

English	isiXhosa
WORK CONTRIBUTION AGREEMENT	ISIVUMELWANO SOMSEBENZI
<i>(Part of ECD Centre Fee Support Model)</i>	<i>(Inxalenye yemodeli yokuxhasa iifizi zeZiko le-ECD)</i>
1. Parent / Guardian Details	1. Iinkcukacha zoMzali / uMgcini
<i>Full Name:</i>	<i>Igama elipheleleyo:</i>
<i>ID Number:</i>	<i>Inombolo yesazisi:</i>
<i>Contact Number:</i>	<i>Inombolo yoQhagamshelwano:</i>
2. Child Details	2. Iinkcukacha zoMntwana
<i>Child's Name:</i>	<i>Igama loMntwana:</i>
3. Purpose of This Agreement	3. Injongo yesi Sivumelwano
<i>This agreement allows parents to contribute work at the ECD Centre to cover the portion of school fees they are unable to pay in cash.</i>	<i>Esi sivumelwano sivumela abazali ukuba bafake isandla ngomsebenzi kwiziko le-ECD ukuze kugutyungelwe inxalenye yeefizi zesikolo abangakwaziyo ukuzihlawula ngemali.</i>
<i>This is a fee support arrangement, not employment.</i>	<i>Le yindlela yokuxhasa iifizi, ayisiyomsebenzi.</i>
4. Work Schedule	4. Ishedyuli yoMsebenzi
<i>Days of Work:</i>	<i>Iintsuku zomsebenzi:</i>
<i>Hours per Day:</i>	<i>Iiyure ngosuku:</i>
<i>Total Hours per Month:</i>	<i>Iiyure zizonke ngenyanga:</i>
<i>Start Time: End Time:</i>	<i>Ixesha lokuqala: Ixesha lokugqiba:</i>
5. Type of Work	5. Uhlobo loMsebenzi
<i>The parent agrees to assist with the following (tick or specify):</i>	<i>Umzali uyavuma ukunceda kwezi zilandelayo (phawula okanye chaza):</i>
<i>[] Assistant teacher</i>	<i>[] Umncedisi katitshala</i>
<i>[] Cleaning</i>	<i>[] Ukucoca</i>
<i>[] Cooking / Kitchen support</i>	<i>[] Ukupheka / Inxaso yekhitshi</i>
<i>[] Vegetable business</i>	<i>[] Ishishini lemifuno</i>
<i>[] Chicken egg business</i>	<i>[] Ishishini lamaqanda enkukhu</i>
<i>[] Chicken meat business</i>	<i>[] Ishishini lenyama yenkukhu</i>
<i>[] Other business:</i>	<i>[] Elinye ishishini:</i>
<i>[] Maintenance</i>	<i>[] Ulondolozo</i>
<i>[] Security</i>	<i>[] Ukhuseleko</i>
<i>[] Other:</i>	<i>[] Okunye:</i>
6. Reporting Line	6. Umgca wokunika ingxelo
<i>The parent will report to:</i>	<i>Umzali uya kubika ku:</i>
<i>Supervisor Name:</i>	<i>Igama lomphathi:</i>
<i>Position:</i>	<i>Isikhundla:</i>
<i>The parent must follow instructions given by the supervisor.</i>	<i>Umzali kufuneka alandele imiyalelo enikwe ngumphathi.</i>

7. Code of Conduct	7. Imigaqo yokuziphatha
<i>The parent agrees to:</i>	Umzali uyavuma:
• <i>Be punctual and reliable</i>	• Ukufika ngexesha kwaye uthembeke
• <i>Work respectfully with staff and other parents</i>	• Ukusebenza ngentlonipho nabasebenzi nabanye abazali
• <i>Treat children with care and dignity</i>	• Ukuphatha abantwana ngononophelo nangesidima
• <i>Follow centre rules and safety procedures</i>	• Ukulandela imithetho yeziko kunye neenkqubo zokhuseleko
• <i>Not use alcohol or drugs before or during work</i>	• Ukungasebenzisi utywala okanye iziyobisi ngaphambi okanye ngexesha lomsebenzi
• <i>Not use abusive or inappropriate language</i>	• Ukungasebenzisi ulwimi oluxhaphazayo okanye olungafanelekanga
8. Attendance	8. Ukuya emsebenzini
• <i>Attendance will be recorded.</i>	• Ukuya emsebenzini kuya kubhalwa.
• <i>If the parent cannot attend, they must inform the supervisor in advance.</i>	• Ukuba umzali akanakukwazi ukuya, kufuneka azise umphathi kwangaphambili.
• <i>Missed hours must be made up at an agreed time.</i>	• Iiyure eziphosiweyo kufuneka zibuyezwe ngexesha elivunyelweyo.
9. Disciplinary Process	9. Inkqubo yokohlwaya
<i>If there are problems with conduct or attendance, the following steps will apply:</i>	Ukuba kukho iingxaki ngokuziphatha okanye ukuza emsebenzini, la manyathelo alandelayo aya kusetyenziswa:
1. Verbal Warning	1. Isilumkiso somlomo
2. Written Warning	2. Isilumkiso esibhaliweyo
3. Final Warning and Meeting with Management	3. Isilumkiso sokugqibela kunye nentlanganiso nolawulo
4. Termination of Work Contribution Agreement	4. Ukupheliswa kwesivumelwano somsebenzi
<i>If the agreement is terminated, the parent will be responsible for paying the full outstanding school fees in cash.</i>	Ukuba esi sivumelwano siyapheliswa, umzali uya kuba noxanduva lokuhlawula iifizi zesikolo ezipheleleyo ngemali.
10. Value of Work Contribution	10. Ixabiso loMsebenzi
• <i>Work is valued at R200 per hour</i>	• Umsebenzi uxabiswa kwiR200 ngeyure
• <i>Hours worked will be recorded and credited toward school fees</i>	• Iiyure ezisebenziwe ziya kubhalwa kwaye zibalelwe kwiifizi zesikolo
11. Important Disclaimer (No Employment)	11. Isaziso esibalulekileyo (Akukho Msebenzi)
<i>I understand and agree that:</i>	Ndiyaqonda kwaye ndiyavuma ukuba:
• <i>This is not a job and not employment</i>	• Le ayisiyomsebenzi kwaye ayingomsebenzi oqeshwayo
• <i>I will not receive any salary, wage, or cash payment</i>	• Andiyi kufumana mivuzo, umvuzo, okanye intlawulo ngemali

• <i>My work is only to reduce or cover my child's school fees</i>	• Umsebenzi wam kukunciphisa okanye ukuhlawula iifizi zesikolo zomntwana wam
• <i>This agreement does not create an employer-employee relationship</i>	• Esi sivumelwano asenzi ubudlelwane bomqeshi nomqeshwa
<i>12. Agreement</i>	12. Isivumelwano
<i>I agree to the terms of this Work Contribution Agreement.</i>	Ndiyavuma kwimigaqo yesi Sivumelwano soMsebenzi.
<i>Parent / Guardian Name:</i>	Igama loMzali / uMgcini:
<i>Signature:</i>	Utyikityo:
<i>Date:</i>	Umhla:
<i>Centre Representative Name:</i>	Igama loMmeli weZiko:
<i>Signature:</i>	Utyikityo:
<i>Date:</i>	Umhla: