

# Caring Cubs Daycare



Reg No: 318-838 NPO  
TAX No: 9782530191

**Address:** 29 Bhimy Damane street  
Middelburg  
1050

**Contact :** Mrs Jele: 0720273430  
Ms Tsoai: 0676726984

**Web:** [www.caringcubs.co.za](http://www.caringcubs.co.za)

## Opening Time

The daycare is open between the hours of 6:45 am to 5:00 pm Monday to Thursday. Friday 06:45-15:00pm

We offer breakfast and lunch. Your kindly requested to pack a snack

## Fees

There is a non-refundable registration fee of R600 plus:

- R1500 school fees for children aged 3 years to 6 years.
- R1600 school fees for children aged 5 months to 2 years (on pampers).

All fees must be paid in full for 12 months. Fees increase by 10% at the beginning of every year.

## Age of Admission

Caring Cubs Daycare caters for children from the age of 5 months to 6 years old. We also have Grade R.

## Arrivals and Departures

### 1. Responsibility of Children:

- The children are your responsibility until handed to a recognized member of staff.
- Each child must be entered on the daily register. At the end of each session, they will be handed back to you or your named trustee after they have been ticked off the register.
- Each parent must sign their child in or out of the daycare

### 2. Late Collection:

- A call will be made if the parent/caregiver is not collecting their child on time.
- To ensure that children are collected on time, a charge of R70 per hour over the stipulated finish time will be made.

### 3. Emergency Notifications:

- Lateness causes undue distress for the waiting child. Please advise the daycare if your child cannot attend for any reason.
- In case of emergency, you may use our mobile phones to contact us.

### 4. - Please Keep your child at home if they suffer from the following:

- Diarrhea
  - Nausea
  - Conjunctivitis
  - Any unknown rashes
  - Coughs
  - Runny nose
  - Or ear combined with a temperature
- Their absence should be until all symptoms disappear

## Outings

We have a number of trips/outings during the year, and each parent must pay the required amount for the trip.

## Information

- To provide your child with equipment, materials, and a high ratio of good-quality staff, we ask that fees are settled promptly at the beginning of each month. Details of opening times are displayed on the board. All holiday periods must be paid.
- All activities are age-appropriate and tailored to the children's developmental stages. We offer free-choice activities where children decide their own tasks and are encouraged to perform them independently, with support from staff. We gather as a group for snacks, games, and circle time for singing and storytelling.
- We would like to extend a warm welcome to all parents/carers and extended families etc., and wish to invite you all to actively take part in any of our sessions.
- Please share your child's preferences, comfort items, health concerns, or any special requirements to ensure a smooth experience.
- Let us know if you wish to celebrate any festivals, cultural events, or birthdays. If your child would like to bring a special treat, please inform us in advance (e.g., cake or biscuits—note nut allergies).
- If possible, discourage children from bringing their toys and valuables into the daycare as we cannot accept responsibility for them should they get lost or damaged.

## Refreshments

Milk or water is provided throughout the day. If your child requires an alternative, you may bring it in a clearly labeled container.

Snacks such as toast, fruit, or biscuits (all vegetarian) are provided. Parents are encouraged to send one or two pieces of fruit for sharing.

## Photographs

Photographs may be taken of your child during play for records or educational purposes. These will be protected under the confidentiality laws (POPI Act).

## Medication

Staff will only administer medication prescribed by a doctor, in its original container, with signed instructions on dosage and timing. Parents must provide a contact number in case of emergencies.

## Accidents

A first aider is present at each session. In case of an accident, details will be recorded in the accident book, and parents will be informed and asked to sign to make them aware of any accidents.

## Students

We welcome students into the daycare setting and encourage them to participate in activities concerning your child's welfare. They are supervised at all times.

## Complaints

There is a complaints procedure in place. The manager and teachers will listen and respond to concerns promptly. We also have a parental questionnaire for feedback and suggestions.

