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SCHOOL RULES

1. SCHOOL TIMES

- **Half-day** (Monday to Friday): **06h00 – 14h00** **Full day** (Monday to Friday): **06h00 – 18h00** • Your cooperation in this regard will be appreciated.
- Half-day parents: If you want to collect your child a bit later, it has to be arranged first. If it happens regularly, a full day fee will be charged.
- **Please note when a child is collected after 14h00 (half day) and 18h00 (full day) a penalty fee of R150.00 will have to be paid.**
- The school is closed on weekends, public holidays and three weeks during December.
- We cannot accommodate day-to-day children, as it complicates planning because we do not know when a child will attend school and the child doesn't follow the school program.

2. SCHOOL FEES

- Monthly fees are strictly payable in **advance** for each month on or before the **5th** of every month.
- The annual fee needs to be paid over a **period of 12 months (including December)**.
- If your child will for some reason not be attending school anymore, please notify us in writing at least a month in advance.
- No notification will be accepted during November.
- **No discount will be given during absence due to illness or vacation, since your child's place will be kept until he/she returns.**
- Fees can be paid in the following manner:
 - ➔ Internet payment: Send an SMS with deposit or make a copy of the proof of payment and send to school. **The safest way to pay school fees!**

➔ Cash: In a clearly marked envelope handed to the teacher. **The parent and the teacher will have to count the money together and the parent has to wait for proof of payment.** No school fees will be accepted in a child's book.

- A yearly fee of **R800.00** is payable for all the extras (like the tuck shop, visits etc.). The full amount must be paid at the **BEGINING** of the year.

IF YOU DO NOT PAY THE YEARLY FEE, YOUR CHILD WILL NOT BE ABLE TO ENJOY THE EXTRAS THAT THE SCHOOL PROVIDE.

- Note that applications are annually, so a re-application will be required for the following year. **There is no registration fee with re-applications if it is sent back to school in the given period.**

3. DISCIPLINE

Bad behavior / ill-discipline is a major concern in the primary and secondary schools and the best way to address the problem is to start early.

Problem situations will be reported to parents immediately.

The following procedures will be followed where it is needed to discipline a child at school.

- A warning will be given
- "Time out" – in the class and in eyesight, time will be according to age
- Taking away privileges – will not affect any learning
- Principal office – when a child keeps on disrupting a class and other learners learning time
- Contacting the parents

4. ACCESSABILITY

- No child will be allowed to leave the school alone during the afternoon.
- Children are not allowed to press any buttons on the gate. Parents will be responsible for repair bill. **Make sure that the gates are closed after entering and leaving the school!**

5. SCHOOL ATTENDANCE

- Please sign your child in and out daily, using the "ATTENDANCE REGISTER" for the sake of your child's safety.
- No child will be handed over to a stranger without the parent's written consent.
- Please keep the farewell short in the morning because it upsets the child and this disrupt the entire group.
- Two progress reports will be given through the year to the children who attend school regularly as evaluation takes place on an ongoing basis – **a child will not receive a progress report if he/she does not attend school regularly.**
- **A day program is followed and we therefor ask that parents make sure that the child is at school on time, so that they can become a part of the group.**

- **Breakfast is only served until 08:15. If your child is late, it is your own responsibility to give them breakfast at home.**

6. COMMUNICATION

- **All complaints will be dealt with through the communication book. No oral complaints will be accepted.**
- **Please send the communication book to school on a DAILY BASIS.**
- Good communication is very important for the child's development and education, that's why we need to work together as a team.
- To control the communication, each child will receive a communication book yearly which will be used to keep parents informed of events at school.
- **Please read communication books daily** and feel free to write to us if something is bothering you. Poor communication often leads to misunderstandings.
- Complaints must be taken up with the management since the service can only be improved if we are aware of problems.
- Parents are **not allowed** to discipline or hit other children. Complaints can be taken up with the staff on duty, and then they will handle the situation.
- **No parent is allowed to pick up other children, other than your own.**

7. CLOTHING AND GENERAL CARE

- **Send them in comfortable old clothes that may become dirty because they play with mud etc.**
- All clothing, shoes and accessories must be clearly marked. We take no responsibility for any lost items.
- Baby classes – all bottles must be marked clearly and dummies must be on marked dummy clips.
- Please send children to school clean and well taken care off.

In line with the law regarding Children's Act all staff members are obligated to inform us when a child is being neglected or abused. We will contact the necessary authorities to report such incidents. Staff members do not have to inform a parent if they reported an incident.

8. SICK CHILDREN

- **TAKE NOTE OF THE SCHOOL MEDIATION POLICY (AS PROVIDED IN THE COMMUNICATION BOOK)**
- No child with an infectious disease may attend school. A doctor letter confirming that the child's probation period is over will be required when child returns to school.

- **No child with head lice will be allowed at school until the problem is solved.**
- Prescribed and chronic medication must be recorded in the medication book and signed by the parent. No medicine will be given to your child without permission.
- Children with health problems or allergies should be clearly stated on the application form so that we can be aware of it.
- All the necessary precautions are taken regarding the hygiene in the sandpit, but it's advised to regularly deworm your child.
- **No medication will be given to a child if it isn't written in the medication book.**

9. BIRTHDAYS

- Because a child's birthday is so important to him/her, you are welcome to have a party at school.
- Please arrange beforehand with the teacher for an appropriate time during the afternoon.
- No parties will be allowed on special occasion days – grandparents day, water fun day, spring day etc.
- All party items must be prepared at home, this includes party packs – if you send loose items to school and expect the staff to prepare and pack the party packs your child will not have a birthday party.
- Parents are not allowed at school parties.

10. GENERAL

- Check your child's locker every afternoon and make sure it is completely empty. Lost property will be placed in a bucket situated in the living room for a period of time.
- Children are not allowed to bring any toys, blankets etc. to school.
- The school cannot be held responsible for any lost property for example earrings. It is not the staff's work to look after earrings.
- We ask that parents respect all staff members at all times.
- **If your child damages any school property for example a window, toys etc. you will be held responsible for bill!**

It's our wish that you and your child will be happy with us. We rely on your positive cooperation.

Parent / Guardian Signature

Date