



## Chitter Chatter Daycare Policy

### Introduction to the program.

The daycare program and its staff would like to welcome you to CCD. Please take a moment and read through the procedure and policy booklet.

### Our Vision and Mission

Our Mission is to work together every day. Learn, have fun, be kind and be good friends.

Our Vision is to help shape the future one child at a time.



## Principal's Message

I am a registered Professional Child Care Facility, not a babysitter. My goal is to provide your child with a clean, safe and comfortable environment where they can play and learn with guidance and loving care whilst you are at work or attending school. To make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party are aware of the requirements, and that these requirements are carried out in a business-like manner. There is a lot of information here. Please read it all. If any of my policies seem unfair, please take a moment to think about that policy and how it would apply to your current working situation...I'm sure it will make sense in that light. These policies are



enforced for fairness and respect. If you have any questions, please ask.

At CCD you are paying for specific spot, NOT per hour or per day, so there are no discounts if your child is absent. The policies here are set forth by the Child Care Provider and are in accordance with the Child Care Regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the Child Care Provider.

### Applications

#### Children are accepted into the daycare with:

- Providing the necessary documents
- Paid Registration fees
- Paid First Months fees



#### We have a 'You pay before we care policy'

**If documents and Registration fee are provided and No monthly fee is paid. Your child will only commence daycare the following month. Your child's spot will be secured until then.**



### The Waitlist

A waiting list will be formed when full enrolment has been reached in the daycare.

#### Procedure

- Children are accepted on a first come first serve basis.
- When an opening for the class becomes available, the Team Leader will contact the parents/ guardian of the first child on the waiting list by telephone.
- Children will be removed from the waiting list upon the following reasons:
- Parent/guardian request.
- Child is over 5 years or under 6 months.
- Family has relocated or contact numbers are out of order.

#### Exception

None



## Attendance

Regular attendance at the daycare is very important, for your child needs to settle in well. Routine becomes part of your child's day.

### Procedure

Parent is requested to contact the daycare by 7am if your child is not coming in.

## Arrival

### Parent/guardian must:

- Sign the drop off form.
- Make sure your child's items are labelled.
- Be certain to have packed your child's snack and sandwich or light lunch for the day.
- Talk to the Teacher and relate how your child's night/morning went.
- Take a minute to hug and say goodbye, don't hang around too long.

### Departure

### Parent/guardian must:

- Sign the pick-up form.



- Make contact with the teacher or staff member.

### Daycare staff will,

- Phone parent/guardian when a child has missed 3 consecutive days of daycare.
- Establish the reason of absence.
- If after 2 weeks the staff have been unable to make contact, the child will be dismissed from the daycare program.

### Consideration

None



## Hours of Operation

The daycare will operate Monday to Friday. Please read carefully and adhere to the drop off and pick-up procedures for 2019.

Sweet Pea Class      Monday-Friday 6.30am to 4.30pm



Lilly Class Monday-Thursday 6.30am to 5.00pm

Water Lily Class Monday-Thursday 6.30 to 4.30pm

Daisy Class Monday- Friday 6.30 to 4.30pm

**Friday's daycare dismisses at 4.00pm**

After hours, Monday to Thursday for Lily, Water lily and Daisy Classes is only until 6pm. Fridays remain 4.00pm.

It is your responsibility to pick your child up on time. A parent/guardian who picks up their child after the scheduled time will be charged.

Aftercare fee is R20.00 for every 15 minutes which will be added to your monthly bill.

Transport to and from daycare is the responsibility of each parent. If you have transportation difficulties, please notify the staff immediately. Children must be picked up 15mins before closing time.

Staff will not take your child home.

**Late Arrival**

Our daily routine commences at 8.45am. We will not open our gates after 9.00am. If you have a doctor or clinic

appointment for your child. Please do not bring your child to daycare thereafter. Children tend to be cranky after these visits. This interrupts our class routine and activities.

**Daycare Breaks**

**Water lily and Daisy Class only.**

Daycare breaks are encouraged for reenergising, rest and having some family time. While our learners take this time out, Teachers will be at class creating and planning for the new and exciting term ahead. Have a look at our term planner and don't forget to diarize the breaks.

