

## Enrolment Form

Details of your child to be completed by parent or guardian (Caregiver)

| Child's details |                 | Child Gender |                                                     |
|-----------------|-----------------|--------------|-----------------------------------------------------|
| Name:           | Preferred name: | M            | <input type="checkbox"/> F <input type="checkbox"/> |
| Surname:        |                 |              |                                                     |

| Child's date of birth |       |      |
|-----------------------|-------|------|
|                       |       |      |
| Date                  | Month | Year |

| Child's ID number / passport |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------|--|--|--|--|--|--|--|--|--|--|--|
|                              |  |  |  |  |  |  |  |  |  |  |  |

| Primary Caregiver Details <i>(this caregiver is responsible for payment of school fees) mother or father or guardian</i> |  |
|--------------------------------------------------------------------------------------------------------------------------|--|
| First name                                                                                                               |  |
| Surname                                                                                                                  |  |
| Relationship status                                                                                                      |  |
| Marital status                                                                                                           |  |
| ID number                                                                                                                |  |
| Cellphone number                                                                                                         |  |
| Whatsapp number (if different to cellphone number)                                                                       |  |

| Secondary Caregiver Details <i>(Could be the father or any other person second responsible)</i> |  |
|-------------------------------------------------------------------------------------------------|--|
| First name                                                                                      |  |
| Surname                                                                                         |  |
| Relationship status                                                                             |  |
| Marital Status                                                                                  |  |
| ID Number                                                                                       |  |
| Cellphone number                                                                                |  |
| Whatsapp number (if different to cellphone number)                                              |  |



Day Care - After Care

Registered center

Whatsup : 0602344239- Cell: 0711684214

Riet street Tekwane South Phase 1

Kanyamazane Mbombela City 1214

Easy Hearts Daycare

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|                                          |                                            |
|------------------------------------------|--------------------------------------------|
| <b>Email address</b>                     | <b>Email address</b>                       |
|                                          |                                            |
| <b>Home address of primary caregiver</b> | <b>Home address of secondary caregiver</b> |
|                                          |                                            |

### Terms and Conditions of Enrolment At Easy Hearts Daycare

#### Payment

- School fees are payable monthly, in advance.
  - Payment is made over 12 months of the year. Please note, full payment is required for December, despite the school holidays.
  - Payment is due by the 2<sup>nd</sup> - 7<sup>th</sup> of every month, unless otherwise agreed in writing.
  - School fees are non-refundable in case of absence.
  - A once off registration fee of R200 will be charged for 2026 academic year. And is payable when you submit your forms manually or online
  - Failure to pay fees may result in loss of childcare provision.
- \*Select or choose Date for your tuition payment. I hereby declare and commit myself that I shall on \_\_\_\_\_ of every month pay tuition fees as prescribed on the pricelist.

#### Notice Period

- One full calendar months' notice is required, to remove your child from Easy Hearts Daycare.
- Notice must be given in writing using whatsapp, email, or mykidsreports application message center, or sent via email
- Failure to give due notice may result in school fees being charged in full for the required notice period, despite attendance.
- Updated reports and files on the child will be sent to the new school upon request.

#### Refreshments and Foods

Children will have breakfast, a fruit, Lunch and a snack for the children that depart later than 15:00 at school. No sweets, chocolates bars, danon, soft drinks or toys may be brought along. The school will not be answerable for any loss of toys, or any other form of jewellery that is brought by your child. Parents are kindly requested to phone if a child will be absent or inform us about that has happened at home.

#### Clothing

3 – 5 years Old: parents are requested to see to it that young children wear clothes in which they can play comfortable and can be dirtied. A child must bring changing clothes as the day's work may include 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 those who can't dress up yet will be assisted by their teacher. 1 – 2years Old: we use diapers until a child is being potty trained. Note: Every child's backpack must be marked inside by a child's name. If it happens you find an item that does not belong to your child in his neither her backpack, please bring them back to School the next day, even informing the School by a call or a whatsapp-msg when getting home will be highly appreciated.

#### Birthdays

A birthday is a great event in a child's life and others may love to share in it. Mothers may arrange beforehand to bring refreshments on this day and they are welcome to stay and enjoy the party. The birthday is for the whole school. A parent must get the number as to know how many are they.

#### Health

- Children are to stay home while sick to allow for full recovery and limitation of spreading illnesses.
- Children who are ill may return to school once they have shown no symptoms of illness for 24 hours without a fever reducer.
- Children may be refused entry or sent home in the following circumstances:
  - The child shows a high temperature (above 38°C) (Temperature will be scanned daily)
  - The child must be awake when brought in.
  - The child shows definite signs of severe unhappiness/discomfort due to illness or injury.
  - The child shows signs of infected sinuses (excessive mucus and/or green or yellow colouration)
  - The child vomits or has diarrhea without definite signs of a non-concerning cause.

