

**TODDLERS INN**  
**“home away from home”**

**Thank you for taking the time to view my Day-care Centre.**

**I trust that we will meet your criteria and needs to look after your most valuable possession, your child, as this can be very traumatic for both parent and child (especially mom!)**

**To have a happy and satisfied child is both Toddlers’ Inn and your responsibility. If we have the privilege of taking care of your child, we at Toddlers’ Inn will stimulate your child physically, intellectually and socially as to be a balanced and happy child.**

**Bring us your happy child in the morning, and collect an even happier child in the afternoon!**

**If you decide that Toddler’s Inn is the centre for your child, then WELCOME to “your home away from home” environment**

**Please feel free to ask any questions or discuss any suggestions or problems with me.**

**We look forward to a long and happy association with your family.**

**Yours sincerely**

**GRETCHEN**

**Toddlers Inn**  
28 Willet Street  
Newton Park  
Tel: 041 365-7056  
Cell Phone: 073 256 4465  
E-mail: gretchen@toddlersinnpe.co.za

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**Admission Form**

**Proposed date of Entry** :

**Name of Child** :

**Date of Birth** :

**(Attach birth certificate)**

**Mother/Legal Guardian's Name** :

**Identity Number** :

**(Please attach a copy of your ID Document)**

**Home Address** :

**Telephone Number** : **W:** \_\_\_\_\_ **H:** \_\_\_\_\_

**Cell Phone Number** :

**E-mail Address** :

**Occupation** :

**Employer** :

**Employer's Address** :

**Father / Legal Guardian's Name** :

**Identity Number** :

**(Please attach a copy of your ID Document)**

**Home Address (if different from above)** :

**Telephone Number** : **W:** \_\_\_\_\_ **H:** \_\_\_\_\_

**Cell Phone Number** :

**E-mail Address** :

**Occupation** :

**Employer** :

**Employer's Address** :

**Home Language** :

**Religion (if applicable)** :

**Marital Status of Parents** :

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**Doctor's Name** : \_\_\_\_\_

**Telephone Number** : \_\_\_\_\_

**Has your child had all immunisations?** YES / NO

**Health History**      **Operations** : \_\_\_\_\_

**Allergies** : \_\_\_\_\_

**Asthma** : \_\_\_\_\_

**Other** : \_\_\_\_\_

**Please tick illnesses your child has had:**

Chicken Pox

Mumps

Measles

German Measles

**Other** : \_\_\_\_\_

**Is your child currently on medication?** YES / NO

**If yes what medication and for what?** \_\_\_\_\_

**Name of Medical Aid:** \_\_\_\_\_

**Number of Medical Aid:** \_\_\_\_\_

**\*\*Please attach a copy of your Medical Aid Card\*\***

**\*\* Please attach a copy of your child's clinic card \*\***

**Contact number in case of emergency (other than Mom or Dad)**

**Name of Contact Person** : \_\_\_\_\_

**Relationship to Child (e.g. Granny, Aunt etc):** \_\_\_\_\_

**Contact telephone number** : \_\_\_\_\_

**Name of person collecting child daily** : \_\_\_\_\_

**PLEASE inform us if someone other than the normal person will be collecting your child, so as to protect your child/ren and ourselves. This can be done in the morning at drop off, by telephone during the day from MOTHER or FATHER, or the parent/guardian may write in the child's notebook. Thank you.**

\_\_\_\_\_

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**Hours** : **07h00 – 17h30**  
**Monday to Friday**  
**Closed on all public holidays**

**Fees for 2025**

<b>(per month)</b>	:	<b>Babies 3mnth – 1 year</b>	<b>R 2620.00</b>
<b>All meals and snacks are included</b>		<b>Non Potty Trained (full day)</b>	<b>R 2470.00</b>
		<b>Non Potty Trained (half day)</b>	<b>R 2370.00</b>
		<b>Potty Trained – (full day)</b>	<b>R 2470.00</b>
		<b>Potty trained – (half day)</b>	<b>R 2370.00</b>
		<b>Grade 0 + Grade R (full day)</b>	<b>R 2570.00</b>

