

1. ENROLMENT PROCEDURE:

Every parent – at the time of enrolling a child - must furnish the school with the following documents:

- Copy of both the parents' I. D. documents,
- Copy of the child's birth certificate,
- I. D. photograph of the child (to be attached to page 1 of the enrolment form in the space provided).
- Copy of the child's immunization card,
- Copy of medical aid card if the parent belongs to a medical scheme.

2. SCHOOL REGISTRATION FEES:

A R500,00 (Five Hundred Rand) initial non-refundable registration fee is payable on enrolment per child.

3. SCHOOL ATTENDANCE FEES:

The school attendance fee is:

- Payable in advance.
- Payable on or before 3rd of each and every consecutive month, irrespective on which day the 3rd falls.
- Payable for 12 months of the year – January to December.

Account holders from **ALL** banks should make their deposits or transfers at least 48 hours before the 3rd of the month to ensure it reflects on the due date in our account.

If payment is not received on or before the 3rd of the month:

- Your child will be refused entry to the school without notice.
- You will be liable to pay a late payment administration fee that will be added to the outstanding school attendance fee for that particular month.

There will be no discount of school fees in the event of brothers, sisters or relatives attending the school together in any one year as well as no discount for children who are absent from the school for any reason or for any length of time whatsoever.

4. ADMINISTRATION FEE:

An administration fee of R100, 00 per month will be levied on all late payments.

5. COLLECTION FEES:

The parent undertakes to pay all costs that the school may incur to collect outstanding monies on an attorney to client scale, together with collection commission and tracing fees incurred.

6. PAYMENT FACILITIES:

You may pay per:

- Electronic bank fund transfer via internet
- Debit and Credit cards accepted on premises.

- Bank debit order.
- Direct cash deposit in our bank account.

It is of the utmost importance and in your own interest that you use as a reference the child's surname and name as it appears in the birth certificate. Our bank details are as follows:

No cash will be accepted at the school premises towards the payment of the school attendance fee. This arrangement does not affect the payment of minor fees e.g. tuck shop, photographs, concert/event fees, extra-mural activities etc., which will still be payable in cash at our reception and not directly into our bank account.

Refrain from putting any monies in the child's school bag, as this will solely be at the risk of the parents.

No cheque deposits are accepted. Cheque deposits will be regarded as late payments and the late payment fee will be added to your account.

7. INCREASE OF FEES:

We reserve the right to increase the school registration fee, school attendance fee, administration fee and any other fees levied by the school at any time, of which you will be given written notice, 30 days in advance.

8. SCHOOL ATTENDANCE HOURS:

School attendance hours are strictly from 06h00 (not before) until 17h45 Mondays to Fridays, excluding Saturdays, Sundays and public holidays.

9. SCHOOL HOLIDAYS:

School holidays will coincide with, and be of the same duration, as those of public schools in the province of Gauteng.

10. LATE COLLECTION OF CHILDREN:

Parents who collect their children late (from 17h45 onward) will incur a penalty of R100,00 per child per 30 minutes or part thereof without exception.

11. ABSENCE FROM SCHOOL:

The full school attendance fee is still payable should your child be absent from school due to illness, hospitalization, family vacations or any reason whatsoever.

If a child is absent from school it is of the utmost importance that you inform the school of such absence by phoning the school and report to his/her principal for how long the child will be absent and when the child will attend school again.

If a child is absent from school for ten or more consecutive school days, without the school having been informed thereof in advance, the child will be deemed permanently removed from school. Furthermore, the parent will be held liable for one month's attendance fee in lieu of notice. If the parent wishes the child to resume attending our school – provided the child can be accommodated - the parent shall have to lodge a fresh application and pay all the prescribed fees anew.

