

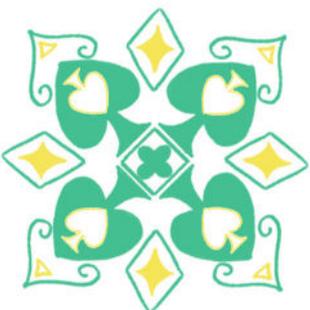
KHANYISANI



Prospectus Template



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Dear centre owner and management. Please fill in the answers to the questions on the pages that follow. These answers will help you to create a prospectus (a form that advertises and promotes your centre and its goals and rules) so that you can encourage parents/guardians to consider your centre for their vulnerable children. The form will also tell parents/guardians what is expected of them as participants (members) of the centre and Village Savings and Loan Associations. **Note: use your centre business plan and Constitution as a guide to answering questions.**

Prospectus Template



Question	Answer
1. What is the name of your centre?	
2. What is the main contact number of the centre?	
3. Who is the main contact person of the centre?	
4. What is the centres email address?	
5. What are the ages of the children you cater to (for example, ages 2-5)?	
6. How many children can your centre cater to (keep this number realistic and in line with South African Child Centre Laws.	
7. What services does your centre offer besides the Village Savings and Loan Association programme? Examples include aftercare, sports, computer training, and help with homework.	
8. During which times will your centre be open?	
9. Will your centre be open or closed during the school holidays?	
10. What is the registration fee for your centre?	
11. What is your centre fee per month? *See Annex 1.	
12. What is your aftercare fee per month (if you offer aftercare)?	
13. What are the banking details of the centre?	
14. What are the centre's rules for attendance? For example, what will happen if a child is frequently absent?	
15. What are your rules for supervision? For example, who will look after the children? Who is allowed to fetch the children from the supervisors?	
16. Will your centre provide meals? If so, when (breakfast, lunch, or supper)? Explain the meals so parents/guardians know the children are well-nurtured.	
17. What must the children wear to the centre? Include rules for clothing. For example, must it be marked, is there a colour code, and must children bring an extra set of clothes in a bag?	



Fill in the spaces on the following pages to create your own prospectus.

Welcome to our centre of excellence. This is a safe place for children and families to grow and thrive in a safe, loving, Christian environment. To reach our goals, we encourage participation in activities and events. This includes joining a Village Savings and Loan group. These groups are designed to help you save money and generate an income for your well-being.

PROSPECTUS TEMPLATE

Year of prospectus: _____

CONTACT DETAILS

Contact person	Role	Contact number	Email address
1.			
2.			

We welcome you as a family at _____

Thank you for trusting us with your child. We work hard to offer a professional service to you. But as parents/guardians, we need your continuous support and engagement so that we can reach our goals.

We invite you to always discuss any worries or problems with us. Your thoughts and suggestions are important. Our main goals are to:

1. Encourage parent/guardian involvement.
2. Form good relationships with parents/guardians.
3. Form clear parent/guardian association and staff structures and rules.
4. Respect and follow government rules.
5. Make qualified practitioners a priority in the centre.
6. Encourage nutritional diversity (a variety of healthy food).
7. Help children, guardians, and staff to learn and understand the gospel.
8. Encourage income-generating activities.

Please write your initials here: _____



INTRODUCTION

Our centre can care for the following maximum number of children: _____.
We wish to allow each vulnerable child to develop his/her full potential. This is the ideal opportunity for vulnerable children to achieve this goal under reliable practitioners' watchful and caring eyes.

The centre is managed according to educational structures and follows a Christian value system. Our services extend to parents/guardians who we support by providing income-generating training and opportunities. The centre thus forms a partnership with parents/guardians with common goals of developing each child mentally, physically, emotionally, nutritionally, and socially within a loving and safe environment.

To reach these goals, the centre must be managed according to a strong Constitution. It is also very important that all parents/guardians complete an Enrolment form and any other forms that may apply to their agreement with the centre.

