



KIDDIES CENTRE

POLICIES AND RULES

REQUIREMENTS FOR ADMITTANCE:

The parents of the child must declare that:

- The child is one year or older, but will not turn 7 during the year. We do not accept children who are still using nappies.
- The child has received his/her medical immunisations.
- They are not aware of any contagious diseases that the child suffers from.
- The child comes to school on time, well looked after, neat and tidy.
- To submit the following documentation and payments with the application:
 - A Copy of the child's birth certificate.
 - A Copy of the child immunisation clinic card updated.
 - A Copy of both parent's ID documents/Passports.
 - Proof of latest residence (Municipal rates account)
 - Certified copy of relevant court order (guardianship, interdict, etc.).
 - Copy of medical aid card (if available)
 - Completed application form signed by both parents.
 - Non-refundable enrolment/registration fee (CASH only – No Eft payments)

GENERAL RULES AND REGULATIONS:

- We render services and enter a contract with you as parent to educate, feed and take care of your child at Kiddies Centre, therefore payment of school fees on time is very important.
- In the event that your child deliberately vandalizes school property and cause damage, a parent will be liable for all damages.
- All parents / guardians are reminded that Kiddies Centre will be closed every year from a date in December to a date in January of the following year (exact dates to be announced no later than 1 November of each year).
- Clothing and other personal belongings must be marked clearly. We take no responsibility for unmarked items nor do we look after toys from home.
- Jewellery is worn at own risk. Kiddies Centre will not be responsible for any loss of any jewellery.
- Parents / guardians with any query or request regarding their child / children enrolled at Kiddies Centre must contact the principle without delay.
- Breakfast is served between 8:15 and 8:30. Please bring your child on time or call the school to keep breakfast if you are running late.
- Read all correspondence circular letters, notice board, e-mails and WhatsApp messages as this contains all the information that you may need from time to time.
- A birthday is special and we want to make your child feel special on his birthday. Parents are welcome to have a party at the school. Please inform the teacher prior to the big day. If you wish to provide any other entertainment on the day, please discuss this with the principal. No parties are held during lesson times and will only commence at 10:00.
- If you send a different person to collect your child without proper arrangement, your child will not be released.
- After 3 written warnings about behavioural misconduct of a child by damaging property, bullying or fighting, the school management will have no other option than to expel your child from school. No refund will be processed in this instance.
- Remember to amend personal details at school in case you change your address and new contact numbers to avoid missing communication.
- A parent / guardian is NOT allowed to confront their child by shouting or beating them at school. Parents / guardians are not allowed to confront another child who is not their own.

- All complains must be in writing and must be addressed or emailed to the principal or dropped into the Complaints / Suggestion post box in the entrance hall. All complaints and problems will be dealt with in a private and sensitive manner.
- Agree that any information in this application may be used and disclosed to third parties if required for the well-being of my / our child by the Department of Health, Department Of Social Development, Department Of Education and LexMed Debt Management.
- Understand that I / we may inspect any information to any emergency regarding my / our child and I / we undertake to meet all expenses incurred.
- Full-day parents must bring healthy snacks for their children for 15:15pm. The school will not give snacks at 15:15pm to children as this is the responsibility of the parent / guardian.
- All mandatory supplies as stipulated in the Enrolment Form will not be refunded if handed in to the school in advance and the child leaves the school.
- The signed contract between the school and parents are only valid for one year (January to December) for a particular academic year. Contracts automatically lapse in December.
- All existing parents will have to re-apply for enrolment for their child / children for the following year between June and January during the current academic year. Re-enrolment fee (non-refundable) will be required to secure the child's place for the following year.
- No parents are allowed to give any messages to teachers and assistants. All messages must be written in the message book and sign by the headmaster.
- No parent will confront a class teacher under any circumstances. Please make an appointment with management for a scheduled meeting. Phone (012) 804 0345 for appointments.
- Parents' / guardians' cooperation is required when it comes to parents' meetings, school activities and fundraising. We build our community together.
- The school will not be held responsible after your child / children left the premises.
- By enrolling your child / children at Kiddies Centre, you agree that this Policy will form part of the agreement between the parents / guardians and the school.
- To adhere to Kiddies Centre school hours as indicated below:
 - Full day- Monday – Friday: 6:00 – 18:00
 - Half day- Monday – Friday: 6:00 – 13:30

SCHOOL FEES:

