



SKOENLAPPER LAND

PARENT / GUARDIAN ENROLMENT AGREEMENT

Effective from 1 September 2026

Address: 805 Taljaard Street, Daspoort, Pretoria

Contact: Ella – 076 747 1108 / Jeanne-Marie – 071 605 4624

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1. PARTIES

This Agreement is entered into between:

SKOENLAPPER LAND

Registration Nr: 2026/180481/07

("Skoenlapper Land" / "the Nursery")

and

Parent/Guardian: _____

ID/Passport: _____

Cell: _____ **// E-mail:** _____

in respect of:

Child: _____

Date of Birth: _____

Commencement Date: _____

2. ENROLMENT

- 2.1 The Parent/Guardian applies for enrolment of the above Child at Skoenlapper Land.
- 2.2 Admission is subject to availability of a place, completion of the required documentation, payment of the applicable registration fee and the Nursery being satisfied that it can safely accommodate the Child.
- 2.3 The Parent/Guardian confirms that all information supplied to the Nursery concerning the Child is complete and accurate.
- 2.4 The Parent/Guardian must immediately notify the Nursery of any material change concerning the Child, including medical, developmental, behavioural, contact, custody or collection arrangements.
- 2.5 The Parent/Guardian confirms that he/she has the legal authority to enrol the Child and must disclose any court order, parenting plan or other arrangement affecting the Child.

3. SERVICES AND OPERATING HOURS

- 3.1 Skoenlapper Land provides childcare and age-appropriate early childhood development activities during its operating hours.
- 3.2 The Nursery's normal operating hours are: **06:00 – 18:30**
- 3.3 Children must be collected by **18:30**.
- 3.4 The Nursery may provide meals, snacks, educational activities, outdoor play and age-appropriate sporting and developmental activities.
- 3.5 Daily programmes may be amended where reasonably necessary.

4. FEES AND PAYMENT

Current Fees

Full Day:	R 2,000.00 per month
Half Day:	R 1,800.00 per month
Registration Fee:	R 250.00 per child
Deposit:	R 500.00 per child

- 4.1 Fees are payable monthly in advance by no later than the **6th day of each month**.
- 4.2 Fees remain payable notwithstanding the Child's absence due to illness, holidays or other non-attendance, subject to any rights the Parent/Guardian may have under applicable law.
- 4.3 The Nursery may review and increase its fees from time to time upon reasonable written notice.
- 4.4 The Parent/Guardian remains responsible for all fees properly due up to the date of termination.
- 4.5 Where fees remain unpaid, the Nursery may issue a written demand and take lawful steps to recover the outstanding amount.

- 4.6 Any collection or legal costs shall be recoverable only to the extent permitted by law.

Banking Details:

Bank:	Capitec Business
Account Holder:	Skoenlapper Land
Account Number:	1055141022
Branch Code:	450105
Reference:	Child's name and surname

5. ABSENCE, ILLNESS AND MEDICATION

- 5.1 The Parent/Guardian must notify the Nursery when the Child will be absent.
- 5.2 A Child who is ill or presents a risk of infecting other children should not attend the Nursery.
- 5.3 Where a Child becomes ill during the day, the Nursery may require the Parent/Guardian to collect the Child.
- 5.4 The Parent/Guardian must disclose all relevant medical information, including:
- allergies;
 - chronic conditions;
 - asthma;
 - epilepsy;
 - diabetes;
 - developmental conditions;
 - disabilities;
 - dietary restrictions;
 - medication; and
 - communicable diseases.
- 5.5 Medication may only be administered where the Parent/Guardian has provided written authorisation and clear dosage instructions.
- 5.6 Medication must be supplied in its original packaging and must not be expired.
- 5.7 The Parent/Guardian remains responsible for ensuring that the Nursery receives current and accurate medical information.

6. MEDICAL EMERGENCIES

- 6.1 In an emergency, the Nursery may take reasonable steps to protect the Child and obtain appropriate medical assistance.

- 6.2 If the Parent/Guardian cannot immediately be contacted, the Nursery may contact the nominated emergency contact, doctor, ambulance service or other appropriate medical service.
- 6.3 The Parent/Guardian authorises the Nursery to obtain emergency medical assistance reasonably required for the Child.
- 6.4 The Parent/Guardian remains responsible for the Child's medical, hospital, ambulance and related expenses, subject to any liability that cannot lawfully be excluded.

7. COLLECTION OF CHILDREN

- 7.1 Only the Parent/Guardian or a person authorised in writing may collect the Child.
- 7.2 The Nursery may request identification before releasing the Child.
- 7.3 The Parent/Guardian must notify the Nursery in advance if another person will collect the Child.
- 7.4 The Nursery may refuse to release a Child where there is a reasonable safety concern or where doing so would contravene a valid court order or applicable law.
- 7.5 The Parent/Guardian must ensure that the Nursery always has current emergency contact and authorised collection details.

Late Collection –

- 7.6 Children must be collected by 18:30.
- 7.7 **A R 50.00 late collection fee per occurrence** applies where a Child is collected after 18:30.
- 7.8 Repeated late collection may constitute a breach of this Agreement.

8. CHILD SAFETY AND PROTECTION

- 8.1 The safety and best interests of the Child are a primary consideration.
- 8.2 Skoenlapper Land will take reasonable measures to provide a safe and appropriately supervised environment.
- 8.3 The Nursery will comply with applicable legal requirements concerning child protection and safeguarding.
- 8.4 Where the Nursery has reasonable grounds to believe that a Child may be at risk of abuse, neglect or other harm, it may be required by law to report the matter to the appropriate authorities.
- 8.5 Parents/Guardians must cooperate with reasonable child-protection and safety procedures.

