



# Early Childhood Development

## APPLICATION FORM 2021



Mould • Empower • Serve

Mould Empower Serve (MES) offer admission to high-quality Early Childhood Development (ECD) education through its exclusive centres, including Dinaledi, Roly Poly and Kids Academy in the Johannesburg branch. The number of children per centre ranges between 110 - 130. These pre-schools offer affordable solutions to inner city children aged between six (6) months to six (6) years in the inner city, where appropriate education, nutrition and stimulation is offered to ensure that key development milestones are reached.



### SECTION A

Please, select by ticking correct box to indicate the MES ECD centre you are applying for:

Dinaledi  Roly Poly  Kids Academy

#### Personal details of child (the applicant)

SURNAME :  RELIGION :

FULL NAMES :

INITIALS :  NATIONALITY :

PREFERRED NAME :  GENDER :

DATE OF BIRTH :  AGE :

ID/ PASSPORT NO :  RACE :

PHYSICAL ADDRESS :

CODE :

POSTAL ADDRESS (If not same as the above physical address)

CODE :

DISABILITY : Yes  No

If yes, please specify type of disability of child : \_\_\_\_\_

NUMBER OF CHILDREN IN THE FAMILY : \_\_\_\_\_

AGE RANGE OF CHILDREN : \_\_\_\_\_

LANGUAGE PROFICIENCY OF THE CHILD

	Good	Average	Poor
English			
Home language:			
Other:			

## SECTION B

### Personal details of Parent/ Guardian:

SURNAME :

FULL NAMES :  INITIALS :

DATE OF BIRTH :  RACE :

ID/ PASSPORT NO :  NATIONALITY :

RELATIONSHIP TO CHILD/ APPLICANT: Mother  Father  If other, specify: \_\_\_\_\_

OCCUPATION : Employed  Unemployed  Self-Employed

HOME ADDRESS :   
 CODE :

WORK ADDRESS :   
 CODE :

HOME TEL :  WORK TEL :

EMAIL ADDRESS :

How will the child/ applicant come to school? (e.g. car, lift club, etc) \_\_\_\_\_

### Particulars of transporter:

NAME AND SURNAME :

MOBILE NUMBER :  WHATSAPP NO :

**Contact person in case of emergency, other than parents or guardian:**

NAME AND SURNAME :

MOBILE NUMBER :  WHATSAPP NO :

RELATIONSHIP TO CHILD/ APPLICANT :

HOME ADDRESS :

CODE :

**SECTION C**

**MEDICAL BACKGROUND (certified copy of immunization card required)**

**Has your child received the following immunization?**

SMALL POX : Yes  No

DIPHTHERIA/ WHOOPING COUGH & TETANUS POLIO 1: Yes  No

2: Yes  No

BCG (TB) : Yes  No

MMR : Yes  No

State any allergies/ medical issues we need to be aware of e.g. penicillin, asthma, etc):

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Is your child on any medication?

If so please list these together with the dosage and times to be administered:

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FAMILY DOCTOR (If any)

NAME & SURNAME :

TEL NO :

MEDICAL AID (If any)

NAME OF MEDICAL AID:  POLICY NO :

## SECTION D

### Qualifying criteria and instructions on how to apply.

All applications must be submitted to the relevant MES Pre-School's physical address or online via email as per the below table. Applicants must attach the following **certified copies (not less than three months)** of the following documentation

- Identity document or birth certificate of the child.
- Your child's immunization card.
- Parent's/ guardian's identity document.

Pre-School & Contact	Qualifying criteria	Delivery address	Banking details
Dinaledi 011 023 4500	Children aged between two (2) - six (6) years.	68 Claim Street, Hillbrow, Johannesburg, 2001  dinaledi@mes.org.za	MES Dinaledi Pre-School ABSA Cheque Account Acc no: 406-9789077 Branch code: 632 005 Ref: Child' Name & Surname
Roly Poly 010 001 0227	Children between aged between six (6) months - six (6) years.	5 Kapteijn Street, Hillbrow, Johannesburg, 2038  thandeka@mes.org.za	MES Roly Poly ABSA Cheque Account Acc no: 406-9789077 Branch code: 632 005 Ref: Child's Name & Surname
Kids Academy 071 5450 144	Children aged between two (2) - six (6) years.	6 Camelthorn Street, Fleurhof, Johannesburg, 2038  alina@mes.org.za	MES Kids Academy ABSA Cheque Account Acc no: 407 354 5265 Branch code: 632 005 Ref: Child's Name & Surname

### OPERATING HOURS AND GENERAL TERMS

- Mondays – Fridays: 06H00 – 18H00 (inclusive of aftercare).
- The crèche is closed on all Public Holidays.
- The crèche will close for 2-3 weeks in December/ January, during which time; the staff will take their annual leave.
- Late pick-ups are not acceptable. If your child will be fetched late from the crèche we need to be informed in advance. For late pick-ups; you will be charged a **fine R50.00**.
- Fines must be paid before your child is re-admitted to the crèche.