Term 1 – 14<sup>th</sup> January to 15<sup>th</sup> March 2019

Term 2 – 25<sup>th</sup> March to 14<sup>th</sup> June 2019

Term 3 – 24<sup>th</sup> June to 20<sup>th</sup> September 2019

Term 4 – 30<sup>th</sup> September to 13<sup>th</sup> December 2019





## Fundraisers

- All parents are kindly requested to participate in fundraising efforts of the daycare, whether in cash or offering up their time to assist at the events.
- Parents are reminded that all funds collected are in aid of our annual Graduation and Dance Event. (This event will be determined by our funds raised)

**Especially to the Graduates parents who do not wish to contribute throughout the year, their child will be excluded from the graduation ceremony.**

## Staffing

Daycare staff will adhere to Child Care Services and attend workshops or training. At times the daycare staff will be closed for staff training and development. There will be **NO DEDUCTIONS** for these closures as it enhances the quality of care each child will receive. The workshop or training will be a maximum of 2 days only. (NOTICE ON THE YEAR PLANNER)



Our staff consists of 3 trained and certified Early Childhood Educators and 2 assistants. ECD Educators maintain a valid First Aid. Many of our staff have worked in the ECD field for up to ¾ years. Staff continuously upgrade their education through workshops, independent study and researching topics of interest.

## Students

From time to time the daycare will accept student teachers seeking work experience and ECD education. We will introduce them to you and your child as they arrive at daycare. They will have clear criminal record checks prior to attending.



## Consideration

None

## Exception

None



### Staffing Ratios

Class	Age	Group No.	Educator/s
Sweet Pea	1-2 years	8	2
Lily	2-3 years	10	1
Water Lily	3-4	12	1
Daisy	Preschool	15-18	2

#### Consideration

None

#### Exception

None



#### Daily Menu

Day	Breakfast	Lunch
Monday	Cereal & banana slices	Savoury rice & meatball
Tuesday	Cereal & muffin	Pasta or soup
Wednesday	Flap Jacks with jam	Mash, carrots & chicken
Thursday	Toast and kid's tea	Fish fingers and tom dip
Friday	Cereal & apple slices	Mini hotdogs



### Communication Policy

- Telephone communication is encouraged.
- Parents can expect everyday communication via your child's message book.
- The message will be our means of relaying daily activities, your child's program, needs and centre operation. This book must be signed to acknowledge our messages to you.
- Parents are not allowed to have the Teacher's contact numbers. All concerns need to be relayed to either the Team Leader or the principal.
- Meetings can be arranged with the Teacher or Principal after daycare hours.

#### Consideration

None

#### Exception

None





### Entry Tags

Parents will receive an entry tag to ensure a quick and easy drop-off and pick-up process. Please keep your tag safe. Unless you have signed the contract stipulating the name and relation of the emergency person to your child, **do not allow other family or friends to use the tag to pick-up or drop-off your child.**

### Procedure

If parent/guardian are unable to collect their child,

Parents must ensure to advise Teachers about who will drop-off and pick-up. Please provide the teacher with a clear photograph.

Please report lost tags immediately, we need to deactivate it as soon as possible. A new tag costs R70.00.

### Consideration

None

### Exception

None



Tear off & return to daycare



I (Mrs, Mr, Ms, Dr) \_\_\_\_\_ parent,  
guardian of  
(child) \_\_\_\_\_  
hereby agree to all the rules, regulation & policies set out  
by **Chitter Chatter Daycare (Pty) Ltd.**

X

\_\_\_\_\_  
Parent / Guardian / Payee



## Class Policy Rules and Regulations

### Sick Policy

How to know if your child is TOO SICK for daycare.



#### FEVER

A temperature of 38–40 is considered a fever, and your child should stay home.



#### MILD COLD

If there's no fever and the runny nose isn't continuous, send them to daycare.



#### BAD COUGH

If the cough doesn't improve after 4–5 days or there's trouble breathing, keep him home and see your doctor.



#### VOMITING AND DIARRHEA

If your child is vomiting and have diarrhea they shouldn't be in daycare.