SERVICES THAT OUR CENTRE OFFERS

- A safe, clean, friendly environment where children are happy.
 - Security based on the South African Children's Protection Act.
 - Quality education offered by invested practitioners.
 - Teaching the gospel.
 - Teaching life skills.
 - The following meals.
 - A nutritional feeding programme with meals as follows:
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- Parent/guardian Programmes:
 - Village Savings and Loan Association Training and Activities
 - Income Generation Training and Activities
 - Nutrition training
 - Food Production Training and Activities
 - Bible Studies
 - Parent/guardian involvement in child development training

- Other services the centre offers:

All parents/guardians and members involved in the centre should be required to join a Village Savings and Loan Association group.



Please write your initials here: _____



OPERATING TIMES

- The centre will run (be open) according to the following times:

- The centre will be _____ during the school holidays.
- Other activity times:
 - _____
 - _____
 - _____

ATTENDANCE

- If a child or parent/guardian cannot attend one of the services he or she is enrolled/signed up for, a centre leader (owner or manager) must be notified either in writing or over a phone call.
- For security reasons, no child will be allowed to leave the centre venue during operating times unless prior arrangements have been made and the practitioners know the situation.
- An Attendance Register will be completed for morning and afternoon services daily.

DISCIPLINE

- Serious transgressions will be brought to the attention of the centre leaders, after which parents/guardians will be contacted.
- The centre leaders, after consultation with the involved parents/guardians, are allowed to refuse any child who does not uphold the Code of Conduct of the centre.

CLOTHING

- Parents/guardians must please encourage their children to wear comfortable clothing and be prepared for this clothing to become dirty from time to time.
- Please ensure children are dressed appropriately for the weather.

Please write your initials here: _____



- Please make sure that all clothing is marked with the child's name and contact information.
- Other clothing requirements include:

MEALS

- The centre takes proper nutrition very seriously and believes that learning and growing are supported by healthy eating. We, therefore, provide every effort to ensure children are served balanced meals at _____ (breakfast/lunch/breakfast and lunch).
- Suppose a child has any allergies/food intolerances, or health conditions. In that case, it is the parent/guardian's responsibility to report such allergies and health conditions to the centre leaders and to ensure that special arrangements are made with the centre. In this regard, parents/guardians must please take note that we do not provide specialised meals, and the parent/guardian would need to send their own meals with the child.

FIRST AID

- Children must not be brought to the centre if they are sick or not feeling well.
- When a child is sick or has an accident, parents/guardians will be contacted immediately.
- Medication will only be given to children with a signed Doctor's prescription.
- Children will be taken to a Clinic or Hospital when a parent/guardian is not able to, and the parent/guardian will be required to reimburse the centre for costs incurred.

DROPPING OFF/FETCHING OF CHILDREN

- No child is allowed to wait for his/her parent/guardian at the gate without supervision.
- If a stranger must pick up a child, the involved parent/guardian must inform the centre in writing or over the phone.

Please write your initials here: _____



- Children must be signed out by their parents/guardians every day. It is important that all parents/guardians respect this arrangement at all times.
- Please note: If a child is fetched late by a parent/guardian, a fine of R_____ is imposed for the first 15 minutes after _____ (time) and a further R_____ for each consecutive five minutes per learner/child thereafter. Please contact us in advance if you are running late by making use of the contact number above.

FEES

- Registration fee: R_____
- Centre fee per month: R_____ (Paid monthly or as arranged)
- Other services and fees:
 - _____ R_____
 - _____ R_____
 - _____ R_____
- Parents/guardians who cannot pay centre fees or a portion of the fees must refer to the ChildVision Centres of Excellence Family Employment Contract and complete and hand in this form accordingly.

Advice for centre management: Refer to Annex 1 to calculate fees. This will help you to add up all the costs in your budget and then divide the value by the number of children in your centre.