9. PARENT/GUARDIAN RESPONSIBILITIES

The Parent/Guardian agrees to:

- 9.1 provide accurate information;

- 9.2 pay fees when due;
- 9.3 comply with reasonable Nursery rules;
- 9.4 provide required clothing, nappies, medication and personal items;
- 9.5 disclose medical conditions and allergies;
- 9.6 keep contact and emergency information updated;
- 9.7 collect the Child on time;
- 9.8 treat staff, children and other parents respectfully;
- 9.9 notify the Nursery of changes to custody or parental arrangements; and
- 9.10 cooperate with reasonable health and safety procedures.

10. CHILDREN'S PERSONAL BELONGINGS

- 10.1 Clothing and personal items should be clearly marked with the Child's name.
- 10.2 Parents/Guardians should not send valuable or unnecessary items to the Nursery.
- 10.3 The Nursery will take reasonable care of children's belongings but cannot accept responsibility for ordinary loss or misplacement not caused by the Nursery's unlawful conduct or breach of a legal duty.

11. ACTIVITIES AND ORDINARY CHILDHOOD RISKS

- 11.1 Children may participate in age-appropriate activities including outdoor play, educational activities and sport.
- 11.2 Such activities may involve ordinary childhood risks such as minor falls, bumps, scratches, bruises or accidental contact with other children.
- 11.3 The Nursery will take reasonable precautions appropriate to the age and nature of the activity.
- 11.4 The Parent/Guardian must inform the Nursery of any medical or physical condition which may affect the Child's participation.

12. LIABILITY

- 12.1 Skoenlapper Land accepts its duty to take reasonable care of children in its care.
- 12.2 Nothing in this Agreement excludes or limits liability which cannot lawfully be excluded or limited.
- 12.3 The Nursery shall not be liable for ordinary risks inherent in reasonable age-appropriate childhood activities where reasonable precautions have been taken.
- 12.4 The Nursery shall not be responsible for consequences arising from information which the Parent/Guardian failed to disclose or supplied incorrectly, including undisclosed allergies or medical conditions, subject to applicable law.
- 12.5 The Parent/Guardian's attention is specifically drawn to this clause.

Initials: _____

13. PARENT/GUARDIAN INDEMNITY

13.1 Subject to applicable law, the Parent/Guardian indemnifies Skoenlapper Land against claims or losses arising from:

- 13.1.1 materially incorrect or incomplete information supplied by the Parent/Guardian;
- 13.1.2 failure to disclose a material medical condition or allergy;
- 13.1.3 unlawful conduct of the Parent/Guardian or an authorised collection person; or
- 13.1.4 damage caused by the Child through intentional or reckless conduct where the Parent/Guardian is legally responsible.

13.2 This indemnity does not apply to the extent that the loss was caused by negligence, gross negligence or intentional misconduct attributable to Skoenlapper Land or where liability cannot lawfully be excluded.

13.3 The Parent/Guardian's attention is specifically drawn to this clause.

Initials: _____

14. POPIA – PERSONAL INFORMATION

14.1 Skoenlapper Land will process personal information in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA").

14.2 Information may be processed for purposes including:

- admission;
- childcare and education;
- administration;
- communication;
- fees and debt recovery;
- medical emergencies;
- safety;
- child protection;
- regulatory compliance; and
- legal obligations.

14.3 The Nursery may disclose information where lawfully required or reasonably necessary to persons such as medical practitioners, emergency services, insurers, professional advisers and regulatory authorities.

14.4 The Nursery will take reasonable measures to protect personal information against unauthorised access or disclosure.

14.5 The Parent/Guardian may contact the Nursery concerning applicable rights under POPIA.

15. PHOTOGRAPHS, VIDEO AND SOCIAL MEDIA

The Parent/Guardian must separately indicate whether the Nursery may use identifiable photographs or videos of the Child for official Nursery communication and promotional purposes.

- ☐ **YES, I CONSENT**
☐ **NO, I DO NOT CONSENT**

This consent may be withdrawn in writing, subject to applicable law and material already lawfully published.

16. PARENT/GUARDIAN CONDUCT

- 16.1 Parents/Guardians must treat Nursery staff and other families respectfully.
- 16.2 Threatening, abusive, intimidating, violent or seriously disruptive conduct will not be tolerated.
- 16.3 Nothing in this clause prevents a Parent/Guardian from making a bona fide complaint or exercising a legal right.
- 16.4 Serious or repeated misconduct may constitute a breach of this Agreement.

17. COMMUNICATION

- 17.1 The Nursery's designated communication channels shall be used for official communication.
- 17.2 Parents/Guardians must keep their contact details updated.
- 17.3 Administrative matters should be communicated in writing.
- 17.4 Emergency matters requiring immediate attention should be communicated by telephone.
- 17.5 Messages sent to individual staff members' private accounts may not constitute official notice to the Nursery.

18. TERMINATION

- 18.1 The Parent/Guardian may terminate the Agreement by giving written notice, subject to applicable law and any statutory cancellation rights.
- 18.2 The Nursery may terminate the Agreement where the Parent/Guardian commits a material breach and fails to remedy the breach after reasonable written notice.
- 18.3 Material breaches may include:
- persistent non-payment;
 - materially false information;
 - failure to disclose significant medical information;
 - serious misconduct;

- threats or violence;
- repeated late collection;
- serious or repeated breach of Nursery rules; or
- conduct creating a material safety risk.