#### SORE THROAT

Minor sore throat usually isn't a problem and may just be part of a cold, virus or even irritation.



#### RASH



If the rash isn't bothering your child, or it is not contagious and he has no other symptoms, send them to daycare.



#### CRABBY

If your child is crabby for no reason and you cannot contain his behaviour, keep your child home for the day.



#### SORE EYES

If your child has goopy coloured eye discharge, check with your doctor before sending him to daycare.



#### HEALTHY HAPPY CHILDREN

Dressed all neat and tidy

Brushed hair

Bathed and fresh for the day

Dear Parent, please sign in agreement to our Sick Policy.

I..... Mom of..... will adhere to the sick policy rules and regulations of the Chitter Chatter Daycare.

Signature: .....



## Classroom policy

### Daisy Class

Welcome to the Pre-Grade R class. Looking to have a wonderful year with you and your child! Please adhere to the following rules and regulations of our class.

- **NO LACES**, please wear comfy shoes because you need to slip them on and off at any time requested.
- **NO JEANS**, In Summer/ warm weather. Only wear navy shorts and navy or grey Tees. In Winter/ cold weather. Only wear navy trackpants and navy long sleeved or grey long-sleeved Tops. Navy or grey fleecy hoodies and woollen caps for chilly mornings and chilly afternoons. Please do not over dress. You tend to forget your over-dressed items in class.
- Make sure to label your clothing items right down to the underwear.
- An extra set of clothes will remain at daycare.
- Make sure you have all your requirements the first day of school.
- Make sure to pack your snack every day. Juice, light lunch or sandwich, yogurt and fruit.
- Wednesdays are WATER DAYS.
- Home work every Friday from the second term. PARENTS PLEASE ASSIST YOUR CHILD AT HOME.
- Class routine commences at 08:45am, be sure not miss the start of your day.
- No entry after 09:00am, Late coming causes class interruptions.
- Be sure to collect your child on time.

**Thank you I will try to adhere to the best of my ability.**

Parent Signature ..... Child's name .....



## Daisy Class Requirement List

- 2 Packets of thick wax crayons (steadler)
- 1 Pack of Roll-ups
- 1 Packet of A4 coloured cardboard
- 1 pack 250 ream of white copy paper
- 1 4-5 years old coloring book
- 2 play dough
- 1 paint palette
- 1 50 sleeve flip file
- 1 A5 Hardcover message book
- 1 roll of plastic
- 2 pritt
- 1 bouncy ball
- Face cloth
- Handwash
- Face cream (if necessary)
- 1 set of extra clothes (labelled)
- 1 brush
- 5l ice cream tub

**Bring along a few of your own toys to keep safe in class for FREEPLAY FRIDAYS.**



## Classroom policy

### Water lily Class

Welcome to the Grade 00 class. Looking to have a wonderful year with you and your child! Please adhere to the following rules and regulations of our class.

- **NO LACES**, please wear comfy shoes because you need to slip them on and off at any time requested.
- **NO JEANS**, In Summer/ warm weather. Only wear navy shorts and navy or grey Tees. In Winter/ cold weather. Only wear navy trackpants and navy long sleeved or grey long-sleeved Tops. Navy or grey fleecy hoodies and woollen caps for chilly mornings and chilly afternoons. Please do not over dress. You tend to forget your over-dressed items in class.
- Make sure to label your clothing items right down to the underwear.
- An extra set of clothes will remain at daycare.
- Make sure you have all your requirements the first day of school.
- Make sure to pack your snack every day. Juice, light lunch or sandwich, yogurt and fruit.
- Wednesdays are WATER DAYS.
- Home work every Friday from the second term. PARENTS PLEASE ASSIST YOUR CHILD AT HOME.
- Class routine commences at 08:45am, be sure not miss the start of your day.
- No entry after 09:00am, Late coming causes class interruptions.
- Be sure to collect your child on time.