**“ THE ABOVE FEES ARE FROM JANUARY 2023”**

- Fees are payable on the last day of each month for the following month. If the last day falls over a weekend, fees are payable on the Friday before the weekend. A penalty fee will be charged per day for late payments, as well as late collections (after 17h30).
- Fees for December must be paid in full, regardless of whether the child stays until closing or leaves before such time to go on holiday.
- Monthly fees are payable in full, including periods when primary schools are on holiday. The Daycare does not close during normal school holiday periods (except during December).
- There is a **R700** registration fee (non refundable) if a parent is wanting the school to keep a place for their child.
- Please inform us if your child is ill and cannot attend day care.
- If your child contracts a contagious disease / illness, he/she will not be allowed to attend day care for the obvious reason of possible infection of other children. The child may only return to school once he/she is 100% clear and better. The parent will still be liable to pay for the full month.
- One (1) months written notice is required to terminate attendance, and two (2) months notice to be given for children doing Grade 0 or Grade R (Pre-Primary) on the first day of the month. If this is not possible, then payment in lieu of notice will be required.
- Should the Daycare terminate a child's attendance for any reason. This may be done immediately and automatically/without warning depending on the circumstances.
- Should parents remove their child from the day care in the month of November, or the termination date falls in the month of November, parents are still liable for payment for December.
- Day Care will close on ....December 201... and re-open on ....January 201.... (subject to change).
- Children must please be at school by **08h00**, as breakfast is served at **08h00**.
- We follow weekly themes with daily programmes
- All items of clothing must please be marked. The school will not be held responsible for any items lost which are not marked.
- **TOYS AND SWEETS ARE NOT ALLOWED AT SCHOOL !!!!!**

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**What to bring to School:** (Please mark ALL items clearly with your child's name)

**Birth to 2 years:** ALL items to be clearly marked, please.

All baby requirements (milk / nappies / porridge / bum cream / wet wipes/ bottles etc.)

Hours : 07h00 – 17h30  
Monday to Friday  
Closed on all public holidays

**1 – 5 Years** (All the below items must please be marked with the child's name)

- A mattress (to be purchased at any baby shop i.e. Baby City etc)
- A change of clothing
- A Notebook (A5 hardcover)
- A small blanket
- Sun block and a sunhat
- Flip file (for the artwork done during the week) ONLY for ages 1 – 4
- An empty packet in the child's bag in case the school needs to wash any clothing out

**Extra items (Stationary) for the 3 – 4 Class: Lambs Class**

- 1 x sharpener with container
- 1 x pair of scissors
- 2 x retractable or pencil crayons (12/14)
- 2 x Colleen pencil crayons (12/14)
- 1 x pencil bag
- 3 x Large glue stick
- 1 x A4 hardcover notebook (192 pages)
- 1 x A4 adjustable plastic cover
- 1 x A5 hardcover book (96 pages)
- 1 x A5 adjustable plastic cover
- An apron

**ALL** individual items to be marked with the child's name, please. Thank you

**Items for Grade 0 and Grade R children:** (Every individual item to be marked, please)

- 2 x Retractable crayon pack (12/14 in a pack)
- 3 x Colleen pencil crayons (12/14 in a pack)
- 2 x A4 hardcover books (192 pages) – Grade 0
- 3 x A4 hardcover books (192 pages) – Grade R
- 1 x A5 hardcover book (96 pages)
- 2 x A4 Adjustable plastic covers (school will cover books) - Grade 0
- 3 x A4 adjustable plastic covers (school will cover books) - Grade R
- 1 x A5 Adjustable plastic cover (school will cover book)
- 6 Large Glue Sticks (36g/40g)
- 3 x HB pencils (without the eraser at the end)
- 1 x pair of scissors (blunt edges)
- 1 x sharpener with a container (shavings fall into container when sharpening)
- 1 x Large pencil case
- 2 x A4 realms of office paper (printing paper)
- An apron
- Sunblock and Toddlers Inn Sunhat

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**One of the three below will be requested for parent to bring at the end of the month. This will be stipulated on the invoice received at the end of the month.**

**1 x wet wipes (72 or 80 pack)**

**OR**

**1 x box of tissues**

**OR**

**1 x toilet roll**

- **Forms of payment: we accept debit orders, cash in an envelope as well as EFT (electronic transfer)**
- **When paying fees in cash, please place money in a marked envelope with the child's name on.**  
**Bank Details: First National Account**  
**Acc Nbr: 62214064008**  
**Branch: 261050**  
**Reference: Child's Name**