- 18.4 Where immediate action is reasonably necessary to protect a Child, another child or staff member, the Nursery may take appropriate immediate protective measures, subject to applicable law.
- 18.5 Where the Nursery is legally required to cease operating or can no longer lawfully provide the services, the Agreement may be terminated on reasonable notice.

19. COMPLAINTS

- 19.1 Parents/Guardians should first raise complaints with the Nursery's principal or management.
- 19.2 The Nursery will endeavour to investigate legitimate complaints and respond within a reasonable period.
- 19.3 Nothing prevents a Parent/Guardian from exercising any statutory right or approaching a competent authority.

20. GENERAL

- 20.1 This Agreement and its attached schedules constitute the agreement concerning the Child's enrolment.
- 20.2 Nursery policies and rules may be reasonably updated where required for safety, administration or regulatory compliance.
- 20.3 Any material amendment to the contractual terms must be communicated to the Parent/Guardian.
- 20.4 If any provision is found to be invalid, the remaining provisions shall continue to apply to the extent permitted by law.
- 20.5 This Agreement is governed by the laws of the Republic of South Africa.
- 20.6 Nothing in this Agreement limits any mandatory right available to the Parent/Guardian under applicable legislation.

21. PARENT/GUARDIAN DECLARATION

I/We confirm that:

- ☐ I/We have read and understood this Agreement.
- ☐ The information supplied concerning the Child is true and complete.
- ☐ I/We have disclosed all known medical conditions and allergies.
- ☐ I/We understand the fee structure.
- ☐ I/We understand the collection arrangements.

- ☐ I/We understand the medical emergency provisions.
- ☐ I/We understand the POPIA provisions.
- ☐ I/We have read and understood the liability and indemnity provisions.
- ☐ I/We agree to comply with the Nursery's reasonable rules and procedures.

Parent/Guardian 1:

Parent/Guardian 2:

Signature: _____

Signature: _____

Date: _____

Date: _____

FOR SKOENLAPPER LAND:

Name: _____

Capacity: _____

Signature: _____

Date: _____

ATTACHED FORMS

The following short forms form part of the enrolment documentation:

- ANNEXURE A:** Child & Parent Information
- ANNEXURE B:** Medical & Emergency Information
- ANNEXURE C:** Authorised Collection Persons
- ANNEXURE D:** Fee Schedule
- ANNEXURE E:** Nursery Rules
- ANNEXURE F:** POPIA / Photograph & Video Consent
- ANNEXURE G:** Vision and Mission
- ANNEXURE H:** Why SkoenlapperLand?
- ANNEXURE I:** Kids Daily Menu
- ANNEXURE J:** Kids Daily Program per age group
- ANNEXURE K:** School Requirement List per age group

CHILD & PARENT / GUARDIAN INFORMATION

(This Annexure forms part of the Skoenlapper Land Parent/Guardian Enrolment Agreement.)

A. CHILD DETAILS

<u>Information</u>	<u>Details</u>
▪ Full Names	
▪ Surname	
▪ Nickname	
▪ Date of Birth	
▪ Age	
▪ Gender	
▪ Home Language	
▪ Language of Instruction	☐ Afrikaans ☐ English
▪ Citizenship	
▪ ID / Birth Certificate Number	
▪ Current Class / Age Group	
▪ Left Handed / Right Handed	
▪ Full Day / Half Day	
▪ Sibling currently attending Skoenlapper Land?	☐ Yes ☐ No
▪ If yes – Name and Surname	
▪ Class	

B. PARENT / GUARDIAN 1

<u>Information</u>	<u>Details</u>
▪ Full Names and Surname	
▪ ID / Passport Number	
▪ Relationship to Child	
▪ Residential Address	
▪ Postal Code	
▪ Home Telephone	
▪ Cellular	
▪ Work	
▪ E-mail	
▪ Occupation	
▪ Employer	

C. PARENT / GUARDIAN 2

<u>Information</u>	<u>Details</u>
▪ Full Names and Surname	
▪ ID / Passport Number	
▪ Relationship to Child	
▪ Residential Address	
▪ Postal Code	
▪ Home Telephone	
▪ Cellular	

▪ Work	
▪ E-mail	
▪ Occupation	
▪ Employer	

D. CHILD'S PRIMARY RESIDENCE

The Child ordinarily resides with:

- ☐ Both Parents
☐ Parent 1
☐ Parent 2
☐ Guardian
☐ Grandparents
☐ Other: _____

If applicable, provide details of any custody, guardianship, parenting plan or court order affecting the Child:

IMPORTANT: Copies of relevant court orders or parenting plans must be provided to the Nursery.

E. ADMISSION DOCUMENTS CHECKLIST

Please provide copies of the applicable documents:

- ☐ Child's Birth Certificate
☐ Parent/Guardian ID Documents
☐ Clinic / Medical Card
☐ Immunisation Information
☐ Proof of Residence
☐ Court Order / Guardianship Documentation, where applicable
☐ Relevant Medical Reports
☐ Medical Aid Information
☐ Other: _____

F. PARENT / GUARDIAN DECLARATION

- I/We confirm that the information supplied in this Annexure is accurate and complete.
- I/We undertake to notify Skoenlapper Land immediately of any material change to the information supplied.
- I/We understand that the Nursery relies upon this information when making decisions concerning the Child's safety, care and administration.