### MES ECD SCHOOL FEES

- Failure to pay registration and school fees will result with a child being removed from MES ECD programme.
- Fees must be paid in full even if a child is not present at school.
- **R750.00, payable in advance before 7th of each month from January to Nember.**
- **Annual registration fee of R170.00 (non-refundable).**
- **Daily class fee of R60.00 for an outside pre-schooler.**

### STATIONERY

- All children must have an A4/ 50-page Flip files.
- Pritt & Pencil.
- All children should bring Typek white sheets 500 sheets (white), this is required every term.
- Super Jumbo crayons for all children.
- From 3 - 6years, Stainless Steel child scissors.
- 10 roll of toilet paper, 4 box of tissues, 1 soap, 1 Vaseline, 1 face cloth must be provided per year.
- Should you have medication in child's bag please inform the Principal/teacher.
- All letters/information must be acknowledged and replied (if needed) must be sent to the crèche the next day.
- Complaints/concerns must be in writing and addressed to the Principal.

## **SICK CHILDREN:**

- Sick children should be kept at home. Children that have any infectious illnesses will not be allowed to attend school, unless the Doctor provides a letter indicating the child may return to school. This is to safeguard all the children at the crèche. The crèche must be informed of any infectious illnesses contracted by your child as soon as possible to enable us to alert the other parents.

## **CLOTHING and PERSONAL BELONGINGS:**

- No toys, valuables or money should be brought to the crèche. We will not accept responsibility for loss thereof.
- All clothing (including socks and underwear) must be clearly marked with your child's full name.
- School bags must be clearly labelled with the child's full name.
- Should you have medication child's bag please ensure it is clearly labelled and inform the manager, teacher or unit leader.
- A spare set of clothes and a plastic bag, must be put into the child's bag in event of an accident.

## **PROVISIONS FROM PARENT/ GUARDIAN**

- 1 A5 hard cover book must be provided for communication
- 1 tooth brush & toothpaste and facecloth, must be provided at the time of admission
- Typek paper (white) 500 sheets – from 2– 6 year olds, one per term required.

## **NAP TIME:**

- All children are required to lie down for a rest period between 12h30 and 14h00.

## **SECURITY:**

- All gates and doors must be closed behind you when you drop off and fetch your child for the safety of all children.
- All children must be signed in and out of the crèche.
- Only the designated person on the application form will be allowed to fetch children, unless the parent informs the staff of an alternate arrangement in writing/telephonically.

## **NOTICE PERIOD:**

- Should you remove your child from the crèche you are required to give us one month's notice.

## **FOR OFFICE USE ONLY:**

Received On:	
Status of application	
Receipt number of admin fee	
Monthly fee agreed upon	

NOTES: \_\_\_\_\_  
\_\_\_\_\_

PARENT/GUARDIAN CONSENT AND INDEMNITY FORM

I, the undersigned \_\_\_\_\_ Identity or Passport Number:  
\_\_\_\_\_ being the Parent/ Guardian of \_\_\_\_\_ (name of child)  
do hereby consent to my child:

- Taking part in the day-day activities of the school
- Participating in supervised outings if and when they form part of the crèche programme.
- Being photographed or videotaped for the promotion of the work of the crèche while involved in activities connected with the programme at the crèche. No commercial use, or use other than the promotion work of the crèche shall however be made by the crèche of such photographs or videotapes without my consent.
- Participating in vision, medical, hearing and dental examinations arranged by the school.
- Being administered emergency medical treatment in my absence if it is deemed to be in the best interests of my child/ward.

*I understand that every precaution will be taken with regard to the care of my child. I hereby indemnify and hold harmless the crèche, teachers, staff or other employees against all or any claims, which may be made against them arising out of injury to the child. I also acknowledge receipt of the general information form.*

Signed at : \_\_\_\_\_ On this month of : \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/ Guardian

FOLLOW US ON SOCIAL MEDIA



**ATTENTION ALL MES ECD PARENTS**

**NEW POPI ACT REGULATIONS**

***YOUR INFORMATION IS SAFE WITH US***

MES takes the protection of Personal Information very seriously and for this reason we take all reasonable measures to protect your Personal Information and to keep it confidential. Personal Information refers to information that identifies or relates specifically to you, for example, your name, age, gender, identity number and your email address, as detailed in the Promotion of Access to Information Act (“PAIA”), Act 2 of 2000 and in the Protection of Personal Information Act (“POPIA”), Act 4 of 2013.

We respect your right to privacy and therefore aim to ensure that we comply with the legal requirements of POPIA which regulates the manner in which we collect, process, store, share and destroy any Personal Information which you have provided to us.

***WHEN AND HOW DO WE SHARE INFORMATION?***

This information will only be used by MES for the purposes for which it was provided. We will only share your Personal Information:

1. in order to comply with applicable law or with legal process served on our company;
2. in order to protect and defend the rights or property of MES; and
3. with employees, donors and/or third parties who assist us in providing services to you and thus require your Personal Information in order to render a proper and efficient service. We will ensure that all such employees and third party service providers, having access to your Personal Information, are bound by confidentiality agreements or agreements that are POPIA compliant.

***UNDER 18'S TAKE NOTE***

If you are under 18 years of age (minor), we will require the consent of your parent/guardian/competent person before we process such Personal Information.

I, \_\_\_\_\_ (name & surname), hereby acknowledge that I shared my personal information and that of my child/children with MES as part of the enrolment process for services needed. I give consent to MES to have access to this information and to utilise this information as per the stipulation above.

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

This Privacy Policy is governed by the laws and regulations of the South Africa Protection of Personal Information Act (PoPIA) This Privacy Policy will be governed by the laws of the Republic of South Africa and the South African Protection of Personal Information Act (PoPIA). You consent to the jurisdiction of the South African courts for any dispute which may arise out of this Privacy Policy.