



## 2025 Prospectus

**Welcome to Incredible Kids Daycare! We are excited to introduce ourselves!**

Incredible Kids Daycare was founded in June 2007 by Leisel Petrie. As the principal, Leisel has been dedicated to providing a space that is warm, loving, and supportive for children – a space where children can thrive and be their authentic selves while receiving a strong, well-rounded foundation for their future. Your child will be treated with so much love and care.

Working closely with Leisel since 2007, our school is managed by the incredible Jolene Jass, who oversees the development and happiness of your child. Jolene works with a dedicated team of trained staff, ensuring the safety and well-being of your child.

Incredible Kids Daycare prioritises the early development of your child, so much so that we are accredited and a member of the SA Childcare Association. Leisel and Jolene at the helm of Incredible Kids share the same vision and mission: to create a joyful and secure environment where your children can flourish, equipping every child with the tools they need to reach their full potential while giving parents peace of mind, knowing that their children are in loving and capable hands. Incredible Kids truly is a home away from home.

Welcome aboard! We encourage you to look through the prospectus so that you can see everything we have to offer and show you the dedication we have to your child.

### Unique benefits of Incredible Kids:

- 24-hr drop-in childcare (Monday to Sunday morning): Perfect for when you need a night away, a date night, working late or some well-deserved rest.
- MommaMia Curriculum (Babies to 3 years): A therapeutically designed curriculum for children aged 3 months to 3 years, addressing all developmental spheres of their lives.
- A variety of extramural activities to complement your child's learning and growth.
- CAPS Curriculum: For children aged 2–5 years, with weekly themes taught in English and shared with parents via the Umbilically App.

**Tel: 041 004 0004 / WhatsApp: 082 958 9171**

**Email: [info@incredibles.co.za](mailto:info@incredibles.co.za) / [admin@incredibles.co.za](mailto:admin@incredibles.co.za)**

**Website: [www.incredibles.co.za](http://www.incredibles.co.za)**



### Disclaimer

Due to the uncertain times of the COVID-19 pandemic, we reserve the right to alter any terms and conditions within this document as we adjust to the regulations stipulated by the government. Contact the school for more information.

### Conditions of Enrolment 2025

1. In this Enrolment Contract and except where the context indicates a contrary intention:
  - 1.1. "Incredible Kids" means Incredible Kids Edu-Care Pty Ltd, Registration Number 2015/329034/07, trading as Incredible Kids Daycare.
  - 1.2. "child" means the child enrolled at Incredible Kids as set out in this enrolment contract.
  - 1.3. "parent" means the natural parent/legal guardian of the child.
  - 1.4. "Enrolment Contract" means this enrolment contract, and the annexures to it, as completed by the parent for enrolment of the child at Incredible Kids.
2. Incredible Kids undertakes to care for the child during the hours stipulated in the Enrolment Contract.
3. In consideration for Incredible Kids undertaking contained herein, the parent agrees to pay the fees due to Incredible Kids as set out in this Enrolment Contract. Except where Incredible Kids otherwise agrees in writing, the fees are payable monthly, in advance, by no later than the first (1) day of each month.
4. Incredible Kids shall have the right, at its sole discretion, and without notice, to terminate this Enrolment Contract, and to request the child leave Incredible Kids with immediate effect, if, in the sole opinion of the principal of Incredible Kids this becomes necessary. If Incredible Kids exercises this right, it shall within seven (7) days refund to the parent any fees paid in respect of an unexpired portion of any month.
5. Applications for 2026 open on 1 August 2025. All children already enrolled for 2025 will be given first option for 2026, upon receipt of their Enrolment Contract.

### School Hours

#### School Hours:

Monday-Thursday: 07:00-17:30

Friday: 07:00-17:15

Early drop-off opens at 06:30

Early drop-off fee: R 50 per day or R 250 per month

Late pick-ups by arrangement only – fee to be advised according to your needs.

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### **Annual Shutdown**

Annual shutdown: the school will be closed for its annual shutdown from approximately the second week of December to the first week of January. Dates thereof will be communicated in advance.

