



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

RULES AND REGULATIONS

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

TO THIS END WE OFFER THE FOLLOWING

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

OUR FACILITIES PROVIDE FOR

Babeez Class for 3 months to 11 months.

Full day care, half day care or playgroup for children aged between twelve months and five years.

Grade R classes for children who are turning six.

HOURS:

- i. Parents are expected to be punctual when delivering and collecting their children.
- ii. Hours are:
Playgroup: 09h00 to 12h00
Half day: 07h00 to 13h00
Full day: 07h00 to 17h30

Baby care hours: 07h00 to 17h30

Grade R: 07h00 to 17h30

Baby care hours: 07h00 to 17h30
- iii. While we do undertake to care for children beyond 17h30, we charge an overtime rate of R5.00 per minute for providing the extra service. **Please note that this is strictly enforced.**
- iv. 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.

MONTHLY FEES

Effective 1 January 2021

. Fees are increased annually in January.

Discovery Daycare Centre:

- Playgroup: R1500
- Half Day: R3080
- Full Day: R3300

Endeavour and Endeavour Too! Educare:

- Babeez: R3700 (only offered at Endeavour Educare)
- Full Day: R3750
- Half Day: R3450
- Grade R: R4100 (only offered at Endeavour Educare)

NOTES WITH REGARD TO FEES

- Fees are paid monthly in advance, over a 12-month period and are not negotiable. No deductions are made for absenteeism.
- Fees are due on the **last working day** of every month for the following month.
- Fees for December are charged in full, but a discount is offered on early payment of January fees if reflecting in our account by last day of school. This does not include Grade R.
- Fees are increased annually in January.
- A registration fee of **R1500 (3 months to 11 months), R3000 (12 months to 5 years)** is payable on acceptance and is **not refundable**.
- An administration fee of **R2500** is payable by all children applying for our Grade R class. This fee will include your child's stationery for the year and is **not refundable**.

EXTENDED VACATIONS: If you are travelling overseas for an extended period of time (3 months +) a 50 % retainer fee must be paid for each month that your child is absent in order for us to retain his/her place at our facility. Should you choose not to pay the retainer, you will need to reapply – positions cannot be guaranteed.

TERMINATION

A calendar months' notice must be submitted if you intend to remove your child from our care.

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.

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

- i. The alphabet, numbers, shapes, and colours.
- ii. Drawing, painting, and writing of their names (older children only).
- iii. Songs, nursery rhymes, music, and movement.
- iv. Social graces, manners, and hygienic habits.
- v. Dressing skills.

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.

EXTRA ACTIVITIES WE OFFER

- i. **EXPERI-BUDDIES:** A weekly program that uses experiments to show young children that the world of science can be fun. For ages 4 - 6 years old.
- ii. **MANNERS4MINORS:** 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.
- iii. **DANCING:** Dance programmes including hip hop and ballet for fun and enhanced gross motor development. For ages 3 - 6 years old.
- iv. **CLICK-A-MOUSE:** 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. Not available at Discovery Day Care.
- v. **FUZION SPORTS:** Weekly soccer-based ball skills are taught in a fun, non-competitive environment. For ages 4 - 6 years old. Not available at Discovery Day Care.
- vi. **KINDERMUSIK:** Weekly classes that helps develop emotional, social, physical, cognitive and musical skills. For ages 1–6 years old. Not available at Discovery Day Care.
- vii. **ZUMBA:** A weekly child friendly routine based on original Zumba choreography created to inspire children to express themselves through movement and music.
- viii. **SPEECH–LANGUAGE THERAPIST:** Shireen van der Bergh is a qualified speech therapist who visits us once a week to assist children.
- ix. **SPECIAL EVENTS:** Entertainment, guest performers and extra-ordinary activities to make special occasions like school holidays, Valentine’s day, Easter, Halloween and the Festive Season etc. fun and exciting. A nominal fee and/or donation are usually requested to allay costs.
- x. **TUCKSHOP:** This is open every Friday morning and children are encouraged to do their own “shopping” for the weekend.

REST PERIOD

A rest period from 13h00 to 14h15 is compulsory for all children, aged 1 – 5 years.

Shuttle Kidz Babeez will follow a routine advised by the parents, aged 3 months – 11 months.

GENERAL

- i. Full day and half day children are to bring a portion of edible fruit to crèche every day (excluding Babeez Class).
- ii. 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.
- iii. Several changes of clothing are to be kept in your child’s bag at all times.
- iv. The wearing of sunscreen is recommended in the months from September to April. Parents are to apply this at home.
- v. All clothing and shoes must be clearly and indelibly marked.
- vi. No sweets, toys or personal possessions may be brought to the crèche.
- vii. Absenteeism must be reported.
- viii. Children with infectious diseases must be treated and cared for at home.
- ix. We do not cater for children with food allergies.
- x. 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.
- xi. A box of tissues and four toilet rolls are to be provided on request, usually every three months (excluding Babeez Class).
- xii. All parents must sign an indemnity form before admission to SHUTTLE KIDZ is approved.
- xiii. 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.
- xiv. Shuttle Kidz Babeez parents will supply food items for all dietary needs on a daily basis.
- xv. All items supplied need to be clearly marked with your child’s name.
- xvi. **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

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 Father/Guardian

Date

Signature of Mother/Guardian

Date