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- The child's level of alertness is reduced due to illness or injury.
- The child shows any signs of breathing difficulty.
- The child has an unknown rash.
- The child shows any symptoms of a communicable disease.
- Other unmentioned signs of illness or injury deemed severe by Easy Hearts Daycare

- It is your responsibility to notify the school if your child or anyone in your home unit has a communicable disease like measles; mumps; chicken pox; head lice or COVID-19.
- The Health Department and parents will be informed of any outbreaks of notifiable or communicable diseases.
- Easy Hearts Daycare reserves the right to close for any number of days, without financial reprieve, should there be a reported communicable disease or disaster in the school or as necessitated by South African law.

- Any special dietary requirements such as allergies and medical history must be identified at registration and recorded.
- Any new or possible allergies must be updated on the school's record immediately.
- If necessary, an ambulance will be called in response to an allergic reaction, severe injury/illness or similar. Parents will be informed as soon as reasonably possible and will be liable for the costs involved.

**Medication:**

- Easy Hearts Daycare staff will not administer any medication to a child without written instructions to do so by a parent/guardian.
- Easy Hearts Daycare staff will not accept any medication that is not in the original; child-safe container, clearly marked with the child's name; dosage and directions.
- No medication is to be sent in the child's bag. The medication is to be handed to the teacher/assistant teacher directly for safekeeping.

**Collection of Children:**

- Children will only be released to parents; guardians and those stipulated as collectors in the application form.
- Should you require anyone else to collect your child, written notice with copies of the collector's ID document will be required.
- The child collection form is to be filled in and signed daily, upon collection.
- The late collection of children will result in a fine of R50 per 60 minutes or part thereof.

**Indemnity Statement I hereby:**

- Indemnify and hold harmless Easy Hearts Daycare Centre and their staff, owners, principal, the company, teachers and assistants against and from any claims whatsoever that may arise in connection with any loss and/or damage to the property, possessions, injury, illness or death which may be sustained by the pupil stipulated above, whilst on school property.
- Agree that shall be responsible for the payment of all medical/and or hospital accounts, where applicable, should any injury, loss or damage be sustained to the pupil stipulated above whilst on the school property.
- Delegate to the principal/management of Easy Hearts Daycare and/or representatives, the power to authorize whatever treatment he/she in their sole discretion (and to the best of their ability) deems necessary for the pupil and in doing so agree that the principal/ management and/or her representatives shall act in loco parentis.
- Give consent for the pupil stipulated below to take part in all school activities.
- Agree to allow Easy Hearts Daycare to take photographs of my child and make use of these for marketing purposes without reward to myself or my child. (Delete if disallowed.)
- Agree that this indemnity shall commence on date of signature hereof and shall remain in force and be of effect for the duration of the pupil's enrolment at Easy Hearts Daycare Centre.

I, \_\_\_\_\_ (full name of parent / legal guardian) of (\_\_\_\_\_ full name of child) understand and agree to the terms and conditions of enrolments Easy Hearts Daycare, including the indemnity statement.

Signature of parent / legal guardian: \_\_\_\_\_

Name and Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**NB! The following is required BEFORE your child starts school.**

- Enrolment Form
- Proof of Payment registration (EFT ONLY) or direct deposit
- Parents ID Copy/s / Passport copy

- Any Additional Collectors' ID Copy
- Child Birth Certificate Copy
- Complete Child Vaccination Card Copy

You may upload all documents on our online registration portal  
<https://forms.mykidreports.com/form-preview/7451b7f1079830ec037de2ca988e3e01>

## OUR BANKING DETAILS

|                         |               |                    |                        |
|-------------------------|---------------|--------------------|------------------------|
| <b>Acc Name</b>         | <b>: Bank</b> | <b>Acc Number:</b> | <b>Reference:</b>      |
| M.Masimula/ Easy hearts | Capitec Bank  | 1592626562         | Child's name & Surname |

## EASY HEARTS DAYCARE CCTV CAMERA'S POLICY

### INTRODUCTION

In South Africa, there is currently no specific, comprehensive code of practice for CCTV in nurseries. While the use of CCTV is permitted, it must be balanced with the right to privacy. Nursery schools need to be mindful of the Protection of Personal Information Act (POPI) Act when implementing surveillance systems

### 2. SYSTEM DESCRIPTION

The system consists of:

- Fixed-position cameras
- A digital hard drive recorder, A monitor
- One public information sign

Cameras are strategically located throughout the premises. No cameras are hidden, and none are placed in private areas such as toilets or nappy-changing facilities. Clear signage is displayed at all entrance and exit points, informing staff, parents, children, and visitors of CCTV usage. Please note: Due to the limited scope of the system, it may not capture every incident occurring on-site.