**Thank you I will try to adhere to the best of my ability.**

**Parent Signature ..... Child's name .....**



## Water lily Class Requirement List

- 2 Packets of thick wax crayons (steadler)
- 1 Packet of A4 coloured cardboard
- 1 pack 250 ream of white copy paper
- 1 3-4 years old coloring book
- 2 play dough
- 1 paint palette
- 1 50 sleeve flip file
- 1 A5 Hardcover message book
- 1 roll of plastic
- 2 pritt
- 1 hoola hoop
- Face cloth
- Handwash
- Face cream (if necessary)
- 1 set of extra clothes (labelled)
- 1 brush
- 5l ice cream tub
- A blanket

**Bring along a few of your own toys to keep safe in class for FREEPLAY FRIDAYS.**



## Classroom policy

### Lily Class

Welcome everybody! Looking to have a wonderful year with you and your child! Please adhere to the following rules and regulations of our class.

- **NO LACES**, please wear comfy shoes because you need to slip them on and off at any time requested.
- **NO JEANS**, In Summer/ warm weather. Only wear navy shorts and navy or red Tees. In Winter/ cold weather. Only wear navy trackpants and navy long sleeved or red long-sleeved Tops. Navy or grey fleecy hoodies and woollen caps for chilly mornings and chilly afternoons. Please do not over dress. You tend to forget your over-dressed items in class.
- Make sure to label your clothing items right down to the underwear. An extra set of clothes will remain at daycare.
- Make sure you have all your requirements the first day of school.
- Make sure to pack your snack every day. Juice, light lunch or sandwich, yogurt and fruit.
- Wednesdays are WATER DAYS.
- Bottles and sippy cups must have its cap on everyday.
- Class routine commences at 08:45am, be sure not miss the start of your day.
- No entry after 09:00am, Late coming causes class interruptions.
- Be sure to collect your child on time.

**Thank you I will try to adhere to the best of my ability.**

**Parent Signature ..... Child's name .....**



## Lily Class Requirement List

2 Packets of thick wax crayons (steadler)

1 pack 250 ream of white copy paper

1 2-3 years old coloring book

2 play dough

2 powder paints

5piece puzzle

1 A5 Hardcover message book

1 roll of plastic

1 bouncy ball (any size)

Face cloth

Handwash

Face cream (if necessary)

1 set of extra clothes (labelled)

20 diapers per week

1 bum cream

1 packet wet wipes per week

1 brush

5l ice cream tub and a sleep teddy (huggy)

A blanket

**Bring along a few of your own toys to keep safe in class for FREEPLAY FRIDAYS.**



## Classroom policy

### Sweet Pea Class

Welcome everybody! Looking to have a wonderful year with you and your child! Please adhere to the following rules and regulations of our class.

- **NO LACES**, please wear comfy shoes because you need to slip them on and off at any time requested.
- **NO JEANS**, In Summer/ warm weather. Only wear navy shorts and navy or green Tees. In Winter/ cold weather. Only wear navy trackpants and navy long sleeved or green long-sleeved Tops. Navy or grey fleecy hoodies and woollen caps for chilly mornings and chilly afternoons. Please do not over dress. You tend to forget your over-dressed items in class.
- Make sure to label your clothing items right down to the underwear. An extra set of clothes will remain at daycare.
- Make sure you have all your requirements the first day of school.
- Make sure to pack your snack every day. Juice, light lunch or sandwich, yogurt and fruit.
- Wednesdays are WATER DAYS.
- Bottles and sippy cups must have its cap on everyday.
- Class routine commences at 08:45am, be sure not miss the start of your day.
- No entry after 09:00am, Late coming causes class interruptions.
- Be sure to collect your child on time.

**Thank you I will try to adhere to the best of my ability.**

**Parent Signature ..... Child's name .....**



### Sweet Pea Class Requirement List

Mattress and 2 sheet covers

1 A5 Hardcover message book

1 roll of plastic

1 bouncy ball (any size)

3 bibs (labelled)

1 bottle cleaner

Face cloth

Handwash

Face cream (if necessary)

1 set of extra clothes (labelled)

20 diapers per week

1 bum cream

1 packet wet wipes per week

1 brush

5l ice cream tub and a sleep teddy (huggy)

A blanket

**Bring along a few of your own toys to keep safe in class for FREEPLAY FRIDAYS.**