## Key Worker System

Each staff member is assigned a specific group of children to ensure individual needs are met. Play plans may be created to address developmental needs.

A record of your child's progress is maintained and available for you to review. You may ask for these anytime, but please to make the request at a convenient time.

### **Policies**

A comprehensive range of policies guide our daycare operations. These are under constant review and available for parents upon request.

### **Holidays**

We only open for June Holidays at a fee of R250 added to the school fees.

*Should you wish to enroll your child/children with us you will find a registration form and contract for you to sign.*

### **For more information**

#### Contact

**Ms. Joyce Jele**  
082 979 9232

**Ramayisela Tsoai**  
067 672 6984  
082 625 7449

### **Banking Details**

**Account Name:** Caring Cubs

**Bank Name:** FNB

**Account Number:** 63160495826





## ENROLMENT FORM CARING CUBS DAYCARE CENTRE

NAME OF CHILD : \_\_\_\_\_

SURNAME: \_\_\_\_\_

AGE: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

### PARENT/GUARDIAN

<b>FATHER'S NAME</b>	
<b>SURNAME</b>	
<b>CELL NUMBER</b>	
<b>HOME TELEPHONE NUMBER</b>	
<b>WORK TELEPHONE NUMBER</b>	
<b>PASSPORT NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>MARITAL STATUS</b>	

<b>MOTHER'S NAME</b>	
<b>SURNAME</b>	
<b>CELL NUMBER</b>	
<b>HOME TELEPHONE NUMBER</b>	
<b>WORK TELEPHONE NUMBER</b>	
<b>PASSPORT NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>MARITAL STATUS</b>	

**RELATIVE WHO WILL COLLECT YOUR CHILD IF MOMMY OR DAD IS NOT AVAILABLE**

**1<sup>ST</sup> NAME:** \_\_\_\_\_

**SURNAME:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

**PERSON TO BE CONTACTED IN CASE OF EMERGENCY**

**1<sup>ST</sup> NAME:** \_\_\_\_\_

**SURNAME:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

**Should any other person OTHER THAN YOU or the above-mentioned person be collecting your child, it is important you kindly phone and notify the daycare.**



## CONTRACT FORM CARING CUBS DAYCARE CENTRE

DEAR PARENT OR GUARDIAN

We kindly ask you to read and sign the contract form if your child is registered at Caring Cubs day care Centre.

1. School fees shall be paid in full in the first week of the each month or earlier than that. Our fees are paid in full until December (12 Months).
2. When you decide to remove your child at the Daycare you must give us a 3 month's notice period before you do so and fully paid fees.
3. School fees is paid in full each and every month despite the public holidays.
4. Kindly attach a copy of the child's birth certificate and clinic card

IF YOU BREACH THE CONTRACT LEGAL ACTION WILL BE TAKEN.

I \_\_\_\_\_, do acknowledge that I have read and understood this contract.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

\_\_\_\_\_

**signature of parent/guardian**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

\_\_\_\_\_

**signature of principal**

**072 027 3430**



## Caring Cubs Day Care Centre 2025

### Stationery List

#### For 4 months - 5 Years

- 6 Wet Wipes
- Play Dough
- Blocks
- Brushes and Paint
- 1 Crayon Pack (Wax)
- 1 Pritt Glue Stick
- 1 Scissors (staedtler)
- 1 Typek Ream of Paper
- 10 Rolls of Tissues (2ply)
- 2 Box of Facial Tissues
- Colouring Book (4-5 Years)
- Vaseline / Aqueous Cream
- Hand Wash
- Apron
- Flip File (50 Pocket)

- Colour paper
- Black Cover Notebook (192 Pages)
- Storage Container
- Sunlight dishwashing liquid
- Handy Andy
- Domestos

### **Groceries List**

- 2 Litres Cooking Oil ( No delight Oil)
- 2kg Rice (Spekko)
- 2 Packets Macaroni (1kg)
- 2 Packets Spaghetti (1kg)
- 2kg Brown Sugar