Parent/Guardian 1:

Signature: _____

Date: _____

Parent/Guardian 2:

Signature: _____

Date: _____

MEDICAL & EMERGENCY INFORMATION

This Annexure forms part of the Skoenlapper Land Parent/Guardian Enrolment Agreement.

A. CHILD'S MEDICAL INFORMATION

<u>Information</u>	<u>Details</u>
▪ Child's Full Name	
▪ Date of Birth	

FAMILY DOCTOR

<u>Information</u>	<u>Details</u>
▪ Name	
▪ Telephone	
▪ Address	

B. MEDICAL AID

<u>Information</u>	<u>Details</u>
▪ Medical Aid	
▪ Plan	
▪ Membership Number	
▪ Main Member	
▪ Main Member Contact Number	

C. ALLERGIES

<u>Information</u>	<u>Details</u>
Does the Child have any known allergies?	☐ Yes ☐ No
If yes, provide full details	
Known triggers	
Symptoms / reaction	
Required treatment	

Emergency medication supplied to Nursery	
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D. MEDICAL CONDITIONS

Information	Details
▪ Does the Child have any medical condition of which the Nursery should be aware?	☐ Yes ☐ No
▪ If yes, provide details:	

Examples may include:

☐ Asthma ☐ Epilepsy ☐ Diabetes ☐ Haemophilia

☐ Seizures ☐ Developmental Condition ☐ Disability

☐ Other: _____

Special Instructions to Staff:

E. MEDICATION

<u>Information</u>	<u>Details</u>
▪ Does the Child currently require medication?	☐ Yes ☐ No
▪ Name of Medication	
▪ Dosage	
▪ Frequency	
▪ Reason for Medication	
▪ Special Instructions	

IMPORTANT: The Parent/Guardian must provide medication in accordance with the Parent/Guardian Enrolment Agreement, including written instructions and, where applicable, the original labelled packaging.

F. EMERGENCY CONTACT 1

<u>Information</u>	<u>Details</u>
▪ Name and Surname	
▪ Relationship to Child	
▪ Cellular Number	
▪ Alternative Number	

G. EMERGENCY CONTACT 2

<u>Information</u>	<u>Details</u>
▪ Name and Surname	
▪ Relationship to Child	
▪ Cellular Number	
▪ Alternative Number	

PARENT / GUARDIAN DECLARATION

I/We confirm that the medical and emergency information provided in this Annexure is true, complete and current. I/We undertake to immediately notify Skoenlapper Land of any change to the Child's medical condition, allergies, medication, emergency contacts or other information that may affect the Child's health or safety.

Parent/Guardian 1:

Signature: _____

Date: _____

Parent/Guardian 2:

Signature: _____

Date: _____

AUTHORISED COLLECTION PERSONS

This Annexure forms part of the Skoenlapper Land Parent/Guardian Enrolment Agreement.

Child's Full Name: _____

For the protection of the Child, only the persons listed below may ordinarily collect the Child from Skoenlapper Land.

AUTHORISED PERSON 1:

<u>Information</u>	<u>Details</u>
Full Name and Surname	
Relationship to Child	
ID Number	
Cellular Number	

AUTHORISED PERSON 2:

<u>Information</u>	<u>Details</u>
Full Name and Surname	
Relationship to Child	
ID Number	
Cellular Number	

AUTHORISED PERSON 3:

<u>Information</u>	<u>Details</u>
Full Name and Surname	
Relationship to Child	
ID Number	
Cellular Number	

COLLECTION REQUIREMENTS:

1. Skoenlapper Land may request identification from any person collecting the Child.
2. The Nursery may refuse to release the Child to an unauthorised person.
3. The Parent/Guardian must notify the Nursery in writing of any change to the authorised collection list.

4. Where a person not listed above is required to collect the Child, the Parent/Guardian must notify the Nursery in advance.
5. The Nursery may require the Parent/Guardian to provide the person's full name, relationship to the Child and identification details.
6. Where there is a dispute between parents or guardians, the Nursery may require a valid court order or other lawful documentation before changing collection arrangements.
7. The Nursery will not be expected to resolve disputes between parents or guardians.
8. The Nursery may take reasonable steps to prevent the release of the Child where there is a genuine safety concern or where release would contravene a valid court order or applicable law.

PARENT DECLARATION:

I/We confirm that the persons listed above are authorised to collect my/our Child. I/We undertake to notify Skoenlapper Land immediately if any person must be removed from or added to this list.

Parent/Guardian 1:

Parent/Guardian 2:

Signature: _____

Signature: _____

Date: _____

Date: _____

FEE SCHEDULE

Effective from 1 September 2026

This Annexure forms part of the Skoenlapper Land Parent/Guardian Enrolment Agreement.

1. MONTHLY FEES

<u>Programme</u>	<u>Monthly Fee</u>
Full Day	R 2,000.00
Half Day	R 1,800.00

2. OTHER FEES

<u>Item</u>	<u>Amount</u>
Registration Fee (Non-Refundable)	R 250.00 per child
Deposit (Non-Refundable)	R 500.00 per child
Late Collection	R 50.00 per occurrence

The treatment of the registration fee and deposit is subject to the terms of the Parent/Guardian Enrolment Agreement and applicable law.

