed to pick children up. Should anyone else pick up your child, this must be arranged in writing 1 day prior to pick-up date. That person needs to bring his/her ID document along.

3. FEES

Person responsible for school fees:

(full name)

R30 for every 10 min past pick-up or collection time. (referred to as additional fee)

FEES ARE PAYABLE ON THE FIRST DAY OF THE MONTH, IN ADVANCE, WITHOUT ANY DEDUCTIONS OR SET-OFF.

Interest on late payment will be charged at the rate of 15% per annum. No cheques are accepted. Cash must be placed in an envelope with the child's name and handed to the child care provider and not one of the employees or send with the child. As a safety measure debit orders are encouraged. No refunds will be given under any circumstances should the child not attend the facility regardless of the reason. Should your child not attend school during December, the monthly fee will still be payable to reserve his/her place for the following year. School fees for December must be paid in full in spite of the holiday break. Annual increases in school fees will be circulated in November of each year and will become effective in January of the following year.

4. ARRIVAL AND DEPARTURE

Please refrain from picking children up during sleep or quite times. Drop-off or pick-up times are not good times to discuss serious problems. Please arrange an appointment with the child care provider to discuss problems. Please keep pick-up and drop-off times short to ensure available parking for other parents. Only the parking on the premises of Gazania street may be used when dropping-off or collecting children. You are under no circumstances aloud to park or turn your car around in any of the neighbor's driveways. You are not allowed to park in the street. Please respect the cars driving in the street and allow traffic to flow freely.

5. CLEANLINESS / HYGIENE / TOYS AND CLOTHES

The strictest cleanliness and hygiene standards will be adhered to. A clean child is a healthy child. It is very important that these skills are stressed at home. Children must be clean and dress for play. All clothes must be clearly marked as we cannot accept responsibility for items that are lost/stolen. No toys are allowed, the only exception being a special blanket or stuffed toy to be used during nap time. This must also be clearly marked. At times we will have a show and tell period. You will be warned well in advance of these special occasions. Please do not send your child to school with any valuable items, such as jewelry.

6. MEALS AND SNACKS

A balanced meal will be served for breakfast and lunch. Breakfast will be served between 08:00 and 08:30, lunch will be served between 12:00 and 12:30. Should a child arrive after meal time, they will have to wait until the next meal time. A snack will be given in the morning at 10:30. Parents must provide a juice/water for the morning and a healthy snack and juice/water for the afternoon. Please mark all perishable snacks and it will be refrigerated until snack time. We might have children with certain allergies in our school, some of them are very serious and is potentially life threatening. If so, you will be informed. Please respect this and do not send any products related to that allergy for snacks or birthday parties.

7. CHILD ILLNESS

Under no circumstances should you bring your child to the facility if they are ill. If you are unsure, kindly phone and discuss with the child care provider. The child care provider will have the right to refuse to care for a child that is in her sole discretion too ill to attend the facility. Normal fees will be charged if the child, under these circumstances, cannot attend the facility. Should your child have a contagious sickness, e.g. measles, chickenpox, you have to inform the child care provider as soon as possible. All open wounds must be properly covered with a bandage or plaster. For your child's own safety we strongly encourage all parents with children that suffers from allergies to let them wear a Medic-Alert bracelet.

8. MEDICATION

No medication may be administered without a signed permission to administer form, duly completed and signed. (this form will be available at the facility) All medicine must be in the original labeled container and clearly marked with the child's name. The child care provider must be informed whether that particular medicine must be kept in a fridge. Please give your child's vitamins and supplements at home.

9. MEDICAL EMERGENCIES

If a medical emergency occurs you will be contacted immediately. Should I be unable to contact either parent, I will contact the emergency contact numbers supplied, who will then have to make the medical decision for the child. If necessary the child will be taken to the

nearest medical facility to be treated or an ambulance will be called. All costs involved, including transportation will be for the parents account.

10. BEHAVIORAL GOALS AND DISCIPLINE

Positive behavior will be encouraged. Your child will not be subjected to hitting, spanking, restraint or emotional or physical punishment. Children will be disciplined by way of the time-out principle. If persistent destructive behavior occurs, I will discuss this with the parents and together a plan of action will be formulated. If the situation does not improve, I reserve the right to immediately cancel the contract.

11. INDEMNITY

The parents/legal guardians cannot hold fun 4 friends or any of the care givers responsible or liable for any injuries, casualties or sicknesses the child might obtain during their stay at school.

12. POLICY REVISION

I reserve the right to revise, change, amend or add any new policies, procedures, contracts or norms. This will be done with 1 month's notice to the parents. These changes will come into effect after the 1 month period and be deemed to have amended this agreement accordingly.

13. CANCELLATION OF AGREEMENT

This agreement will be deemed to be cancelled under circumstances that will entitle me to cancel the agreement immediately, as stated herein. Should either party wish to cancel the agreement, then one calendar month's written notice must be given to the other party.

14. BREACH OF CONTRACT

Should the client breach this agreement in any manner, and remain in breach after receiving 7 day written notice to remedy this breach, then this agreement will be cancelled. If legal action has to be instituted because of such breach, than the defaulting party will be entitled to claim cost on an attorney and own client scale. Interest will be charged at the rate of 15% per annum on all amounts not paid on due date.

DATED THIS _____ **DAY OF** _____ **20** _____.

PARENT / LEGAL GUARDIAN _____.

FULL NAME: _____.

FUN 4 FRIENDS _____.

FULL NAME: **MARIANA BAEHNISCH** _____.