



TERMS AND CONDITIONS

ARRIVAL & DEPARTURE/SAFETY & SECURITY

1. Children are received personally at the school between 06h30am and 08h30am. Please note that children must be released to the teacher or an assistant on duty. Under no circumstances should a child be “dropped off” outside the school. Those parents whose children use transport services **must ensure** the driver releases the child to a teacher or assistant.
2. For safety reasons, the gate is kept closed at all times and the parents are requested to ring the bell on arrival and, on leaving, ensure the gate is closed behind them. If any parent leaves the gate open at any time a fine of R500, 00 will be added to their account. Departure time is 14h30 for half day and up to 18h00 for full day. Please note that children will not be released into anyone’s care other than the nominated person/s on your Enrolment Form. If anyone other than the nominated person is to collect your child, please inform us personally and make sure they bring their ID with them. We will also need a description of the person fetching and description of the vehicle. We will also supply you with a password/pass phrase that needs to be used (this will be changed on a regular basis for security reasons). If collected later than 14h30 half day and 18h00 full day R100.00 will be charged for every 15 minutes late and will need to be paid the following day in cash.
3. We have armed response (Atlas Security Services) and subscribe to East Cape Medical Response, who provide paramedic and ambulance services 24/7. All staff are trained in basic 1st Aid and 4 staff are certified 1st Aiders (life support and CPR for infants). Emergency fire drills and evacuation procedures are practised regularly.
4. Parents will need to pay for a gate tag R200, 00 once they have been accepted to gain access to the school for dropping off and collection.

NOTICE OF ABSENCE/MEDICATION

1. Parents are kindly requested to inform the school if a child will be absent. The onus is not on the school to contact the parents.
2. Children suffering from contagious diseases such as Chicken Pox, Measles, Mumps, Impetigo, etc., must stay at home for the duration of the infection. However, please keep in mind that often there is an incubation period, where symptoms are present, but do not manifest until a week to 10 days after the child is infected. (In accordance with Health Dept. regulations, a certificate of clearance will have to be provided for childhood diseases).
3. Children suffering from coughs, colds or any other infection should be kept at home until the infection has passed. Should the child need to continue medication on his/her return to school,

please ensure that you fill in and sign the medicine book provided in the front office on top of the grey locker. All medicine is to be put in and collected from the medicine box above the lockers in the office, by the parents, as it is very dangerous leaving medicine in your child's bag. A staff member will sign that they have given your child their medicine.

4. If any child becomes sick during the day. Parents will be informed immediately and, if necessary, collect their child as soon as possible. Parents will also be contacted should their little one hurt him/herself in any way we cannot manage ourselves. Any and all accidents will be written in the incident book. Please inform the teacher at drop off if your child has gotten injured in anyway before coming to school or on the weekend.

5. Urgent medical attention by any hospital or medical practitioner must be for the parent's expense so please ensure you complete this section in full on the Enrolment Form.

6. Please advise us of any changes to contact numbers, address, etc. to update your Enrolment Form and emergency contact details. Parents this is very important so please do so if necessary.

CLOTHING

1. Infants: Parents are requested for a daily supply of disposable nappies at least 5 bibs for feeding times, a blanket and a few sets of clean clothes (warm clothes for weather changes). Formula, Purity's, lotions, wet wipes, nappy packets, a face cloth and feeding bottles must also be provided by parents. Also a facecloth and towel in case baby has made a big mess.

2. Toddlers: During toilet training, 'accidents' are likely to occur and at least 3 sets of clean clothes and underwear should always be available. Parents are also requested to supply at least 3 disposable nappies whilst toilet training, wet wipes and bum cream. Please also send a few nappy packets for wet clothing. Parents we can only successfully potty train at school if the same is done at home!!

3. Older children: Please send a change of clothes, and a few packets for wet or dirty clothes.

Please note all items of clothing, bottles, drinking cups, pacifiers, etc. must be clearly marked and placed in a "backpack"/bag bearing the child's name on the outside. We cannot be held responsible if things go missing when they are not marked. Please include a sunhat and sunblock.

