



# **POLICIES AND PROCEDURES**

**NB: THIS POLICY MUST BE READ, APPLIED, INTERPRETED AND FOLLOWED IN CONJUNCTION WITH THE EDUCATION AND CARE SERVICES NATIONAL LAW AND/OR EDUCATION AND CARE SERVICES ACT 2013 (ECS ACT)**

## **A. INTRODUCTION**

### Policies

A policy is a course of action proposed by a service on a specific issue.

### Procedures

Polices give rise to procedures, which are the written statements of how the policies will be carried out.

## **B. AIM**

The aim of the policies and procedures is for Dynamic Kids to align with the Acts in support of children's safety, health, and well-being.

## **C. OUR CONSTITUTION**

1. Dynamic Kids 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 six years of the child's life to prepare them for future education.
5. Dynamic Kids, 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. Dynamic Kids was founded with this envisaged.
7. We are focused on rendering an excellent service in the community at a very high standard.

## **D. ADMISSIONS PROCEDURES**

1. Parents seeking to secure a place for their child need to complete an admission form.
2. A completed admission form needs to be lodged with Dynamic Kids prior to the child attending the school.
3. Children will be admitted on a 'first come first serve' basis, following submission of the admission form.
4. If there are no remaining places a waiting list will be compiled.
5. Referrals from family will be accepted provided there is a place available.

## **E. FINANCIAL POLICY**

Fees are set at the beginning of each year at a rate which takes account of various factors according to the decision of the Board of Directors and of the sustainability of the school.

1. The monthly fee for the service is available at the administrative offices.
2. Fees are payable in advance by the 2<sup>nd</sup> of each month.
3. There is a discount for families where more than one child attends.
4. No financial concessions will be granted for leave or absence of any other kind. The full amount due needs to be paid, which includes December and January.
5. One calendar month written notice is compulsory for termination of the agreement.
6. I/we authorise the school to do credit bureaux searches on me/us and in the event of any school fees due by me/us not being paid, I/We authorised the school to inform any relevant credit bureau and have my/our name listed with them.
7. Payment methods:
  - Electronic Fund Transfers
    - Proof of Payment need to be sent to:
    - Attention: Rina Bester finances@dkids.co.za
    - REFERENCE: Childs name & surname
  - Direct Bank Deposit
    - Proof of Payment need to be sent to:
    - Attention: Rina Bester finances@dkids.co.za
    - REFERENCE: Childs name & surname
  - Cash payment
    - Directly to Administrative office of the school to ensure that a receipt is issued.
  - Credit or Debit Card facilities
    - Administrative offices
8. Bank Details  
Name of Account: Dynamic Kids  
Standard Bank, Germiston, Branch code 011642  
Account number 300307179
9. Monthly statements
  - Kindly work through your monthly account statement. Should you have a query, please notify the Administrator (Rina Bester) in writing:
    - Rina Bester finances@dkids.co.za within a period of 7 days from receipt of the account statement.
  - Rectifications / Amendments
  - No amendments will be executed after the 7-day period.
10. Penalties
  - A penalty of R100 will be levied should payments not been received by the 2<sup>nd</sup> of the following month.
  - Should full payment not been received by the 2<sup>nd</sup> of the following month, parents could be asked to withdraw their children until such time as the full outstanding balance has been settled.

- In this instance the parent/guardian will have 2 weeks to pay the full outstanding balance, failing upon which, the children would lose their space in the school.
- Late collection penalty fees
  - First offence: no charge if the school is informed telephonically.
  - Subsequent offences: Penalties will be levied as follows:
    - Collection between 17:40-17:50: Additional R50
    - Collection between 17:50-18:00: Additional R50
    - Collection after 18:00: An additional R100 for every 10minutes.
    - Please note that penalties will be charged to your school account.

#### 11. Termination

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

### **F. COLLECTING CHILDREN POLICY**

- It is the policy of our childcare service that children may only be collected by the person(s) named on the admissions form.
- The parent/carer must notify the staff if an alternative named person is to collect the child.
- Children to be collected on time.