### **Public holidays**

Incredible Kids Daycare will be **closed on all public holidays**. If a public holiday falls on a Thursday, the school will be closed on the Friday thereafter, and if it falls on a Tuesday, the school will be closed on the Monday before the public holiday.

|                         |
|-------------------------|
| <b>School Fees 2025</b> |
|-------------------------|

The **annual increase takes place on 1 January**. See fee structure for 2025 below. We offer a discounted rate for upfront payments for the year along with additional family discounts and up-front payments for the year.

All fees include:

- Breakfast and lunch. **Snacks must be provided from home.**
- Umbilically (communication app and diary)
- Art materials
- Apron
- Holiday care (**excluding December**)

### **Children born in 2020, 2021 and 2022:**

Full-day fee: R 3,050

Half-day fee: R 2,900

Return-learner fee: R 750

New child registration fee: R 1,250

Toiletries (to be provided by parents/guardians):

- 12 x packets of 80 wet wipes
- 12 x boxes of tissues
- 12 x rolls of toilet paper

### **Children born in 2023, 2024 and 2025:**

Full-day fee: R 3,150

Half-day fee: R 3,000

Return-learner fee registration fee: R 1,250

Toiletries (to be provided by parents/guardians):

- 12 x packets of 80 wet wipes
- 12 x boxes of tissues
- 12 x rolls of toilet paper

**Please note that our fees are for a full calendar month and regrettably no discount will be applied for absenteeism.**

**Kindly note that DECEMBER fees are payable for the FULL calendar month.**

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### Incredible Kids Bank Details

|                 |   |
|-----------------|---|
| Bank            | Standard Bank   |
| Account Name    | INCREDIBLE KIDS   |
| Branch          | Port Elizabeth  |
| Branch Number   | 050017  |
| Account Number  | 080 457 878   |
| Type of Account | Current   |
| Reference       | Please insert the name and surname of your child as the reference to ensure the correct allocation of fees. |

### School Rules & Policies

#### Sick Children, Accidents, and Injuries

- Incredible Kids reserves the right to decide whether a child may or may not attend due to health reasons. According to health regulations, a sick child cannot remain at school and must be isolated at home.
- The school must be notified immediately of any infectious diseases. If a child has contracted a contagious illness, please keep them at home.
- Health Department Regulations stipulate that no child suffering from any contagious illnesses including gastro-enteritis, conjunctivitis (pink eye), hand, foot & mouth, or any infectious diseases, such as measles, mumps, and chicken pox may be admitted to the school.
- No child is allowed with nits or lice, not even during treatment periods. We do regular checks. Should your child be found with either lice or nits, you will be called to collect your child immediately. When your child is nit or lice free, they are welcome to return to school.
- Should your child become sick whilst in our care, the situation will be assessed, and you will be contacted to collect your child immediately.
- If the incident is of a more serious kind, you will be contacted immediately so you to make the necessary decision.
- All accidents and incidents (no matter how minor) **will** be recorded in the incident/accident register accurately by all staff concerned. Should the need arise, an Incident Investigator will investigate the matter further and report back within 48 hours.
- The school reserves the right to obtain any medical assistance available in emergencies from a medical doctor, Schuin Villa Pharmacy or ECMR Medical Response if we are unable to contact the parents. The resulting costs will be the responsibility of the parent.
- We take the utmost care in preventing injury while children are in our care.

#### Medicines

- Medication will only be administered at 12:00 unless otherwise requested. (Subject to Covid-19 protocols). Ensure the medication is **clearly** marked in a sealed container or zip-lock bag with your child's name.
- All medicine must be handed to the staff member on gate duty. **Never leave medicine in your child's bag.** No medicine will be administered if it is left in the bag
- Parents need to inform the school via WhatsApp that medication has been sent to the school and clear, detailed instructions need to be given.
- On departure, it is the parent's responsibility to request the medicine be returned.
- Prescribed medicine must be in the child's name, not be expired and have the original pharmacy label.