REFRESHMENTS/TOYS/BIRTHDAYS

1. Children arriving after 08h00 should have had breakfast at home, also parents keep in mind if your child is arriving later than 8.30 they will be missing important class time. Please send yoghurt or fruit to school for afternoon snack, please do not send sweets, chips, fizzy cool drink etc. to school any other day except a Friday. Bread, juice and fruit are provided.

2. Please **DO NOT BRING TOYS TO SCHOOL** as neither the staff nor the school can be held accountable in the event of loss or damage. If your child takes toys home that belong to the school, please could you return them the next day.

3. A birthday is a great event in any child's life and others love to share in it. Parents may arrange beforehand to bring refreshments on this day and are also welcome to stay and enjoy the party. We have parties at 10-11am as this is snack time for the children and they still have the morning to learn.

4. We have a weekly 'Bakerman' on a Friday (cost R5, 00) this will be explained to parents once their child has been accepted.

5. Parents will be informed in advance of any events planned at the school. In the case of outings, parents will be required to sign a Permission Slip before children are taken on any outing. Please check our Facebook page, d6 communicator or communication books for upcoming events and letters etc. If your child does not pay for events or outings they may not participate at all, however parents that cannot afford this don't need to worry as their little one will be kept busy at school and won't be made to feel left out.

FEES

1. All fees are payable in advance, by EFT, or direct bank deposit, we do not work with cash on the property at all. The money needs to reflect in the schools account by close of business (5pm) on the 1st and not later than that. If you need to make other arrangements because you only get paid later, please come and speak to me (Collette), as a written agreement will have to be signed. If you are paying into the bank account please use your child's name and surname as a reference e.g. Smith Botha and proof of payment will need to be provided. Outings and special events will need to be paid in cash as we pay the places in cash on arrival.

2. Any fees paid later than the 1st without a written agreement will be charged a late fee of R100, 00, if payment has not been made by the 3rd YOUR CHILD WILL BE SUSPENDED UNTIL PAYMENT IS MADE, following which if payment has not been made by the 6th your account will be handed over. All lawyers and collection costs as well as notice will be liable to you the parents to pay. R100, 00 late payment fee will be charged to parents paying late without an arrangement being made, if there are any issue regarding payment this must be discussed 5 working days before payment is due.

3. Please note that we work on an 11 month fee structure making final payments the 1st of November, if your child starts later in the year they will need to pay the portion for December upon acceptance. Annual payments are discounted at 8% and termly payments by 2.5%. Notice is not accepted between October and December, i.e. notice for year-end or any of those months must be given by the end of September. If you have not given written notice you will need to pay January's fees by the 1st January the following year and any and all fees until notice is given.

4. A set registration fee of R400.00 will need to be paid by all new admissions; this money is non-refundable.

5. Parents by signing these terms and conditions you will be accepting that if for any reason we deem necessary, we will be allowed to do a credit check (we will only do this if fees are paid late and we suspect a problem.)

6. A full 2 months calendar notice must be given (i.e. by the 1st of the month, giving a full 60 days' notice prior to the month the child is leaving). This must be done in writing. If this is not adhered to, the necessary fee in lieu of notice must be paid. Every 2nd year the 1st January our fees will go up by 9%. Annual fee payment: 8% discount (monthly fee x11-8%).

7. Stationary fee will be worked out yearly and will change according to cost increase.

8. A R200, 00 Admin fee will be charged yearly.

COMMUNICATION BOOKS

Your child will have an A5 book that needs to be sent to school every day. This is the communication book. All newsletters and information will be put in this book, and will need to be checked daily and be signed. There will be a bank bag in the book, this is for Bakerman money or money for outings (not for school fees). Also there will be a signing sheet in the front of your child's book that will need to be signed every time you get a newsletter etc.

GENERAL OPEN DOOR POLICY

The nurturing, education and development of your little one is a three-way partnership between the parent, the child and the teacher (school). It is essential that parents are in daily contact with the person in whose care their child is left. This gives the parent the opportunity to relay anything unusual that has occurred at home which is likely to affect the child's behaviour.

