



For Parents' peace of mind and children's happiness

Vir ouers se gemoedsrus en kinders se geluk

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ALGEMENE INLIGTING EN REËLS / GENERAL INFORMATION AND RULES

Hierdie inligting moet deur ouers gelees word voordat u kind die eerste dag toegelaat word. Enige onduidelikheid moet vooraf met die bestuur uitgeklaar word.

Please read the information before your child starts his/her first day at our facility. Discuss any uncertainties with management.

- Ure: 7h00 – 17h45.** Ouers vergesel hul kinders na die klas – dit gee tyd vir interaksie met opvoeder. Ontbyt is 8h00. Reël asseblief vooraf met kantoor indien pap gehou moet word – geen ontbyt na 8h30.
Hours: 7h00 – 17h45. Parents must accompany their children to their class – relationship between parents and teacher benefits by doing this. Breakfast is at 8h00. After 8h15 special arrangements with the office is necessary. No breakfast after 8h30.
- Foie is vooruit betaalbaar voor of op die derde werksdag van elke maand vir 12 maande van die jaar** (ingesluit u eie vakansie). Agterstallige foie kan lei tot die opskorting van diens en regsaksie.
All fees payable before or on the third working day of each month for 12 months of the year (personal holidays included). Fees in arrears can result in the ending of services rendered and possible legal action.
- U moet asseblief 'n maand vooraf geskrewe kennis gee indien u nie meer van ons dienste gebruik gaan maak nie.
One month's written notice must be given if you no longer need the service of our facility.
- Ons waardeer dit indien die ouers vir ons inlig indien u kind afwesig is – vir watter rede ookal.
Please inform the school of your child's absence – regardless of the reason.
- SIEK KINDERS:** Geen kinders met aansteeklike siektes/toestande mag die crèche bywoon nie. Indien 'n aansteeklike siekte vermoed word, vereis ons u samewerking met 'n dokter se mediese sertifikaat.
SICK CHILDREN: No child with a contagious disease may attend. A letter from your doctor will be requested. If a contagious disease is suspected we also require a medical certificate.
- Alle medikasie moet asseblief daaglik in die medisyneboek in die voorportaal ingeskryf en in die medisynetrolle gelaat word. Die veilige bewaring en toediening van medisyne sal deur die verpleegster of opgeleide aflos gedoen word. **Geen medikasie sal toegedien word sonder geskrewe instruksies nie.**
All medicine, dosages and instructions must be written daily in the medicine book in the foyer. No medicine will be given without written instruction. Please leave the medicine in the medicine trolley in the foyer.
- Rapporteer asseblief enige verandering in telefoonnommer of adres.
Please report any change in address or telephone number (work and home) at the crèche.
- OUERS MOET ASB TEN ALLE TYE DIE VEILIGHEIDSHEK TOEMAAK.
 PARENTS MUST PLEASE CLOSE THE SECURITY GATE AT ALL TIMES.**
- Die tema van ons opvoedkundige program verander weekliks. U sal elke week 'n briefie kry met die volgende week se tema.
Kontroleer asseblief daaglik u posvakkie.
The theme of our educational program changes weekly. Once a week you will receive a notification about the next week's theme. Please take notice and react. Check your personal note box daily.
- Ons webblad is www.abrakedabra.co.za.** Ons het 'n SMS-kommunikasiediens vir kennisgewings aan die ouers. Ons vra 'n jaarlikse foie vir hierdie diens. **Ons het ook 'n facebook-blad:** <https://www.facebook.com/abrakedabracreche> – herkenbare foto's word slegs geplaas op die Abra-Kedabra-realtyt-**geslote groep.**

Our webpage address is www.abrakedabra.co.za. We have a SMS communication service to our parents. A yearly fee is payable for this service. **We also have a facebook page: <https://www.facebook.com/abrakedabracreche> - recognizable photos only on our Abra-Kedabra reality **closed group**.**

11. Geen persoonlike speelgoed mag crèche toe kom nie.
No personal toys are allowed.
12. Daar moet asseblief altyd 'n skoon stel klere in u kind se tas wees – ongeag die ouderdom van u kind. Meer as een stel klere word aanbeveel vir die kleintjies.
Always see to it that there is a clean set of clothes in your child's bag - irrespective the age of your child. For smaller children more than one set is advisable.
13. Indien enigiemand anders as die ouer u kind by die crèche kom haal, moet ons asseblief vooraf in kennis gestel word.
If anybody but yourself should fetch your child, you must please let us know in advance.
14. **Daar word geen voorsiening gemaak vir kinders wat later as 17h45 nog by die crèche is nie.** Gevolglik sal die ouers R5.00 per minuut tot en met 18h00 en daarna R10.00 p/m aan die personeellid aan diens betaal.
There is no service for children at the crèche after 17h45. Parents must pay the staff member on duty R5.00 per minute up until 18h00 and R10.00 p/m thereafter.
15. **GEEN KIND MAG LEKKERS CRÈCHE TOE BRING NIE.** Hierdie kwessie is al deeglik gedebateer.
NO CHILD IS ALLOWED TO BRING SWEETS TO SCHOOL. This is an issue well debated and one of the few not open for further discussion.
16. Verjaardagpartytjies mag by die crèche gehou word op voorwaarde dat dit vir al die kinders in die klas is. Geen individuele uitnodigings is dus nodig nie. Vooraf reëlings met die onderwyseres is noodsaaklik. **Belangrik: GEEN STOKKIELEKKERS!!**
*Birthday parties in the class are welcome. All the children in the class must be included, thus no invitations needed. Please discuss in advance with class educator. **Important: NO LOLLIPOPS!!***

U gemoedsrus en u kind se geluk is altyd ons prioriteit. Niks mag ons ooit van hierdie taak weerhou nie. Oop en duidelike kommunikasie tussen ouers, personeel en die bestuur is die enigste manier om dit te verseker. Your peace of mind and your child's happiness is always our aim. Nothing should ever be allowed in our way of performing this task. Clear and open communication between parents, staff and management is the only sure way of doing just that.

Management