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**The following extra-mural activities are offered as OPTIONAL Extras. The cost of these activities are NOT included in the school fees. Fee structure for the extra-mural activities are available on request:**

- **Jungle Gym / Computers / Swimming / Pottery / Kindermusiek/ Dancing/ Monkeynastix/Soccer**

**Please DO NOT send TOYS or MONEY with your child, as we will not be able to take responsibility for these.**

**Meals Served : Breakfast**  
**Lunch**  
**Mid-Afternoon snack**

**I/We \_\_\_\_\_**

**Parents of \_\_\_\_\_ have read, understand and undertake to abide by the contents of this contract. I/We understand that this contract is legally binding.**

**Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_\_**

\_\_\_\_\_  
**Signature (Mother / Guardian)**

\_\_\_\_\_  
**Signature (Father / Guardian)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

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**INDEMNITY FORM**

I/We \_\_\_\_\_ parent(s) of

\_\_\_\_\_ hereby give permission for him/her to participate in all activities of the school and to go on excursions that are necessary in the course of such activities (parents to be notified in advance)

I/We accept that all reasonable precautions will be taken at all times to ensure the safety and welfare of my child. As far as I/we know, my child is physically capable of participating in all physical activities and is in good health.

In the event that I/we cannot be reached, I/we hereby give permission for my child to receive any necessary medical care or treatment. I/we understand that every effort will be made to contact me or my child's other guardian(s) before such action is taken. I/we will be responsible for the payment of such care or treatment.

I/we will not hold any employee(s) or the owner of TODDLERS' INN responsible for any incident/accident that may occur.

I/we consent to the transporting of the said child by motor vehicle, bus or transport to and from destinations indicated and arranged by TODDLERS' INN.

I/we agree to give two (2) calendar months' notice for my child/children from 3 months to four years old or one (1) term notice for my child/children doing Pre-Primary (Grade 0 or Grade R) in lieu of notice before removing my/our child/children.

\_\_\_\_\_  
Signature (Mother/Guardian)

\_\_\_\_\_  
Signature (Father/Guardian)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Owner of the School

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## FINANCIAL CLEARANCE CERTIFICATE

(to be completed by previous school)

Name of parents:	Dad:  Mom:
Name of pupil:	Name:
ID Number of parent:	Dad:  Mom:
Name of school/playgroup where pupil is currently/previously enrolled:	
Fees: i) Fees paid up to date (yes/no)	
ii) Fees outstanding (amount)	
Comment:	

This is to certify that the above parent has paid school fees as indicated above.

\_\_\_\_\_

Signature of principal/owner

\_\_\_\_\_

Date

OFFICIAL/SCHOOL STAMP



### **TO MY CHILD**

**Just for this morning, I am going to smile when I see your face, and laugh when I feel like crying.**

**Just for this morning, I will let you choose what you want to wear, and smile and say how perfect it is.**

**Just for this morning, I am going to step over the laundry and pick you up and take you to the park to play.**

**Just for this morning, I will leave the dishes in the sink, and let you teach me how to put that puzzle of yours together.**

**Just for this afternoon, I will unplug the telephone and keep the computer off, and sit with you in the backyard and blow bubbles.**

**Just for this afternoon, I will take us to McDonalds and buy us both a happy meal, so you can have both toys.**

**Just for this evening, I will let you splash in the tub and not get angry.**

**Just for this evening, I will snuggle beside you for hours, and miss my favourite TV show.**

**Just for this evening when I run my fingers through your hair as you pray, I will simply be grateful that God has given me the greatest gift ever given.**

**I will think about the Mothers and Fathers who are searching for their missing children, the Mothers and Fathers who are visiting their children's graves instead of their bedrooms, and Mothers and Fathers who are in hospital rooms watching their children suffer senselessly, and screaming inside that they can't handle it any more.**

**And when I kiss you good night, I will hold you a little tighter, a little longer.**

**IT IS THEN THAT I'LL THANK GOD FOR YOU, AND ASK HIM FOR NOTHING MORE EXCEPT ONE MORE DAY WITH YOU.**

**Have a wonderful Day at Toddlers  
Inn**