3. PAYMENT DATE

- 3.1 Monthly fees are payable **in advance**.
- 3.2 Payment must be received by no later than the **6th day of each month**.
- 3.3 Parents/Guardians must ensure that payments are correctly referenced with the Child's name and surname.
- 3.4 Payment of fees will be for a 12 month period – January to December – irrespective whether your child is attending the whole of December or only part thereof.

4. ABSENCE

- 4.1 Monthly fees remain payable notwithstanding absence of the Child due to illness, holidays or other non-attendance, subject to applicable law and the terms of the Agreement.
- 4.2 No automatic fee reduction will apply because the Child does not attend for part of a month.

5. LATE PAYMENT

- 5.1 Where fees remain unpaid after the due date, Skoenlapper Land may issue a written demand for payment.

- 5.2 Continued non-payment may result in suspension or termination in accordance with the Agreement and applicable law.
- 5.3 Skoenlapper Land may take lawful steps to recover outstanding amounts.
- 5.4 Reasonable collection and legal costs may be recovered only to the extent permitted by law.

6. FEE INCREASES

- 6.1 Skoenlapper Land may review its fees from time to time.
- 6.2 Parents/Guardians will be given reasonable written notice of any fee increase.
- 6.3 Any fee increase will be subject to applicable consumer legislation.

7. BANKING DETAILS

BANK: Capitec Business

ACCOUNT HOLDER: Skoenlapper Land

ACCOUNT NUMBER: 1055141022

ACCOUNT TYPE: Current

BRANCH CODE: 450105

REFERENCE: Child's name and surname

8. PERSON RESPONSIBLE FOR PAYMENT OF THE ACCOUNT

<u>DETAILS</u>	<u>INFORMATION</u>
Full Name:	
ID / Passport Number:	
Relationship to Child:	
Residential Address:	
Postal Address:	
Contact Number:	
Email Address:	
Employer / Occupation:	
Work Contact Number:	
Signature:	
Date:	

PARENT ACKNOWLEDGEMENT

I/We confirm that I/we understand the applicable fees and payment obligations.

Parent/Guardian 1:

Parent/Guardian 2:

Signature: _____

Signature: _____

Date: _____

Date: _____

SKOENLAPPER LAND NURSERY RULES

Effective from 1 September 2026

These Rules form part of the Parent/Guardian Enrolment Agreement.

1. OPERATING HOURS

- 1.1 The Nursery operates from **06:00 until 18:30**.
- 1.2 Children must be collected by 18:30.
- 1.3 A late collection fee of **R50.00 per occurrence** applies where a Child is collected after 18:30.
- 1.4 Repeated late collection may constitute a breach of the Agreement.

2. DROP-OFF

- 2.1 Children must be handed over to the educator on duty at the designated reception area.
- 2.2 Parents/Guardians should not leave a Child unattended outside the Nursery.
- 2.3 The Nursery may implement access-control procedures for the safety of the children.

3. ABSENCE

- 3.1 Parents/Guardians must notify the Nursery when a Child will be absent.
- 3.2 Notification of absence does not automatically suspend payment of the monthly fee.

4. ILLNESS

- 4.1 Parents/Guardians must not send a Child to the Nursery where the Child is reasonably required to remain at home due to illness or a communicable condition.
- 4.2 If a Child becomes ill while at the Nursery, the Parent/Guardian may be required to collect the Child.
- 4.3 Parents/Guardians must provide all relevant medical information.

5. MEDICATION

- 5.1 Parents/Guardians must inform the Nursery of medication requirements.
- 5.2 Medication may only be administered in accordance with the Agreement and written instructions supplied by the Parent/Guardian.
- 5.3 Medication must be supplied in appropriate labelled packaging and must not be expired.

6. COLLECTION

- 6.1 Only authorised persons may collect a Child.
- 6.2 Identification may be requested.
- 6.3 Parents/Guardians must notify the Nursery in advance of any change to collection arrangements.
- 6.4 The Nursery may refuse collection where there is a legitimate safety concern or legal restriction.

7. COMMUNICATION

- 7.1 Official administrative communication should be in writing via the Nursery's designated WhatsApp number or e-mail.
- 7.2 Voice notes may not be accepted for ordinary administrative communication.
- 7.3 Emergency matters requiring immediate attention should be communicated by telephone.
- 7.4 Parents/Guardians must keep their contact details updated.

8. ACCESS AND SECURITY

- 8.1 Access gates may remain locked during operating hours.
- 8.2 Parents/Guardians must comply with access-control arrangements.
- 8.3 Parents/Guardians must not allow unauthorised persons into restricted areas.

9. PARENT/GUARDIAN CONDUCT

- 9.1 Parents/Guardians must treat staff members, children and other families respectfully.
- 9.2 Threatening, abusive, intimidating or violent conduct is prohibited.
- 9.3 Parents/Guardians must not disrupt the Nursery's operations.
- 9.4 Legitimate complaints may be made through the Nursery's complaints procedure.

10. PARKING

- 10.1 Parents/Guardians must use designated or permitted parking areas.
- 10.2 Vehicles must not obstruct neighbouring properties, driveways or entrances.
- 10.3 Parents/Guardians remain responsible for their vehicles and belongings.

11. CHILDREN'S BELONGINGS

- 11.1 All clothing, bags, bottles and personal items should be clearly marked with the Child's name.

- 11.2 Valuable or unnecessary items should not be brought to the Nursery.
- 11.3 Parents/Guardians must provide the personal items reasonably required for the Child's age group.