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### **Absenteeism**

- If your child will be absent on any day, please notify the school before 09:00, for catering arrangements. This can be done via the Umbilically App or by calling the school reception or WhatsApp.

### **Clothing - Kindly note that school t-shirts are available**

- Children should wear suitable and comfortable clothing to school. They run and play outside, climb on the jungle gyms, and paint, therefore any restrictive, new or fancy clothes are unsuitable. Please put shorts or some sort of pants under your daughter's dress, as children tend to be curious. New and expensive clothes only get damaged. Learning through play is our aim and play is dirty.
- All items must be marked with the child's name. Lost items are kept in the Lost & Found and donated if unclaimed by the end of the year. We are not responsible for unmarked or lost items.
- Bring a school bag every day with a clean, labelled set of clothes. We are not liable for loss or damage.

### **Uniform optional**

- Incredible Kids T-shirt – available at office
- Black Shorts/Skorts (Summer) – available at office
- Black tracksuit pants and tops – available at office

### **Toiletries & Blankets**

- Each child must always have a bottle of sunblock in their bag, and you will be advised when it needs replacing.
- Toiletries are due on 30 January 2025 (6 x packet of wet wipes & 6 x box of tissues) and 1 June 2025 (6 x packet of wet wipes & 6 x box of tissues).
- Each child must bring a labelled blanket to keep at school. Blankets go home on Friday and must be returned on Monday. Sharing of blankets is not allowed.

### **Nappies (if applicable)**

- Kindly provide a minimum of six (6) disposable nappies per day and any cream if needed. Unused nappies will be left in the bag.

### **Food**

- Breakfast and a cooked lunch are provided. Cooking ingredients are stored in a suitable, access-controlled cupboard. Foods are prepared in a clean environment and are prepared properly in alignment with Department of Health standards.
- Kitchen staff are trained and have food handling certificates as per Health & Safety requirements.
- Parents must kindly send a healthy snack for 10:00 and 2:00. Sweets and cold drinks are not allowed.

### **Cleanliness of Equipment and Toys**

- As toys are provided by the school, the children are not encouraged to bring their own from home. We will not be held responsible for ANY loss or damage whatsoever in respect of toys

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brought from home. If a cell phone or similar electronic device is brought onto the property by the child, no employee will be held responsible for any loss or damage.

- Tables and chairs are wiped down before and after mealtimes with an appropriate disinfectant. Suitable cleaning equipment is made available to staff for such purposes. Toys are washed and cleaned regularly.

#### **Emergency plan and execution thereof**

- An emergency action plan is in place and is practised regularly with all children. This plan includes threats of fire, bombs and other safety-related aspects. Nothing is to be placed under any fire safety equipment such as a fire extinguisher (this includes but is not limited to children). Children will be evacuated from the building with the supervision of staff and meet at the assembly point where all children will be accounted for.
- Should an emergency occur at the daycare, we have the following procedures in place:
  - Our security company is linked to the various authorities, i.e., Atlas security, police, fire department, and ECMR Ambulance.
  - Management will be advised and will advise parents via the Umbilically App or via WhatsApp.

#### **Drop-off / Collections**

- To benefit fully from our programme, we request that you ensure that your child is dropped off punctually, i.e., on or before 8:15 am to ensure that the class routine starts on time.
- **Children will not be allowed to go home with anyone other than the specified person indicated on the Application Form.** In the event of someone else fetching your child, please ensure that it is loaded on the Umbilically App under your child's profile before collection or communicate with us via our WhatsApp number. Your child's safety is our top priority.
- A penalty will be charged for late collection unless otherwise arranged.

#### **Birthdays**

- We like to celebrate each child's birthday in their class and make it a special day for them by using a birthday ring. A small cupcake for each child in the class on that day would be appreciated and sufficient. You are also welcome to send a party pack to school along with the cake.
- Birthday ring takes place at 10:00 or 14:30. We will take photos that will be uploaded onto the Umbilically App.

