Dear Parents,

**Rules and Regulations:**

**1.    Administration & Fees:**   
– Fees as per Tariff Structure  
**– Fees are payable in advance before or on the first school day of each month.  
– Fees for December and January are full payments**.  
– If fees are not paid by the 3rd of the month, your child will unfortunately not be able to attend school and you are still liable for that month’s fee**. Interest** will be charged on overdue payments.  
– A full months fees are payable even if your child leaves during the course of the month.  
**– Please note our operating hours, we are open from 7:00am and close at 5:00pm sharp.**

**--A fee of R75 p ¼ hour will be charged for late collection of children.**  
– Parents are liable for fees whether or not your child has attended the full month’s quota of days. Unfortunately, there will be no rebate for missed days.  
– A calendar months written notice is required should you wish to withdraw your child.

**2.    Illnesses & Injuries:**  
a) Please attempt to make alternate arrangements for children with a bad cough, sore throat, vomiting, loose stomach, high temperature, fever, chickenpox, measles, mumps, diarrhea, jaundice, etc. This is for your own child’s wellbeing as well as for the others. Please notify us when your child is sick and will not attend school. Please do not put medication in the child’s bag as we are not allowed to administer medication.

b) When we notice a child becoming ill, we observe and take temperature readings. After an hour we phone the parent for permission to treat and to advise on whether the child should be taken to the doctor.  
c) Minor injuries, such as small wounds are cleaned, bandaged and recorded in child’s message book for parent’s information.  
d) In the unlikely event of a serious injury, it is treated and parents are informed immediately. (For extreme emergencies, the paramedics/ambulance are called and parents notified straight after)

**3**.    **Collection of Child**:  
We will NOT allow your child to leave our school if you have not given us written permission or called the school and informed the principal or teacher.

Please note that our times are from 7:00 to 5:00 latest 5:15. Should you be running late please notify us. Please ensure that your child is collected promptly as delays cause undue distress and concern on their part.

Parents are to notify us 15 min before collection if the child is being fetched early as this causes disruptions.

Please drop and fetch your child at the drop of zone for no longer than 5min.

Kindly do not double park in front of the school gate.

**4.    Personal Items:**   
Please mark all clothing, bedding and bags clearly with your child’s name. We do not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature. We do not accept any liability for lost or stolen personal items. To avoid any possible fighting, we request that no toys be brought to school.

**5.    Discipline:**   
Should there be disagreements, we try to diffuse the situation and encourage the children to apologize to each other. We do not use physical discipline. We use the time out/naughty corner method of discipline.

The teachers will escort him/her to their classroom. We encourage parents to avail of this option. Initially little ones are anxious when leaving mom and dad but we encourage them to come in independently as soon as possible.

**6.**     **Nutrition**

A healthy food policy is followed by the school and to this end we request that parents provide a midafternoon snack box and a bottle of water.Spill proof bottles to be used please.

***8.*****Pupils code of conduct**

Young children are easily influenced and must be encouraged by their parents and teachers to:‐

Listen to the teacher at all times.

To care for and respect their peers, siblings, care‐givers and parents.

Respect other children while they are playing as well as working.

To be polite, considerate and respectful to everyone.

To develop self‐discipline, consideration, patience and tolerance.

To ensure the correct use and respect for the school property and apparatus.

To respect the religious beliefs of others and to encourage diversity in the learning place.

**9.    Copies that need to be provided:**  
It is the parents duty to change their contact details in writing should it change.  
Copy of child/children’s birth certificate/ID document, Immunization card/Clinic card, Copy of both parents/guardians ID document

Kind Regards

**Principal**