12. CHILD SAFETY

- 12.1 The Nursery will take reasonable measures to safeguard children.
- 12.2 Parents/Guardians must disclose all relevant medical, developmental and behavioural information.
- 12.3 Parents/Guardians must comply with reasonable safety and child-protection procedures.

13. MEALS AND FOOD

- 13.1 Meals and snacks may be provided in accordance with the Nursery's menu.
- 13.2 Parents/Guardians must disclose all allergies and dietary restrictions.
- 13.3 Menus may change where reasonably necessary due to availability, operational requirements or other circumstances.

14. ACTIVITIES

The Nursery may provide age-appropriate:

- outdoor play;
- educational activities;
- water activities;
- music;
- sports;
- gross and fine motor activities; and
- other developmental activities.

Activities may be amended from time to time.

15. PARENT ACKNOWLEDGEMENT

I/We confirm that I/we have read and agree to comply with the Nursery Rules.

Parent/Guardian 1:

Parent/Guardian 2:

Signature: _____

Signature: _____

Date: _____

Date: _____

POPIA, PHOTOGRAPH & VIDEO CONSENT

This Annexure forms part of the Skoenlapper Land Parent/Guardian Enrolment Agreement.

PROTECTION OF PERSONAL INFORMATION

Skoenlapper Land respects the privacy of children and their Parents/Guardians and will process personal information in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA") and applicable law.

The Nursery may collect and process information relating to the Parent/Guardian and Child for purposes including:

1. admission and enrolment;
2. providing childcare and educational services;
3. maintaining emergency and medical records;
4. communicating with Parents/Guardians;
5. administering and collecting fees;
6. maintaining attendance and administrative records;
7. ensuring the safety and protection of children;
8. complying with legal and regulatory obligations;
9. obtaining medical assistance in emergencies;
10. dealing with insurers and professional advisers where reasonably necessary; and
11. protecting the legitimate rights and interests of the Nursery.

Special / Medical Information

The Parent/Guardian acknowledges that information concerning the Child's health, allergies, medical conditions and similar matters may constitute specially protected personal information.

The Parent/Guardian authorises the Nursery to process such information to the extent reasonably necessary for the Child's care, safety, medical treatment, administration and compliance with applicable law.

Disclosure

Information may be disclosed where lawful and reasonably necessary to:

- a) medical practitioners;
- b) emergency medical services;
- c) hospitals;
- d) insurers;
- e) professional advisers;
- f) regulatory authorities;
- g) child-protection authorities;

- h) law-enforcement authorities; and
- i) service providers acting on behalf of the Nursery.

The Nursery will not sell the Child's personal information. The Nursery will take reasonable measures to protect personal information against unauthorised access, loss, misuse or disclosure.

PHOTOGRAPHS AND VIDEO RECORDINGS

Skoenlapper Land may take photographs or videos of children participating in Nursery activities. These may be used for:

INTERNAL / EDUCATIONAL PURPOSES

Examples include:

- a) classroom records;
- b) developmental portfolios;
- c) educational displays;
- d) internal parent communication; and
- e) records of Nursery activities.

EXTERNAL / PROMOTIONAL PURPOSES

Examples include:

- a) the Nursery's website;
- b) Facebook;
- c) Instagram;
- d) newsletters;
- e) brochures;
- f) advertising;
- g) promotional material; and
- h) other official Nursery communications.

The Parent/Guardian's consent for external/promotional use is **optional**.

PARENT / GUARDIAN CONSENT

1. INTERNAL / EDUCATIONAL PHOTOGRAPHS AND VIDEO

I/We:

- ☐ **CONSENT**
- ☐ **DO NOT CONSENT**

to the Nursery taking and using photographs/videos of my/our Child for legitimate internal educational and Nursery-record purposes, subject to applicable law.

2. EXTERNAL / PROMOTIONAL PHOTOGRAPHS AND VIDEO

I/We:

- ☐ **CONSENT**
☐ **DO NOT CONSENT**

to identifiable photographs/videos of my/our Child being used for the Nursery's official promotional, marketing, website or social-media purposes.

3. PARENT/GUARDIAN WITHDRAWAL OF CONSENT

I/We understand that consent may be withdrawn in writing, subject to applicable law and the practical limitations relating to material already lawfully published or distributed.

PARENT/GUARDIAN ACKNOWLEDGEMENT

I/We confirm that:

- ☐ I/We have read the POPIA information above.
- ☐ I/We understand why the Nursery collects and processes personal information.
- ☐ I/We understand that medical information may be processed where reasonably necessary for the Child's care and safety.
- ☐ I/We understand that photographs/video consent for external promotional purposes is optional.
- ☐ I/We understand that the Nursery may be required to disclose information where required by law or necessary to protect the Child.

Parent/Guardian 1:

Parent/Guardian 2:

Signature: _____

Signature: _____

Date: _____

Date: _____



Visie en Missie

Visie:

Om 'n dinamiese Christelike kleuterskool te wees, waar kinders en personeel elke dag gelukkig en veilig kan voel.

Missie:

Om die ontwikkeling van jou kind vir ons belangrik te ag en waar ons uit ons pad sal gaan om seker te maak dat elke kleine lyfie wat deur ons hekke kom sorgvuldig op te voed en by te staan met die vaslegging van sy of haar fondasie.

Hier pas elkeen in en ontwikkel hul eie potensiaal!!!

Wat maak Skoenlapper Land anders? ♥


Skoenlapper Land
Kleuterskool

1 Christelike waardes



Ons is 'n
Christelike Kleuterskool
wat goeie waardes
vir kleuters leer.