#### **Appointments with Teachers/School Management and Principal**

- We have an open-door policy. For a speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern, they should directly contact the school manager or principal. Should you want to discuss this with the teacher, please make an appointment at the office to see the teacher at a suitable time. We ask that parents do not keep the teacher from her duties when dropping the little ones by engaging in idle chit-chat.

#### **CCTV**

- Closed circuit cameras are in use at the school, in all classrooms and on the playgrounds. **Please note that these are for the use of management ONLY.**



### **General Hygiene**

- Children must be clean on arrival at school: clean clothes, bodies, faces, hands, teeth, and nails, as well as clean nappies. Hair must be clean and neatly brushed. Nails must please be cut short.

### **Health & Safety, First Aiders & Fire Fighter.**

- Health & Safety is a priority, and all necessary requirements are in place along with appointed and trained staff.

### **Religion Policy**

- The South African Schools Act (Act 94 of 1996) ensures freedom of belief and protects against discrimination in public education. Guided by democratic values like equity, tolerance, and accountability, we embrace our identity as a Christian-based school.

### **Parent Information**

- It is the responsibility of the parent to see that updates are given to the school office when there has been a change of address, email details and telephone numbers.

### **Parents' Right to Custody**

- Should the parents' right to custody of the child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply the school office with a court order to such effect. Incredible Kids Daycare will not be held liable for rendering possession of the child to a parent who may no longer be entitled thereto if we, the school, did not receive proper notification.

### **Discipline - STAR RULES:**

- We follow the "STAR" method towards discipline:
  - **S** – safety first
  - **T** – toys belong to everyone
  - **A** – all play together
  - **R** – respect and kindness for all people and things
- These simple, logical and positively stated rules are learned by all children. These school rules help children understand what behaviour is acceptable and were developed by a range of early child development experts. This rule helps minimise discipline issues within the school.
- Our goal is to help children learn to be caring, sharing, safe and respectful. If a situation arises when we feel that a child is not behaving in that manner, rather than 'punish' a child, we use the situation to teach them important life skills. Our first response is to stop undesirable behaviour. We then talk individually with the children involved and why the interaction was not appropriate. It is important for children to learn to work things out and communicate with each other. Our role as teachers is to guide them and keep them safe. Learning to work out a disagreement with another person is a skill for life.
- **Grow Good Corner (Time out):** We believe in positive reinforcement and therefore children get sent to our "Grow Good Corner" for time out. This is used only when a child needs to be removed to ensure the safety of all children. At no time will any child be subjected to shaming or corporal punishment. If there are discipline issues that require more attention, it is our goal to communicate with parents immediately and help work out ways to improve the situation.

- **Swearing:** We will have a meeting with parents and pupils should this behaviour continue.
- **Disregard to school property & fellow pupils or teachers:** Should a child break school property, a fellow pupil's property, or a teacher's property due to them ignoring the command of an adult, the parent will be asked to pay for the damages done.
- **Inappropriate sexual behaviour:** This will be brought to the parent's attention immediately. Please be aware of what your child listens to or watches on TV and with whom they hang out.
- **Continuous disregard/disrespect to teachers:** We are experiencing children who have a lack of good manners, who will not listen to reasonable instructions and who have little respect for authority. This makes our job extremely difficult and frustrating. Should this behaviour continue after a meeting with the parents, we will ask the parents to remove the child from our facility, as such behaviour negatively impacts the whole class.
- **Biting:** This is common at certain ages, and this will be discussed with the parents should it continue.
- **Bullying:** We do not tolerate bullying.

### **Security and Parking**

- We request that you be considerate when parking. Please be aware of children and other traffic along with road signs and markings.
- **Regrettably, no adults will be allowed onto school grounds, the playgrounds or in the classrooms without obtaining permission from management.** Our priority is to ensure that we keep the children's environment as safe and secure as possible.
- Ensure that your vehicle is locked properly. Parking lots are an attraction for car jammers. (We have had some incidents).

### **Playground Policy & Supervision**

- Children will always be supervised, this includes but is not limited to mealtimes and sleep times.
- Playground equipment is registered and checked daily by staff, and monthly by the Health and Safety Officer. Damaged items are removed. Only lead-free paint is used.
- Each class will be allocated a separate time in the day during which they may play outside.

