



Granny Mouse
Day Care Centre

3 Susan Street, Farrarmere
Benoni, 1501
082 067 0909
info@granny-mouse.co.za
www.granny-mouse.co.za

Welcome pack and enrolment form

Dear Parents,

Welcome to Granny Mouse Baby House. Your baby's new Home Away from Home 😊

Thank you for considering our facility to care for your baby.

This document serves to provide you with all the pertinent information about our Baby House including our contact information, terms and conditions and any other information we feel may be useful to you.

We are always open to feedback from our parents, and should you have any comments, suggestions or feedback that you would like to give us, please do not hesitate to contact one of the Baby House owners on the contact numbers provided within this document.

It is of utmost importance to us that you and your baby are comfortable and at ease with all aspects of our Baby House and trust you will enjoy your baby's stay with us.

Warm regards

Henno and Heide-Merie Verster

Granny Mouse contact information

Baby House cell phone: 071 359 3200

Heide-Merie Verster (Owner)

Cell phone: 082 067 0909

E-mail: info@granny-mouse.co.za or heide@kinetika.co.za

Henno Verster (Owner)

E-mail: hennov@gmail.com

Facebook page: Granny Mouse Baby House

Physical and Postal address:

3 Susan Street
Farrarmere
Benoni
1501

Banking details:

Account Holder	:	Heide Kinetika
Bank	:	FNB
Branch	:	Boksburg
Branch Code	:	250742
Account Number	:	62814767060

New Enrolments

Should you be a new parent, considering placing your baby in our Baby House, please note the due date for your enrolment fee payment below. Should we not have received your enrolment fee by this date we will not be able to reserve the space and it will subsequently be offered to another baby.

Enrolment Fee Due Date : _____

WE APPRECIATE YOUR UNDERSTANDING IN THIS REGARD!

Terms and conditions of enrolment

1. A non-refundable, once off enrolment fee of R1000.00 is payable to secure your baby's place at Granny Mouse.
2. The 2021 rates applicable for full day care is R2950.00 per month. Limited half-day spaces is available at R2450.00 per month given that we are a small environment only catering for a limited number of babies at at time. Full day hours 06:30 – 17:30. Half day hours 06:30 – 13:30.
3. Monthly fees are payable via EFT directly into our bank account. No cash will be accepted in order to increase safety.
4. Monthly fees and enrolment fees will increase annually at management's discretion and such increase shall generally be around 8% per annum.
5. Should you not enrol your baby on the agreed date, Granny Mouse reserves the right to accept another baby and the deposit paid will not be refunded.
6. All fees are payable monthly in advance by no late than the 3rd of each month.
7. Late payments will result in a R50.00 penalty fee.
8. We reserve the right to charge interest at a rate of not less than 3% above prime lending rate for fees not paid by the 5th of each month.
9. Should you wish to terminate your agreement with Granny Mouse, one calendar month's written notice is required. The written notice should be handed to the owner personally or sent via electronic e-mail. A full calendar month's fee will apply in lieu of notice.
10. Granny Mouse Baby House reserves the right to terminate this agreement by providing the parent with one month's written notice.
11. Granny Mouse operates from 06:30 to 17:30 daily.
12. Please bear in mind that it is already a long day for our staff and we urge all parents to make arrangements for their children to be collected by latest 17:15.
13. Parent's are requested to provide the following for their baby, either to be kept on the premises or to be supplied daily inside their bag:
 - a. At least 6 nappies per day
 - b. Bum cream and wet wipes
 - c. Milk formula and bottles. We also accept breast milk.
 - d. 2x change of clothes (summer and winter)
 - e. Jersey, sunhat and spare socks
 - f. Dummy's and other special objects your baby likes to have close by
 - g. Sunscreen
14. Granny Mouse supply the following for the duration of your baby's stay:
 - a. Cot mattress
 - b. Waterproof cot sheet
 - c. Linen
 - d. Feeding bowl and spoon
 - e. 2x Facecloths
15. Please note that the items listed in section 14 above remain the property of Granny Mouse and will not be given to the parents, irrespective of how long the baby stays at Granny Mouse.
16. Babies who are ill with serious contagious viruses such as gastro, measles, hand-feet-mouth-disease, viral infection etc are not permitted at Granny Mouse in order to promote a germ free environment. Kindly keep your little one at home when they are sick.
17. Please note that we require full disclosure should your baby suffer from any serious conditions such as epilepsy, asthma etc. Granny Mouse Baby House will only be able to accept babies with such conditions on receipt of a doctor's certificate confirming that there is no risk to the baby being in a day care environment.

18. We believe in implementing a flexible routine for our babies. To this end, routines are put in place for your baby based on the age appropriate awake times for specific age groups.
19. Cooked meals are prepared by us and provided daily for your baby as detailed below:
 - a. Breakfast – cooked porridge or baby cereal
 - b. Lunch – cooked lunch including fresh vegetables
 - c. Afternoon snack – yoghurt/fruit/marie biscuit
20. Granny Mouse closes for 3 weeks in December on the 15th of December (if the 15th falls on a Saturday or Sunday, Granny Mouse will close on the Friday prior to the 15th) and re-opens the 2nd week of January.
21. Full school fees are payable for December and January.
22. Granny Mouse operates Monday-Friday but is closed on Public Holidays and Public School Holidays.
23. Age appropriate stimulation takes place on a daily basis by one of our qualified Kinderkinetici on site.

The above rules and regulations are aimed at providing you with as much information as possible. Should you require more information please feel free to ask. Please rest assured that we are committed to our parents and their babies, and only wish to provide the best for them at all times.