2 Sorgsaam gekiesde personeel



Die personeel
word sorgvuldig
gekies wat elke
kleuter se beste
belange op die
hart dra.

3 Gerieflike ure



06:00 – 18:30

Ons is beskikbaar
van vroegoggend
tot vroegsaand.

4 Sportprogram

Ons bied 'n sportprogram aan
waar elke kleuter hul sportsvaardighede
ontwikkel. Dit sluit die volgende
sportsoorte in:

- ✓ **Mini-Netbal**
- ✓ **Mini-Rugby**
- ✓ **Mini-Krieket**
- ✓ **Tennis**



5 Groot- en fynmotoriese ontwikkeling



By Skoenlapper Land
ontvang jou kleuter 'n
vaardige onderwyseres
wat drie keer per week
met elke kleuter se
groot en fynmotoriese
spiere kom werk om seker
te maak dat elke kleuter
slaggereed is vir die skryf-
en lees proses vir die toekoms.

6 Samewerking met 'n Arbeidsterapeut

Ons werk saam met 'n
Arbeidsterapeut wat
gespesialiseerde oefeninge
uit werk vir kleuters in hul
gepaste ouderdomme.



7 Kwartaallikse instappies



Een keer per kwartaal
het ons 'n instappie.
Ons kry bekwame mense
om vir ons kleuters
interessante feite te
kom leer.

**AL DIE BOGENOEMDE
IS INGESLUIT IN DIE
SKOOLGELD!!**



SPYSKAART VIR DIE WEEK - - BABAS

<u>DAG</u>	<u>ONTBYT 07:30</u>	<u>MIDDAG 12:00</u>	<u>AGTER MIDDAG 15:30</u>
Maandag	Pap	Pampoen	Purity
Dinsdag	Pap	Wortels	Jelly/ Vla
Woensdag	Pap	Boontjies	Purity
Donderdag	Pap	Patas	Yogurt
Vrydag	Pap	Gemengde groente	Purity

SPYSKAART VIR DIE WEEK -- KLEUTERS

<u>DAG</u>	<u>ONTBYT 07:30</u>	<u>MIDDAG 12:00</u> <i>(Elke maaltyd bevat 'n groente van die dag)</i>	<u>AGTER MIDDAG 15:30</u>
Maandag	Pap	Spaghetti en wors	Toebroodjie
Dinsdag	Pap	Pap en vleis	Vrugte
Woensdag	Pap	Rys en hoender	Toebroodjie
Donderdag	Pap	Macaroni en mince	Vrugte
Vrydag	Pap	Vienna rol / hotdog	Koekies



 DAAGLIKSE PROGRAM

 **1 – 4 JAAR**

<u>TYD</u>	<u>AKTIWITEIT</u>
06:00 – 07:15	Ontvang kleuters • TV en stilspeel
07:30 – 08:15	 Ontbyt en teetyd
08:15 – 09:00	 Toiletroetine • Register • Weerkaart • Kalender
09:00 – 10:00	 Buitespel
10:00 – 11:30	 Toiletroetine • Werksaktiwiteit • Watertyd
11:30 – 12:00	 Middagete en begin van slaaproetine
12:00 – 14:00	 Slaapt yd / rustyd (Halfdag-maats gaan huis toe)
14:00 – 15:00	 Peuselhappie • Sappie • Toiletroetine
15:00 – 16:00	 Buitespel
16:00 – 16:30	 Regmaak vir huietoe gaan • Toiletroetine • Binnespel
16:30 – 17:00	 Alles gereed vir die volgende dag • Sing en luister na musiek
17:00 – 18:30	 TV-kamer • Wag vir ouers

🌸 DAAGLIKSE PROGRAM

👦 5 – 6 JAAR

<u>TYD</u>	<u>AKTIWITEIT</u>
06:00 – 07:15	Ontvang kleuters • 📺 TV en stilspel
07:30 – 08:15	🍏 Ontbyt en teetyd
08:15 – 09:00	🧸 Toiletroetine • Register • Weerkaart • Kalender
09:00 – 10:00	✏️ Werksaktiwiteit
10:00 – 11:30	🌳 Toiletroetine • Buitespel • Watertyd
11:30 – 12:00	🍽️ Middagete en begin van slaaproetine
12:00 – 14:00	😴 Slaapt yd / rustyd (Halfdag-maats gaan huis toe)
14:00 – 15:00	🍏 Peuselhappie • Sappie • Toiletroetine
15:00 – 16:00	🌳 Buitespel
16:00 – 16:30	🏠 Regmaak vir huietoe gaan • Toiletroetine • Binnespel
16:30 – 17:00	🎵 Alles gereed vir die volgende dag • Sing en luister na musiek
17:00 – 18:30	📺 TV-kamer • Wag vir ouers



✿ **BEHOEFTELYS**

Wat het jou kleuter daaglik en jaarlik nodig vir die skooljaar?