FINANCES

- Parents/guardians who agree to pay the full fee must do so before the 1st of every month or agree on a set date by which fees will be made every month.
- Fees are payable over 12 months, from January to December.
- The fees include meals for the children.
- Should parents/guardians experience financial difficulties in paying the centre fees or a portion thereof at any time, the matter must be brought to the attention of the centre leadership members/governing body immediately so that the ChildVision Centres of Excellence Family Employment terms can be discussed and entered upon.

Please write your initials here: _____



- A month's notice must be given in advance should you wish to end your child's attendance at the centre.
- Parents/guardians can apply to work at the centre to earn credits that can be used to contribute towards their child's fees. Please see/ask for the Parent/Guardian Fee Contribution Employment Contract.
- Teach you about how to hold formal meetings.
- Involve you in governing the centre.
- Help you elect a governing body.
- Help you participate in the running of the centre.
- Etc.

BANK DETAILS

Registered bank's name: _____

Account type: _____

Account number: _____

Branch code: _____

- Proof of Payment can be:
 - o Emailed to: _____
 - o WhatsApped to: _____
 - o Smsed to: _____

PARENT/GUARDIAN MEETINGS

- Parents/guardians are required to attend all general meetings. At least 14 days' notice will be given for these meetings unless an urgent emergency meeting is called. These meetings will be part of the Village Savings and Loan Association group, making it important for all parents/guardians to actively participate in these groups.
- These meetings will help you stay informed about important things you need to know about your children and all that is happening at the Centre.
- Parents/guardians who are late for or miss a meeting will be fined R_____ (or credits), unless a valid reason is given to centre management/leaders at least 12 hours before the meeting is going to start.

Please write your initials here: _____



PARENT/GUARDIAN PARTICIPATION

- Parents/guardians are expected to be actively involved in the school. This applies to parents/guardians who are paying fees as well as parents/guardians who are working for the centre to contribute toward fees.
- All parents/guardians are required to attend Village Savings and Loan Association training and join a savings and loans group.
- All parents/guardians are encouraged to apply the income-generating opportunities shared by the centre to 1.) help the centre grow and 2.) overcome poverty and become self-sustainable.

CENTRE FACILITIES

- Learners/guardians may make use of the facilities of the centre.
- Children and parents/guardians are expected to keep these facilities tidy at all times.

LIABILITY AND INDEMNITY

No member of the centre can be held responsible for any injuries or loss of property during centre hours or after hours.

In signing this prospectus, I agree to all the terms and conditions stated herein.

CHILD PROTECTION

The centre and all centre staff, parents/guardians, and other adults who enter the centre must strictly follow the centre's Child Protection Policy as well as all the South African Child Protection Act.

Parent/guardian Signature: _____

Date: _____ Place: _____

Please initial each page of this document and sign in full above. This prospectus has been explained and is understood by the signatory below:

SIGNATURE Centre Manager: _____

Date: _____ Place: _____



Annex 1: ChildVision Centre - Fees Calculation

To calculate fees per child for your centre, you must add all your monthly expenses (overheads) for each service and divide the total by the maximum number of children your centre can care for.

For example:

Total monthly centre running costs: R25 000.00 per month (remember to subtract any grants you may receive for your centre from this total before you divide as per below).

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Total number of children the centre can care for: 20

= R1 250.00 per child per month.

Use the same formula (sum) to work out fees for aftercare, sports activities, and so on.

Examples of monthly centre running costs / expenses and overheads:

Name of Centre: _____ Date _____ (month and year)

Expenses/Overheads	Cost per month	Expenses	Cost per month
Rent		Educational materials	
Water		Practitioner salaries	
Electricity		Other staff salaries	
Wood		Loan repayments	
Matches		OTHER:	
Gas			
Fuel			
Cleaning products			
Toilet paper			
Soap			
Emergency provisions			
Food for meals			
Building maintenance costs			
TOTAL:			R



Romans 8:28

All things work together for the good of those who love
the Lord and are called according to His purpose.



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