### **Language Policy**

- Incredible Kids Daycare is an English medium school.

### **Disability Policy**

- Incredible Kids Daycare is not currently registered and equipped for children with disabilities, but we are open to admissions and discussions with parents based on the needs of the child.

### **Contractors Policy**

- Where possible, no construction and maintenance will be conducted during school hours. If work is conducted during school hours, the children will be separated from any construction area. A school-appointed person or management will continually inspect the progress of the work in alignment with agreed safety standards.

### **Extra Murals**

Optional extra murals take place at the school at an additional cost:

- Joy4Kidz
- Soccerstarz
- Dance Kids

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- Kindermusiek
- Bay Eagle Swimming



## Umbilically – Our Communication App

### **How to get Connected**

#### **Step 1**

Please WhatsApp your email address to the School on WhatsApp no: 082 958 9171. (Maximum of 2 email addresses).

#### **Step 2**

The School will reply to your WhatsApp advising when you can download the App and proceed to Login.

#### **Step 3**

Download the App from App Store.

#### **Step 4**

Open the App and Click on 'Parent Login'.

#### **Step 5**

Type in the email address that you have given the school.

#### **Step 6**

You will receive a One Time Pin (OTP) emailed to you (do not close the app whilst retrieving the pin from your email).

#### **Step 7**

Type the OTP into the Dialog Box and you should gain access. Please ensure you save your photos weekly as the App only keeps them for a certain period. Once they get removed there is unfortunately no way we can retrieve them. Our App runs until the 14<sup>th</sup> of December each year.

### **Child Profile**





Click on the 3 lines at the top right-hand corner, go to settings and complete your child's profile. Please ensure that you include a photograph as requested.

### **COVID Questions (Not compulsory currently but subject to change)**

Click on the 3 lines at the top right-hand corner, go to Covid-19 and complete all questions. This needs to be done EVERY MORNING before dropping your child off at school.



**Curriculum (CAPS)**  
**School Diva, MommaMia & Golden Programme**

| <b>Babies to 3 Years</b>  |  |
|---|--|
|    | A well-structured, therapeutically designed school curriculum for babies and toddlers – 3 months to 3 years – that addresses all the developmental spheres of the child's life. As a qualified Occupational Therapist with more than a decade of experience in the field of Paediatrics, Corien recognised the great need for parents to understand the principles of development and to gain the knowledge to apply these enjoyable practices at home while treasuring moments of playful time with their children. |
|   | Themes per age group that are age-appropriate with different activities, songs and rhymes, and templates for fun art/sensory work. Learning through play and exploration.  |
| <b>Children 3 to 5 Years (Grade 0, 00 and 000)</b>                                  |  |
|  | Different themes with activities, a fully worked out year programme with songs and rhymes for each theme, a theme discussion book, alphabet, flashcards, and worksheets. CAPS-compliant, approved by the Department of Education   |
|  | Lessons - Mathematics, Language, and Life Skills; all theme-based. CAPS-compliant, approved by the Department of Education.  |

**Incredible Kids Library**

At Incredible Kids, we instil the love of books in our children

Books are an important part of your child's development. We have a beautiful Library where our children get to go on adventures, gain knowledge and get creative. They also get to explore the music and dress-up corner.

*“The more you Read, the more you know, the more you learn, the more places you go.” -  
 Dr Seuss*



## Themes for the Year 2025

|                                       |
|---------------------------------------|
| Orientation                           |
| My School                             |
| Teacher and friends                   |
| Me and my body                        |
| Summer                                |
| My family                             |
| Safety in and around the house        |
| My country                            |
| Books                                 |
| Shapes                                |
| Colours                               |
| Numbers                               |
| Autumn                                |
| Occupations                           |
| My senses 1                           |
| My senses 2                           |
| Emotions                              |
| Weather                               |
| Winter                                |
| How to keep my body healthy and clean |
| Pets                                  |
| Farm animals                          |
| Wild animals                          |
| Under the sea                         |
| Dinosaurs                             |
| Birds                                 |
| Transport                             |
| Road safety                           |
| Spring                                |
| Seasons                               |
| Different cultures                    |
| Fruit and vegetables                  |
| Different kind of food                |
| Clothing                              |
| Sport                                 |
| Toys                                  |
| Music                                 |
| Christmas                             |

## Therapists

We have several therapists who come to the school for the convenience of the parents.