👤 **BABAS**

<u>DAAGLIKSE BEHOEFTE – IN DIE TASSIE</u>	<u>BEHOEFTE WAT DEUR DIE JAAR BY DIE SKOOL BLY</u>
➤ 2 stelle skoonklere	➤ 1 bottel vir melk wat by die skool bly
➤ 6 doeke	➤ 2 boudsalf / Bumcream
➤ 4 Wetwipes	➤ 1 pak Wetwipes
➤ 1 Boudsalf / Bumcream	➤ 2 bokse tissues
➤ Formulemelk vir die dag, klaar afgemeet	➤ 1 A5-boek – 72 bladsye
➤ 1 bottel	

🧸 **BEHOEFTE VIR 1 – 2 JAAR**

<u>DAAGLIKSE BEHOEFTE – IN DIE TASSIE</u>	<u>BEHOEFTE WAT DEUR DIE JAAR BY DIE SKOOL BLY</u>
➤ 2 stelle skoonklere	➤ 2 Boudsalf
➤ 6 doeke	➤ 1 pak Wetwipes
➤ 4 Wetwipes	➤ 2 bokse tissues

➤ 1 Boudsalf	➤ 1 Domestos
➤ 1 Sippy Cup	➤ 2 Sunlight Liquid refill-pakke of bottels
	➤ 1 Handy Andy
	➤ 2 Dettol

 SKRYFBEHOEFTE – 1 – 2 JAAR

<u>HOVEELHEID</u>	<u>ITEM</u>
1	➤ Riem witpapier
1	➤ Pak gekleurde papier
1	➤ A5-boek – 72 bladsye
1	➤ Ponal-gom

 BEHOEFTE VIR 2 – 3 JAAR

<u>DAAGLIKSE BEHOEFTE – IN DIE TASSIE</u>	<u>BEHOEFTE WAT DEUR DIE JAAR BY DIE SKOOL BLY</u>
➤ 2 stelle skoonklere	➤ 1 bottel handewasseep
➤ 4 Wetwipes	➤ 1 pakkie van 12 rolle toiletpapier
➤ 4 onderklere – Potty Training	➤ 1 Domestos 75 ml
➤ 2 bokse tissues	➤ 2 Sunlight Liquid refill-pakke of bottels
	➤ 1 Handy Andy
	➤ 2 Dettol

 SKRYFBEHOEFTES VIR DIE JAAR – 2 – 3 JAAR

<u>HOVEELHEID</u>	<u>ITEM</u>
➤ 1 pakkie	➤ Googly Eyes
➤ 1 pakkie	➤ Pompoms
➤ 1 pakkie	➤ Pipe Cleaners
➤ 1 houer	➤ Klei
➤ 4	➤ Acrylic-verf – geel, rooi, blou en wit
➤ 1 riem	➤ Witpapier
➤ 1 pak	➤ Gekleurde papier
➤ 1 pakkie	➤ Dik kryte
➤ 1	➤ Ponal-gom
➤ 1	➤ A5-boek – 72 bladsye

 BEHOEFTES VIR 3 – 5 JAAR

<u>DAAGLIKSE BEHOEFTES – IN DIE TASSIE</u>	<u>BEHOEFTES WAT DEUR DIE JAAR BY DIE SKOOL BLY</u>
➤ 2 stelle skoonklere	➤ 1 bottel handewasseep
➤ 4 Wetwipes	➤ 1 pakkie van 12 rolle toiletpapier
➤ 2 bokse tissues	➤ 1 Domestos 75 ml
	➤ 2 Sunlight Liquid refill-pakke of bottels
	➤ 1 Handy Andy
	➤ 2 Dettol

 SKRYFBEHOEFTE VIR DIE JAAR – 3 – 5 JAAR

<u>HOVEELHEID</u>	<u>ITEM</u>
➤ 1 pakkie	➤ Googly Eyes
➤ 1 pakkie	➤ Pompoms
➤ 1 pakkie	➤ Pipe Cleaners
➤ 1 houer	➤ Klei
➤ 4	➤ Acrylic-verf – geel, rooi, blou en wit
➤ 1 riem	➤ Witpapier
➤ 1 pak	➤ Gekleurde papier
➤ 1 pakkie	➤ Dik kryte
➤ 1	➤ Ponal-gom
➤ 1	➤ 8-stuk legkaart
➤ 1	➤ A5-boek – 72 bladsye

 BEHOEFTE VIR 5 – 6 JAAR

<u>DAAGLIKSE BEHOEFTE – IN DIE TASSIE</u>	<u>BEHOEFTE WAT DEUR DIE JAAR BY DIE SKOOL BLY</u>
➤ 2 stelle skoonklere	➤ 1 bottel handewasseep
➤ 4 Wetwipes	➤ 1 pakkie van 12 rolle toiletpapier
➤ 2 bokse tissues	➤ 1 Domestos 75 ml
	➤ 2 Sunlight Liquid refill-pakke of bottels
	➤ 1 Handy Andy
	➤ 2 Dettol

 SKRYFBEHOEFTE VIR DIE JAAR – 5 – 6 JAAR

<u>HOVEELHEID</u>	<u>ITEM</u>
➤ 1 houer	➤ Klei
➤ 6	➤ Acrylic-verf – geel, blou, rooi, wit en enige ander 2 kleure
➤ 1 riem	➤ Witpapier
➤ 1 pak	➤ Gekleurde papier
➤ 1 pakkie	➤ Gryspotlode
➤ 2	➤ Pritt
➤ 1	➤ 24-stuk legkaart
➤ 1	➤ Rondepunt-skêr
➤ 1	➤ Hardebandboek – 92 bladsye
➤ 1	➤ Inkleurboek – 80 bladsye
➤ 1	➤ Skerpmaker
➤ 1	➤ Uitveer
➤ 1	➤ A5-boek – 72 bladsye

 BELANGRIK

Merk asseblief alle persoonlike items duidelik met u kind se naam en van.