### **G. OPERATING HOURS POLICY**

- The children can be dropped off from 06:30 weekday mornings.
- Children enrolled for a half-day need to be collected not later than 14:00.
- Children enrolled full day need be collected not later than 17:30.

### **H. HEALTH POLICY**

- It is the policy of our childcare service to promote a healthy lifestyle through prevention of illness and establishing healthy eating patterns. It is our policy to comply with current regulations including the Child Care (Pre-School Services) (No 2) Regulations 2006 and Food Hygiene Regulations.
- The parent / guardian will notify Dynamic Kids if their child/ren is/are sick for more than one day.

#### 1. Healthy Eating

- A balanced diet is provided with fresh, nutritious food.
- Sweets, crisps, chewing gum and nuts are discouraged.
- Any special diet / allergies should be discussed with the administrative staff.
- Milk and special food for babies will be provided by the parents.
- In the event of special dietary requirements, the parent should explain in detail how the meal should be given to the child.
- Mealtimes as follows:
  - Breakfast 07:30-08:30
  - Morning Snack 10:00
  - Lunch 12:00-13:00

- Afternoon Snack 15:00

## 2. Illness Policy for Children

- Inform the Office/Administrator immediately in the event of contagious diseases at home. The child/ren need to be taken to a doctor before sending them back to school with a doctor's note.
- Children who are sick or who may be a source of infection should not attend.
- Parents are advised that a child who has been sick during the night should not attend the next day.
- 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.
- 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 bills.

## **I. EXCURSIONS POLICY**

It is the policy of Dynamic Kids to ensure the safety and well-being of the children and adults involved when planning and undertaking excursions.

### 1. Procedures

- Parents are encouraged to take an active part in the planning, preparation and undertaking of outings.
- Prior information about proposed excursions is provided to all parents.
- All parents need to sign a consent form prior to the excursion.

## **J. TRANSPORT POLICY**

### 1. Purpose

- The purpose of the transport service is to set out guidelines for the provision of scholar transportation for learners and ensure that learners are punctual and safe.
- Our transport service aims at achieving a sufficient mobility and sustainability, which is adequate to the needs of children.

### 2. Service

- We have single and double trips available.
- Our costs involved depends on whether you are within a 2km radius or outside a 2km radius, however our service remains within a certain area.
- The full transport fee is payable regardless of public holidays, school holidays, absent days, or any other reason whatsoever.

### 3. Notice

- One month's written notice is required.
- Notice will not be accepted during the months of November and December.

## **K. POLICY REGARDING PERSONAL BELONGINGS**

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

**L. POLICY REGARDING OPTIONAL ACTIVITIES**

Dynamic Kids also offers other optional activities to children at an additional cost. This means a cost over and above the fee indication mentioned in our policies.

These activities are not hosted by Dynamic Kids itself.

Please contact to the administrator for more information should you be interested.

CLAMBER CLUB (2 years and older)

PHYSKIDZ (2 years and older)

LIVE TO DANCE (2 years and older)

# INDEMNITY STATEMENT

By signing below, you agree to the following:

I, \_\_\_\_\_ the

undersigned parent/legal guardian of \_\_\_\_\_  
(full names and surname of child/ren)

indemnify Dynamic Kids, its Management and Board of Directors, for and losses or damages in general, however they may occur, should my child suffer as a result of any occurrence whereby the child may be involved, whether as the causing or suffering party, whilst participating in an event / excursion.

I authorise that my child/ren may participate in all normal activities usually associated with a similar excursion, and I give my consent that he/she may make use of the transport arranged by Dynamic Kids for the excursion. I also indemnify Dynamic Kids, its Management and Board of Directors, for any damages or losses that I, as parent/legal guardian of my child/ren, may suffer under such circumstances and voluntarily accept all the risks associated therewith.

I as parent/legal guardian, cede my powers to the Management of Dynamic Kids or his/her representative, should medical treatment/surgery be deemed necessary for my child/ren, and accept that I shall be held responsible for the payment of medical/hospital accounts where applicable.

For the duration of my child being at Dynamic Kids, I transfer my authority over to Dynamic Kids, its Management and Board of Directors or his/her authorized representative.

**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 to load and display decent and appropriate photos of my child on the Institute's Social Platforms 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