

POLICIES AND PROCEDURES DOCUMENT

For

DYNAMIC KIDS EARLY CHILDHOOD DEVELOPMENT CENTRE

A division of

DIFC EDUCATION CENTRE

Our Constitution

- 1) Dunamis Education Centre is founded on Christian principles and ethics.
- 2) Even though the other religious beliefs are respected the parents accept that their child will be trained in a Christian environment where principles taught in the Holy Bible have the highest priority.
- 3) We believe in the original text of the Old and New Testament as fully inspired by God and accept it as the highest and final authority for faith-based living.
- 4) We believe that every child has the right to an education, irrespective of background or ethnic group and we strive to establish a very strong learning foundation in the first 6 years of the child's life to prepare them for future education.
- 5) The Education Centre, started out of necessity and a desire to provide children with the best care and input to assist them in reaching their potential.
- 6) We believe strongly that our children are the future of this country. They need all the support and encouragement available, to enable them to be successful now and in the future. Dunamis Education Centre was founded with this envisaged.
- 7) All children have the right to become the best that they can be. We will constantly strive to make this a reality, by creating an environment for children to discover themselves. A child with a sense of purpose and self worth is precious and in today's society a rarity.
- 8) We are focused on rendering an excellent service in the community at a very high standard.

General Policies

Policy regarding School hours

- 1) Children can be dropped off from 06:30 weekday mornings.
- 2) Children enrolled for half-day must be picked up not later than 14:00.
- 3) Children enrolled full day must be picked up not later than 17:30

Transport Policy

- 1) It is the responsibility of the parents to transport children to and from the school.
 - a) Children must be delivered to the personnel personally
 - b) The personnel members must be advised personally should anyone else be asked to pick them up that day.
 - c) Children will under no circumstances be allowed to leave the school without the personal consent of the parent or legitimate guardian
 - d) It is preferred that children be personally picked up by parents or legitimate guardian from the personnel member concerned

Dietary Policy

- 1) Meal times as follows
 - a) Breakfast 07:30-08:30
 - b) Snack 10:00
 - c) Lunch 12:00-13:00
 - d) Snack 15:00
- 2) Any special diet / allergies should be discussed with the Principal.
- 3) Milk and special food for babies will be provided by the parents.
- 4) In the event of special dietary requirements the parent should explain in detail how the meal should be given to the child.

Medical Policy

- 1) That the Principal will be informed immediately in the event of contagious diseases at home. The child/ren must be taken to a doctor before sending them back to school with a doctor's note.

- a) The parent / guardian will notify the Education Centre if their child/ren is/are sick for more than one day.
- b) The parent / guardian will provide all medicine in the event of any indisposition, e.g. diarrhoea, colds, cough, etc. with full prescriptions.
- 2) In the event of an emergency the child/ren will be stabilised, the parents will be notified and the child/ren will be taken to the nearest Medical Centre.
- 3) Although all precautionary steps will be taken to ensure the safety of the child/ren, the school and personnel shall not be held liable in the event of any kind of injuries. The school shall also not be held liable for payment of medical accounts.

Policy regarding personal belongings

- 1) The child/ren's belongings will be properly marked. The Education Centre will not be held liable for losses / damages.
- 2) Parents / Guardians will not allow child/ren to bring their toys and food such as fruit, sweets, etc. to the school.
- 3) Each child must have a small bag or pouch on which his/ her name must be clearly marked.
- 4) Each child must bring along an extra set of clean clothes each day (especially pants).
- 5) Each child must have a blanket, clearly marked with his/her name. The blanket will be kept at the school.

