



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

Purpose

The purpose of Dynamic Kids ECD Centre shall be to provide Christian based high-quality early childhood education and care services to children aged 0-6 years old.

We believe in the original text of the Old and New Testament as fully inspired by God and accepts it as the highest and final authority.

The Centre aims to create a nurturing, inclusive, and stimulating environment where children can thrive emotionally, socially, intellectually, and physically.

Through a holistic approach to education, Dynamic Kids ECD Centre seeks to empower children to reach their full potential and lay the foundation for a lifetime of learning and success.

Governance

Section 1: Governance Structure

Dynamic Kids ECD Centre shall be governed by a Board of Directors composed of individuals with expertise in early childhood education, child development, business management, and community leadership. The Board shall be responsible for setting the strategic direction of the Centre, overseeing its operations, and ensuring compliance with relevant laws, regulations, and ethical standards.

Section 2: Board Responsibilities

The responsibilities of the Board of Directors shall include, but not be limited to:

- a. Setting the mission, vision, and goals of Dynamic Kids ECD Centre.
- b. Developing policies and procedures to guide the Centre's operations and ensure the safety, well-being, and development of children.
- c. Hiring, evaluating, and providing oversight to the Directors and senior management team.

- d. Monitoring financial performance, budgeting, and financial planning.
 - a. Establishing fundraising strategies and cultivating relationships with donors and sponsors to support the Centre's programs and initiatives.
 - b. Advocating for the rights and needs of children and families in the community.
 - c. Evaluating and continuously improving the quality of services provided by Dynamic Kids ECD Centre.

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 2nd of each month.
3. Fees are payable over 11 months, from January to November.
4. There is a discount for families where more than one child attends.
5. No financial concessions will be granted for leave or absence of any other kind. The full amount due needs to be paid.
6. One calendar month written notice is compulsory for termination of the agreement.
7. 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.
8. 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
9. Bank Details
 Name of Account: Dynamic Kids
 Standard Bank, Germiston, Branch code 011642
 Account number 300307179
10. 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.
11. Penalties
- A penalty of R100 will be levied should payments not been received by the 2nd of the following month.
 - Should full payment 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.
 - 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.
12. Termination
- Either party is expected to give the other 1 month written notice, except in the case mentioned in Par. c ii) above.

F. DEBT RECOVERY POLICY

To ensure financial sustainability and fairness, the following measures are in place regarding overdue accounts:

1. Debt Collection Registration

- Our institution is registered with a recognized debt collection agency. In the event of non-payment, overdue accounts may be handed over for collection.

2. Liability for Recovery Costs

- The debtor will be responsible for all recovery costs incurred. This includes, but is not limited to, legal fees, administrative costs, and

any additional charges added to the principal debt during the collection process.

3. Process for Overdue Accounts

- A clear and transparent process will be followed in the event of overdue accounts. This process is obtainable from the school's financial office.
- The debtor may be reported to a credit bureau during this process, which could affect their credit rating.

4. Notification and Communication

- Debtors will be notified and given an opportunity to settle their accounts or make arrangements before further actions are taken.

This policy ensures that all parties are treated fairly and equitably while maintaining the financial stability of the institution.

G. 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.

H. 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.

I. 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.

J. POLICY ON SECURITY CAMERAS AND PRIVACY

To ensure the safety and security of all children, staff, and visitors, security cameras are installed throughout the property, including common areas, entrances, and playgrounds. These cameras are in place to:

- Monitor the premises for safety and security.
- Deter unauthorized access and unlawful activities.
- Support the management of incidents and emergencies.
- Legal and Privacy Considerations

The use of security cameras complies with applicable privacy and data protection laws. Footage is recorded and stored securely for a limited period, after which it is automatically deleted unless required for an ongoing investigation or legal proceedings.

Cameras are not installed in private areas such as restrooms or changing rooms, ensuring respect for individual privacy.

Access to recorded footage is restricted to authorized personnel only and will not be shared with third parties unless legally required (e.g., by law enforcement or for court proceedings).

By entering the premises, all individuals acknowledge and consent to the use of security cameras as described above.

K. 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.

L. 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

- Either party (parent/guardian or the company) to provide one month's written notice if they wish to terminate the transport service agreement.
- The company reserves the right to terminate transport services if, for any reason deemed necessary, it can no longer accommodate the child(ren).
- Notice will not be accepted from parents/guardians during the months of November and December.

M. 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.

N. 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)

SOCCER STARZ (2 years and older)

LITTLE READERS (4 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