We believe in an open door policy and are always available to our parents – please do not hesitate to contact us for any / all discussions you may wish to have.

Most importantly, we want you as the parent and your baby to be happy!!

Please complete and initial next to each*

Baby's name:		
I/We (Name of parent/s):		
*	*	Hold ourselves jointly and severally liable for payment of Granny Mouse school fees on or before the 3rd of every month;
*	*	Understand that if Granny Mouse accepts my baby, the enrolment will only be assured on receipt of the non-refundable enrolment fee;
*	*	We further undertake to give the school one month's written notice in the event that we remove our baby from the school;
*	*	We agree that one month's full notice fees are payable in the event of termination;
*	*	Acknowledge that school fees are fully payable for the month of December and January every year and undertake to pay this on or before the due date.
Mother's signature:		
Father's signature:		
On behalf of Granny Mouse:		

Admission form

Where did you hear about Granny Mouse? _____

About me

Name and surname: _____

Date of birth: _____



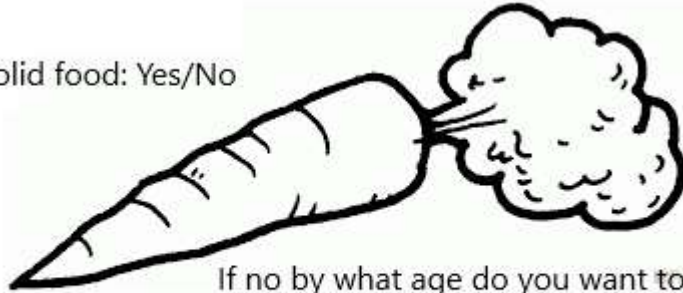
Breast/Formula

Intervals: _____

_____ml

Brand: _____

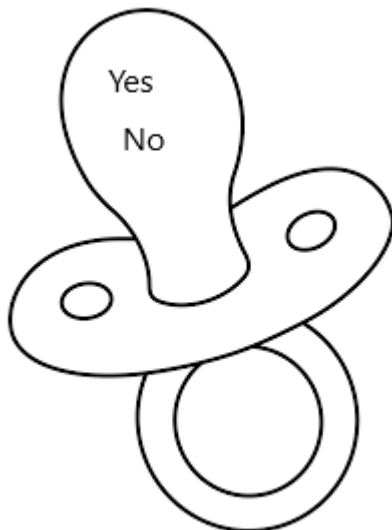
Solid food: Yes/No



If no by what age do you want to introduce solids? _____

I have a brother / sister / am an only child _____

My routine at home: _____



Yes
No



Comfort: _____

Medical information

Was your baby born prematurely? Yes / No If yes, how many weeks? _____

Was your baby born via C-section / Normal ? _____

Did your baby have all his/her vaccinations? Yes / No

*Please provide a copy of his/her clinic card

Allergies: _____

Did your baby have any severe illnesses? Yes / No _____

Did your baby have any operations? Yes / No _____

Has your baby been admitted to hospital? Yes / No _____

Is your baby currently on any chronic medication? Yes / No _____

Is there any medical conditions that we should no about? Yes / No

Name of Family doctor: _____ Contact nr: _____

Name of Paediatrician: _____ Contact nr: _____

Medical aid provider: _____ Medical aid number: _____

Contact information

Parent 1 (Responsible for account)

Title: _____

Name: _____

Surname: _____

E-mail: _____

ID number: _____

Cell number: _____

Employer: _____

Employer contact number: _____

Parent 2

Title: _____

Name: _____

Surname: _____

E-mail: _____

ID number: _____

Cell number: _____

Employer: _____

Employer contact number: _____

In case of emergency

- 1. Name and number of friend/family: _____
- 2. Name and number of friend/family: _____

Who will drop baby off in the mornings? _____

Who will fetch baby in the afternoons? _____

Who else may collect your baby from Granny Mouse?

Name	Relationship to baby	Short description

*Please note that we will only allow baby to go home with a different person if we have written notice (letter/email/whatsapp). Please make sure to send a photo of person collecting baby from Granny Mouse prior to collection.

Is there any other information you would like us to know?

Signatures and Indemnity

I, _____ being the parent/guardian of
 _____ hereby confirm that I have read the terms and conditions of Granny
 Mouse Baby House and am in acceptance of these terms and conditions.
 I further confirm that I will be held personally liable for all payments due and payable to Granny Mouse
 in respect of day care provided.

 Parent/Guardian Signature Parent/Guardian Full Names Date

Granny Mouse Baby House

Persons and children entering Granny Mouse Baby House (the premises) or making use of the facilities in or on the premises do so entirely at their own risk. Granny Mouse Baby House, its owners, directors, managers, representatives, agents and employees will not be liable for the death of, or injury or harm to any person or child, or for the loss of or damage to any property or possessions whether arising from negligence or any other cause whatsoever.

Granny Mouse Baby House reserves the right at all times to withdraw its consent to any person or child to enter or be present on the premises.

Name of baby	
Age of baby	
Parent/Guardian Cellphone Number	
Alternative Contact Number	

I _____ (Full names and Surname) being the legal guardian / appointed guardian / parent of the abovementioned child hereby accept the terms and conditions of the abovementioned indemnity.

Signed on this the _____ day of _____ 20____ at _____.

Full Names of Parent/Guardian/Appointed Guardian	
Signature of Parent/Guardian/Appointed Guardian	
Signature of Granny Mouse Witness	

Please attach the following information:

- Copy of birth certificate
- Copy of ID of both parents
- Copy of clinic card
- Copy of medical aid