

CHILDREN POTTY TRAINED

POLICY

*The nursery school opens at 6h50 and closes at 14h30 for the half-day children.
Full day closes at 17h30.*

1. Please ensure that your child is fetched on time. R50 per 15 minutes per child will be due if pre-arranged times are extended. Please ensure that your child is fetched on time. R50 per 15 minutes per child will be due after 14h30pm (3/4 Day) and per 15 minutes after 17h30pm (Full Day).
2. Collections after 6pm will be fined R200 per incident
3. Please refer to the Fee Structure for the latest prices.
4. Tuition fees have been divided into 12 instalments. The first payment is due on the first school day. Monthly payments are payable in advance within seven days after the commencement of the month, and the last payment for the year is payable on or before the 7th of December.
5. Should you wish to terminate the service of the nursery school, it must be done in writing and one (1) calendar month before the date of termination. If not, you will be held responsible for the month's fees. **No oral notice will be accepted!**
6. Each child will be issued a Communications Book at the beginning of the year. Teachers and parents are to use this book daily to communicate.
7. Progress reports on the child are provided in June and December.
8. If your child is ill or away, please notify the teacher. If your child is on any medication, it must be given to the teacher. The Medication Administration Chart at the back of the Communications Book must be filled in and signed.

9. All clothes must be marked. Every child must bring a change of clothing and a suitcase to school. If you find anything that does not belong to your child in his/her suitcase, please return it to the school.
10. **Sweets and toys are not allowed at school.** We are not responsible for the loss or damage thereof.
11. Should anyone else collect your child from school, please notify the teacher beforehand. Children will not be allowed to go home with strangers.
12. The school will be closed on weekends and public holidays.
13. When your child has a birthday, it is custom to bring cupcakes or party-packs for his/her group. Please arrange it with his/her teacher.
14. Please bring any problems or special circumstances concerning your child to the teacher's attention. She may be able to help, and it would certainly enable her to understand your child better.
15. Please ensure that the school has the correct address and TELEPHONE numbers of the parents at all times in case of emergency.
16. Always say goodbye to your child and reassure him/her that you will return. Please hand your child over to the teacher on duty.
17. Although we provide a snack at 10h00, you may pack your child a lunch box. NOTE: Only healthy food like sandwiches, salty biscuits, cheeses, yoghurt or fruit is allowed. He/she will eat it after lunch.
18. All fees must be paid in at the school office between 7h30 and 15h30. Money for outings etc. will be received by your child's teacher.
19. Please bring any complaints, concerns or comments to the teacher concerned. Please do not speak to other teachers or parents, as this will not alleviate any problems.

We believe in an open relationship between parent/guardian and teachers and request that you will immediately discuss any problem or uncertainties that you may have with us. This will ensure a happy and secure environment for parents, children and teachers.