### 3. PURPOSE OF CCTV USE

The primary objectives of the CCTV system are to:

- Monitor staff interaction with children
  - Ensure children are cared for appropriately
  - Support investigations into incidents or concerns, including disciplinary action where necessary
  - Reduce the risk of child abduction
  - Prevent and investigate damage to property or theft
  - Enhance safety and security for children, staff, parents, and visitors
  - Assist in the detection and prevention of crime
  - Deter potential criminal behavior
- CCTV may also support staff by providing visual evidence when events are not directly observed, such as:
- Reviewing the circumstances of accidents or injuries
  - Enhancing the accuracy of reports for parents/carers or external professionals
  - Supporting observations of children's behavior and development

### 4. USE RESTRICTIONS

- The system does not record audio.
- Images will not be streamed online or shared publicly.
- This is not a "webcam" system – parents do not have access to CCTV footage.

### 5. RECORDING AND RETENTION

The digital recorder operates 24 hours a day. Recordings are stored for a period of 10 to 20 days, after which they are automatically overwritten unless required for investigation.

### 6. ACCESS AND VIEWING



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Access to CCTV footage is restricted to:

- The Nursery Manager (within the secure office)
  - Designated staff, when necessary for specific purposes outlined above
  - The Owner, via secure remote access, for out-of-hours monitoring of site security
- All access is logged and monitored. Footage is only viewed when necessary and is kept confidential.

## 7. Uniform policy

Dear Easy Hearts daycare -Preschool Parents,

We are thrilled to announce our new uniform policy for the preschool department! Wearing a uniform not only fosters school readiness but also protects clothing from paint and mess while building a strong sense of community.

### **\*\*What to Wear:\*\***

- **\*\*Tops:\*\*** Maroon polyester gold shirts or dark green shirts with the Easy Hearts Daycare logo.
- **\*\*Bottoms:\*\*** Maroon or green shorts and front wrap skirts, also featuring the Easy Hearts Daycare logo.
- **\*\*Summer Option:\*\*** Yellow round-neck T-shirt, branded with Easy Hearts logo, and jeans.

### **\*\*Where to Buy:\*\***

You can purchase logoed items from "Easy Hearts Daycare," and unlogoed items from your preferred local supermarket.

### **\*\*Important Notes:\*\***

- Please make sure all uniform items are clearly labeled with your child's name.
- Ensure that your child can move freely and play safely in their uniform.

Thank you for your support in helping our little ones feels part of our preschool family!

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## 8. COMPLIANCE AND REVIEW

This policy will be reviewed annually or sooner if legislation changes or operational needs require it. Compliance with this policy is mandatory for all staff.

Policy written by Easy Hearts Daycare – Management – REVIEWED 17/10/2025

Parent /Guardian consent: I \_\_\_\_\_ hereby give permission to Easy Hearts Daycare to record and monitor

My child name ( \_\_\_\_\_ ) via CCTV Cameras , and I have read and understands their policy.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **\*\*Daycare Fees\*\***

| <b>**Age Group**</b>             | <b>**Monthly Fees**</b> |
|----------------------------------|-------------------------|
| *Newborn (0 - 3 months)*         | R900                    |
| *Infants (3 - 12 months)*        | R800                    |
| *Toddlers (12 months - 3 years)* | R700                    |
| *Preschoolers (4 - 5 years)*     | R600                    |

The fees include complimentary aftercare services until 7 PM.  
Our operating hours are from 6 AM to 7 PM, Monday to Friday.  
On Saturdays, we are open from 6 AM to 3 PM.

Special time arrangements are welcome; please discuss them with our principal via WhatsApp at 060 234 4239

### **\*\*AFTER-CARE FEES\*\***

#### **\*\*After-Care Services\*\***

*Our flexible after-care options are designed to help parents manage their busy schedules and achieve a balanced work-family life.*

### **\*\*Flexible Care Options:\*\***

12months -7years

- **\*\*Weekend Drop-off Daycare:\*\*** R75 per day, including breakfast, lunch, and afternoon snack.
- **\*\*Overnight Care:\*\*** R150 per night, including meal and breakfast.
- **\*\*External Flexible Care Drop-in Daycare (Mon-Fri, one-time use):\*\*** R50 per day for those who are not enrolled full-time.

#### **Adhoc services**

0 months - 12 months

Tailored for babies aged 0 months -12 months  
our adhoc full day services provide a flexible solution  
for parents seeking occasional full-day care.  
charged per day: R150  
and Overnight-care R200per night

#### **Nightcare from 7pm until 7am**

Special time arrangements are welcome; please discuss them with our principal via WhatsApp at 060 234 4239