DISCIPLINE

As a Christian school, we love and respect each child as an individual and encourage them to love and respect one another as well as their teachers, their school, different cultures, the environment and nature, we do it with compassion. We strive to instil in them a spirit of love and caring and, at the same time, build their self-esteem and equip them with the necessary life skills to become the unique, independent, well-adjusted individuals who will someday realize their potential. We use a firm tone (not raised voice) when 'warning' or reprimanding a child and, should the situation require it, we 'remove' them from the situation by spending time in the 'time-out/thinking' chair. This gives the child the opportunity to reflect on his/her behaviour and think about their apology. (Time spent on the time-out chair is 1 minute for each year of age). Children are encouraged to apologise, forgive and make friends. Please note that the word 'punishment' is not in our vocabulary but 'firm and fair discipline', which makes any child, feel more secure. Should parents have other methods of discipline, they are more than welcome to discuss these with the principal. A child is never 'shouted at', 'smacked' or 'belittled' in any circumstance whatsoever. Should there be a serious situation (such as intentional hurting of another child or destructive behaviour, etc.), the parents will be asked to come in and discuss such behaviour so that a solution can be reached. We have a zero tolerance approach to any sort of 'bullying' whatsoever and are fortunate that the ethos of the school encourages mutual respect at all levels.

HEALTH & HYGIENE

Other than daily 'inspection' of children on their arrival, we perform weekly Health & Hygiene checks (Mondays), and make this a fun, learning experience for the children (i.e. hair, nails, general appearance, etc.). Parents will be contacted telephonically or via a note in the communication book if there are any concerns. We keep a 'Day Book' in which we record any instructions from parents, incidents that have occurred at school, (i.e. grazed knee when fell off scooter and action taken, etc.), observations (i.e. temperature) and will contact parents telephonically or via sms to inform them of the afore mentioned when it happens. Hand steriliser is used by all staff and surgical gloves are used for changing soiled nappies. We do our utmost to prevent cross-infection and request that parents also encourage hand washing habits at home whenever children use the toilet and before eating. Parents please keep in mind when children start school for the first time they pick up all sorts of bugs, it is the same at all schools. We try our best to keep it from happening however a good immune booster is suggested.

MENU & NUTRITION

A child’s diet plays an incredibly important role in their behaviour and we believe that good nutrition is essential for young, growing, healthy bodies and minds. Our menu is child friendly, yet includes important vitamins, minerals and fibre a growing child needs. In instances where children are allergic to, or “refuse” to eat specific foods we ask parents to provide any special foods that may be required (i.e. gluten free, diabetic etc.). It is common practise to re-introduce foods in different forms or at a later stage of development. (Please see Allergies Section in Enrolment Form).

PROGRESS REPORTS & PARENT MEETINGS

Progress Reports are given twice a year. (End of term 2 and end of term 4), and Parents Meetings are held on a regular basis. However, please feel free to discuss your child’s progress at any time with the teacher and/or principal, providing a meeting has been arranged. SPECIAL EVENTS ETC Regular Family/Social Days, Annual Sports Day, Christmas Concert, Kids Christmas Party and other events are held throughout the year. Other than fundraising, these activities provide an opportunity for parents, children and staff to get to know one another better and many friendships (often lifelong!) are fostered in this manner.

EXTRA-MURALS

All extra-murals are held on the premises, during the mornings for approximately 30 minutes, once a week. (Please see relevant Pamphlet for fees). Monkeynastix and Ballet.

STAFFING

We have a wonderful team of committed staff members, which includes qualified and/or experienced teachers and caregivers, a cook, cleaner and a gardener.

HOLIDAYS & DECEMBER CLOSE

We are open throughout the school holidays (except public holidays); also if a public holiday falls on a Thursday the Friday will be a school holiday, or if it falls on a Tuesday the Monday will be a school holiday. We follow a holiday program where the children play, do crafts and watch movies. There are no extra murals during the holidays and the little ones enjoy a rest, from their usual weekly themes and work. We close once a year, from early December to early January for a well-deserved break.

PLEASE RETURN THE SLIP BELOW, SIGNED AND SIGN THE BOTTOM OF EACH PAGE.

TERMS AND CONDITIONS REPLY SLIP

I _____ parent/guardian
of _____ Have read and
understood the terms and conditions given to me by Kim’s Kids Academy. Parents full
names _____ and signature:
_____ Date: _____ Signed at:

Witness 1: _____

Witness 2: _____