## Daily Programme – Grade 0, 00 and 000

|               |  |
|---------------|--|
| 07H00 - 08H30 | Good morning and Welcome                   |
| 08H30 – 08H50 | Breakfast                                  |
| 08H50 – 09H05 | Toilet Routine                             |
| 09H05 – 09H30 | Bible Songs and Stories                    |
| 09H30 – 10H00 | Activities/Play: Counting, Colors & Rhymes |
| 10H00 – 10H30 | Teatime, Toilet Routine                    |
| 10H30 – 11H00 | Theme Work, Educational Activities         |
| 11H00 – 12H00 | Free Play, Washing Up, Toilet Routine      |
| 12H00 – 14H00 | Resting                                    |
| 14H00 – 14H15 | Waking Up                                  |
| 14H20 – 14H30 | Toilet Routine                             |
| 14H30 – 14H45 | Snack                                      |
| 15H00 – 16H00 | Free Play                                  |
| 16H15 onwards | Prepare for Home                           |

**THE BEST BABYSITTING SOLUTION 24 HOURS**

- » \*LET US BE YOUR HELPING HAND
- » \*GIVING YOU FLEXIBILITY WHEN YOU NEED IT
- » \*DATE NIGHTS/WORK FUNCTIONS
- » \*OVERNIGHT IN HOMELY ENVIRONMENT

**» REACH OUT TO LEARN MORE OR SCHEDULE A VISIT**

Visit Our Website [www.incredibles.co.za](http://www.incredibles.co.za)    What's App 082 958 9171    Email [info@incredibles.co.za](mailto:info@incredibles.co.za)

SA Childcare Association  
Stronger Together!

Introducing a reliable childcare solution for every parent! A safe, secure, and engaging environment where your children are cared for with the utmost attention. Offering 24-hour service, 6 days a week, we ensure all your child's needs are met, so you can have peace of mind. We offer a safe, convenient, and reliable environment for your children, perfect for busy parents needing flexible care. Whether it's for after-school hours, evenings, or weekends, we've got you covered. Let us give you peace of mind. We're here to make parenting easier for you!

Contact us for more details - Kindly call ahead to confirm availability before arriving.



A Glass Recycle Bin is placed just outside our school. We would like to invite you, your family, and your friends to please use this station to recycle all your glass. The Glass Recycle Company gives the school a financial incentive to collect this glass. The funds received go directly to our fund-raising initiatives for additional books and equipment for the school.

Please Recycle!

### MySchool Card



MySchool Card: Please help raise funds for our school without it costing you a cent with the MySchool MyVillage MyPlanet Fundraising programme.

How does the Programme work? Funds are raised for our school monthly. Simply swipe your MySchool Supporter Card when you shop at one of the many MySchool partners.

These include Woolworths, Engen QuickShops, Walton's, kalahari.com, Jack's Paint, Toys R Us, Reggie's, Altech Netstar and SupaQuick to name just a few. There is no cost to you! The supporter card is not a credit or debit card.

Apply Today – Online at [www.myschool.co.za](http://www.myschool.co.za) or via the App Store

Babies to 5 years

# INCREDIBLE KIDS DAYCARE

because kids are incredible



☎ 041 004 0004

☎ 082 958 9171 (WHATSAPP)

✉ [info@incredibles.co.za](mailto:info@incredibles.co.za)

🌐 [www.incredibles.co.za](http://www.incredibles.co.za)



CLUBHOUSE  DROP-IN CHILDCARE



## Dear Incredible Kid

1. We believe in you
2. We trust in you
3. You are listened to
4. You are cared for
5. You are important
6. You will succeed

Incredible Kids Staff

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