



Conditions of enrolment

Vaccination and immunization

- A copy of the birth certificate and clinic card is to be submitted.

Liability

- Should a parents address or contact number, either at home or work, change the Centre must be advised immediately.
- The Centre must be able to contact a parent at all times

Arrival and Departure

- The Centre operates Mondays to Fridays from 7:00 to 17:00pm.
- The school will be closed during school holidays
- On arrival at the Centre a child must be handed over to the Educator or Assistant.
- Children will only be handed over to their parents or persons having the permission of their parents. Parents must notify the Centre in advance if persons other than those stipulated on the enrolment form, will be fetching the child.

Aftercare

- Our Centre offers aftercare from 12:30 until 17:00pm at a cost of R350 per month.
- If a child is collected later than 17:00, a penalty fine is incurred at rate of R30.00.

Fees

- Fees are payable in advance. Fees must be paid monthly **R1850 x 12 months [by the 1st of each month]**
- Please note that aftercare fees are not included in the R1850 as it is an extra amount if you would like your child to stay for Aftercare
- Banking details: Bank ABSA

Acc name: Mrs Ronel Pastor

Acc no. 4075912519

Type of Acc: Cheque Account

Branch code: 632005

Ref: please use name and surname of child

Absence

- Absenteeism does not exempt a pupil from payment of fees.
- Parents must notify the Centre if their child is going to be absent.

Withdrawal of pupil

- Withdrawal of a pupil will be with a calendar months' notice in writing to the Principal. If written notice has not been given the parent will have to pay one month's fees in lieu of notice.

Clothes and dress

- Parent can mark all their child's possessions with permanent ink or embroidery
- Pupils are to be dressed appropriately and in accordance with the weather.

Food

- Pupils are requested to bring their own lunch, mid-morning and afternoon snack if staying for aftercare

Medication

- All medication must be handed to the Educator, clearly marked with the name of the child and dosage instruction.
- DO NOT LEAVE MEDICINES IN YOUR CHILD'S BAG!!

Toys and Jewellery

- Children are to be discouraged from bringing their own toys and jewelry to the Centre
- Should a child remove a toy or any item from the Centre, parents must please ensure that it is returned.

General

- The contact person at the Centre is the Principal.
- Any grievance, queries, advice, etc. should be directed to the Principal
- The following items must please be sent to school at the start of each term

Toiletries

- 4 x packets wipes
- 2 x bottles hand wash
- 2 x boxes tissues
- 6 x toilet rolls

Stationery

- 2 x pritt
- 1 x pack retractable/roll up crayons
- 1 x ream copy A4 paper
- 1 Art Apron- plastic or material.