12. TERMINATION OF SCHOOL ATTENDANCE:

The school management reserves the right to decline the continued school attendance of a child without refunding, partially or in full, fees of any nature already paid to the school - by virtue of the following:

Parent:

- If a parent disregards the requirements of admission or any of the school rules.
- If a parent causes mutual dissent to the detriment of the school's image.
- If school fees are not paid before or on the agreed date.
- If a parent verbally abuse or threaten any of the staff members.
- If a parent causes a scene for whatsoever reason.
- If a parent incites other parents for whatsoever reason or relating to any matter regarding school rules and regulations and/or any other school issues and arrangements.
- If a parent allows a child with a communicable disease – latent or active – to attend school.

Child:

- If a child fails to adapt to the school environment within a reasonable period.
- If a child has abnormal behavioral and/or learning problems which may negatively impact on the progress of his group.
- If a child is bullying and/or uncontrollable or poses a danger to other persons at the school.
- If a child continuously exercises a bad influence on other children.
- If a child continuously disrupts the good order and discipline at the school.

Notice will be with immediate effect and the decision will be final.

13. NOTICE:

One calendar month WRITTEN notice is required should you intend to remove your child from the school otherwise you will be held liable for one month's attendance fee in lieu of the notice period.

Notice of removal of a child from school - whatever the motif/reason - may not be given during November for December.

14. COMMUNICATION BOOKS:

Each child will receive a communication book from the school. The purpose of this book is for the school to communicate with the particular parents or the parents with the school. Please make sure that you check the communication book on a daily basis for any important messages or announcements and acknowledge same by attaching your signature below the last inscription.

If the book is lost or damaged for whatsoever reason, note that the parents will need to replace it immediately upon request from the school.

15. COMPLIMENTS, COMPLAINTS AND SUGGESTIONS:

If you as parent has any compliments, complaints or suggestion for the school only share it with the principal of the school and with NO other staff members of the school to, ensure the correct action is taken in this regard.

16. COMMUNICABLE DISEASES:

Children with communicable diseases – latent or active - e.g. common cold, influenza, measles, mumps, chicken pox, ringworm etc., will not be allowed on the school premises and must be kept at home until no further danger of contagion exists, to prevent the spreading of diseases.

17. VACCINATIONS:

All children must be inoculated against smallpox and vaccinated against DPT. All vaccinations must be up to date. Failure to adhere to this will result in immediate suspension or expulsion from school due to safety and health considerations, without refund of school fees.

18. MEDICATION:

All medication must be clearly marked with the child's name and surname, the dosage and dosage times and must NOT be put into the child's school bag, but be handed to the Principal or one of the staff members for safekeeping.

Children running a temperature or showing any other sign(s) of being ill must not be brought to school. Parents are urged to rather obtain a medical certificate certifying that the particular child is not seriously ill and fit to attend school.

19. PERSONAL BELONGINGS:

All clothing and personal belongings, including shoes, bags and blankets, must be clearly and indelibly marked with the child's first name and surname as far as practical possible.

The school's management, principal or other staff will not be held responsible for the loss of property, clothing, shoes, bags, blankets, hair slides/pins or any other personal items.

20. LUNCH BOXES, SNACKS AND TOYS:

Parents are kindly requested to please refrain from placing toys, snacks and/or other foodstuffs in the child's bag. Any snacks and/or foodstuffs thus found, will be confiscated without compensation.

21. BIRTHDAYS:

If it is your child's birthday and you want to arrange a party for the child at the school then it is very important that you beforehand arrange with the principal exactly what you want to do, on which date and at what time.

Note that, in the event of parties at the school, you should ensure that you make enough provision to include all the children in the school.

22. TOILETRIES, STATIONARY AND OTHER REQUISITES:

The parent will be responsible for providing a variety of articles, toiletries and stationary at certain intervals upon request from the school. A separate list – which may be amended periodically as circumstances dictate - will be handed to you at the time of enrolment. Amended lists will be placed in the child's daily communications book (in the school bag) when required.

23. EXTRA CLOTHES:

Please provide every day, for all ages, an extra set of clean clothes (and a small warm blanket/rug during wintertime). If your child still uses nappies ensure that enough nappies are sent to the school on a daily basis.