Financial Policies

- 1) School fees are payable in advance by the 2nd of each month. No financial concessions will be granted for leave or absence of any other kind. The full amount due must be paid in advance at all times, including December and January.
- 2) One calendar month written notice is compulsory for termination of agreement
- 3) Should you have two or more children attending the school, you qualify for a 15% discount on the total amount.
- 4) Payment methods:

- a) ***Electronic Fund Transfers***

- i) Proof of Payment must be sent to:
- ii) Attention: Rina Vorster finances@dkids.co.za
- iii) You can also fax to 086 521 9617
- iv) REFERENCE: Childs Name & Surname

- b) ***Direct Bank Deposit***

- i) Proof of Payment must be sent to:
- ii) Attention: Rina Vorster finances@dkids.co.za
- iii) REFERENCE: Childs Name & Surname

- c) ***Cash payment***

- i) Directly to Admin officer of the school Ensure that a receipt is issued.
- ii) Credit or Debit Card facilities
- iii) Main office building @ 55 Piercy avenue, Lambton

- d) ***Cheque payment***

- i) No cheques will be accepted.

2) Bank Details

- a) Name of Account: Dynamic Kids
Standard Bank, Germiston, Branch code 011642
Account number 300307179

3) Monthly statements

- a) Check monthly account statement carefully. Should you have a query, please notify the Administrator (Rina Vorster) in writing:
 - i) Rina Vorster finances@dkids.co.za or fax to 086 521 9617 within a period of 7 days from receipt of the account statement.
- b) Rectifications / Amendments
 - i) No amendments will be entertained subsequent to the 7 day period.
- c) Penalties
 - i) A penalty of R100 will be levied if payments have not been received by the 2nd of the following month.
 - ii) If the full payment has not been received by the 2nd of the following month, parents could be asked to withdraw their children until such time as the full outstanding balance has been settled.
 - iii) In this instance the parent/guardian will have 2 weeks to pay the full outstanding balance, failing which, the children would lose their reserved place in the school.
- d) Late collection penalty fees
 - i) First offence: no charge if the school is informed telephonically or by sms (082 945 0900).
 - ii) Subsequent offences: Penalties will be levied as follows:
 - (1) Collection between 17H40-17h50: Additional R50
 - (2) Collection between 17H50-18h00: Additional R50
 - (3) Collection after 18h00: An additional R100 for every 10minutes.
 - iii) Please note that penalties will be charged to your school fee account.
- e) Fees are payable monthly in advance

f) Termination

i) Either party is expected to give the other 1 month written notice, except in the case mentioned in Par. c ii) above.

Policy Regarding Optional Activities

Dynamic Pre-school Education centre also offers other optional activities to children at an additional cost. This means a cost over and above the fee indicated on page 5.

These activities are not hosted by the Education Centre itself. Please speak to the Principal for more information if you are interested.

- GYM KIDZ (2 Years and older)
- H2O BABIES SWIM SCHOOL (Potty Trained)
- MIECKE MOUSE MUSIC (all ages)
- PHYSKIDS (2 years and older)
- RINICO COMPUTERKIDS (3 years and older)
- MODERN DANCE (3 years and older)

INDEMNITY STATEMENT

I, the undersigned and parent / legitimate guardian of

(full names and surname of child/ren

hereby give my consent that he/she takes part in excursion and other extramural activities as arranged by the school or class.

I accept that all reasonable steps will be taken to ensure the safety and well being of my child and that I will be responsible for payment of medical costs in the event of an injury which cannot be attributed to the negligence of the school or any of its parents or staff.

For the duration of my child being at the Education Centre, I transfer my authority over to the personnel member or his/her authorized representative. Should medical assistance be needed such person can act on my behalf. I hereby also indemnify such person or the Education Centre of any liability in the event of an accident or death. As far as I know he/she is in good health.

THE PRINCIPAL AND STAFF WILL AT ALL TIMES AS FAR AS HUMANLY POSSIBLE, TAKE THE NECESSARY PRECAUTIONARY MEASURES TO AVOID ACCIDENTS.

Photographic waiver: I hereby *give / don't give* (circle) permission to allow Dynamic Kids and DIFC Education Centre to load and display decent and appropriate photos of my child on the Institute's Website, Facebook page or other print or online marketing media for the Institute and brand. This will also include photos taken on special days and events.

Signed at _____ on the ____ day of _____
20____.

Signature of parent/guardian

for Dynamic Kids