- School fees are strictly payable in advance on or before the 7th of each month.
- School fees payment duration: Please note that all school fees are payable for a fixed period of 12 months (January 2023 – December 2023), including any month (or part thereof) your child does not attend school such as April, July, October or December school holidays or due to illness. **No** pro-rated calculations will be made. Failure to pay may result in your child's place in the school to be forfeited and non-payments will be handed over to our attorneys and will lead to an eventual blacklisting.
- School fees for January 2023 should be paid in December 2022 as January is a difficult month for all and school fees are due by 7 January 2023.
- All parents / guardians agree to pay the monthly fees in full even if my/our child is away on holiday or absent or for any other unforeseen situation, such as a pandemic or natural disaster.
- Grade R Graduation fee is R1500 per child and payable before 31 October 2023. Additional cost for non-learners will be communicated later in the year based on the type of food that will be served on the graduation evening.
- Parents / guardians agree to pay a non-refundable enrolment fee to reserve the position of the child.
- Arrears: All fees which are 30 days in arrears will be handed over to our attorneys for collection. A parent will be liable for all legal charges, and the service will be suspended, as we do not receive financial support from the government to run the Early Childhood Development Centre (Kiddies Centre)
- Parents / guardians agree to give **one calendar** month's notice in writing if service as indicated is no longer required or pay one month's fee in lieu of notice (Notice to be given on the first day of the month for that month). A written notice letter can be found on our website (www.kiddiescentre.co.za) or admin office and will be the only form of notification to be accepted.
- Late collection of your child after agreed time is charged an instant fine of R100 per half hour or part thereof. Late collection fee is payable immediately when fetching your child and not the next day.
- Refund policy on annual settlement (Portion): School fees paid annually in full can be refunded for the remainder of the months. A 10% handling fee will be charge and 30-day notice in writing is required to process the refund.
- No discount will apply if school fees are paid in advance for the full year, as well as for two or more children from the same family.
- All cash payments should be sealed in an envelope and placed in the post box in the entrance hall. **NO** cash or envelopes should be handed to teachers or assistants. Mark payments clearly with your child's name and surname.

- Electronic payments should be clearly marked with your child's name, surname and class. Proof of payment should be placed in the post box in the entrance hall or emailed to finance@kiddiescentre.co.za

RULES AND REGULATIONS ON SICKNESS, CONTAGIOUS DISEASES AND MEDICATION:

- Children with diarrhoea/runny tummy or vomiting should stay at home and only return to school when fully recovered. This includes lice and ringworms, for which the period is one week.
- Should a child be sent to the doctor in the case of an emergency, a child's parent / guardian will be liable for the cost at the doctor.
- Once we have phoned the parent / guardian to collect a child, the child is to be collected with immediate effect by either the parent / guardian or an authorized family member.
- Any medication that has to be administered must be removed from the child's bag and handed to the teacher on duty.
- Medicine will not be given unless a written notice or permission is received from a parent / guardian.
- When applicable parents / guardians must fill out the medication chart stipulating dosages and the time when medication is to be administered. Medication containers are to be clearly labelled indicating the content and the name of your child. No medicine will be administered unless the medicine chart has been completed by the parent / guardian.
- If a parent / guardian left medication in the child's bag without authorization and no way to be contacted or reached, the medication won't be administered.

Please note:

- It remains the obligation of parents to supply a medical certificate as proof that a child may return to Kiddies Centre without danger of infecting others when a child has symptoms or upon returning after having been absent with a contagious condition and Kiddies Centre may insist on such written proof.
- Kiddies Centre undertakes to do all possible and to take all precautions to prevent injuries and accidents, but will under no circumstances be liable for any injuries or illness sustained by the children while in the care of Kiddies Centre, irrespective of what the circumstances may be.
- Minor bruises, scratches, etc. are normal in growing up and Kiddies Centre does not guarantee that children won't be hurt.

- In case of a medical emergency, first aid will be administered by the school. The parent will be notified immediately. If medical attention is required, the school will call the local ambulance service who will stabilize and transport the child to the emergency department of the nearest hospital or consulting rooms or the school will transport the child themselves
- No refunds on school fees will be made in case of children being unable to attend school due to health reasons.
- The required notice period in writing to the school will be applicable in the event of a learner being unable to continue attendance due to health reasons.

ADDITIONAL INFORMATION:

- **Little Maker** : Once a month we have "Little Maker", which is a fun activity where your child will be creative with food, sweets or craft material; it will take place on the last Friday of each month. The cost for this activity is R25 per child. No receipt is issued for these small amounts. Control are done on the class list.
- **CCTV Cameras:** The school has 32 CCTV cameras recording in each class, playground and outside buildings. These recordings are kept for a period of 7 days and are available on request if required.
- **Extra Mural Activity:** Due to logistical problems and safety reasons, the only extra-mural activity will be the gym on the school premises. The cost is R120 per month per child and is payable in cash at the admin office.
- **Grace & Courtesy:** We are an inter-denominational and anti-discriminatory school. We respect the values, religions and race of each family and all our staff members! We teach and nurture these principles in our children so they may have the same respect and values growing up.
- **Open Door Policy:** We have an open-door policy and ask all concerns or suggestions be brought to our attention so that they can be addressed.
- **Parent Participation:** Kiddies Centre is a family orientated school which depends on parent interaction. It builds bridges between home and school, and there are numerous opportunities for Moms and Dads to bring to school any special skills or interests to share with the children
- **Walk-Ins & Photos:** During the course of the year, Kiddies Centre will arrange for walk-in visits (such as Animal Farm) and for annual school photos. These will be an additional expense as it is arranged with an outside company who have their own fees. Control are done on the class list.
- **Christmas Tree:** In November, a small amount is required (maximum R150) with which we purchase an age appropriate present per child. In each class the boys get

the identical present and the girls also get an identical present. This is to prevent conflict.

KIDDIES CENTRE RETAINS THE RIGHT TO REFUSE CONTINUED ATTENDANCE THROUGH OFFICIAL CHANNELS IN CASE OF:

- The child and/or his parents do not prescribe to the requirements of enrolment and policies.
- The child is a danger to other children.
- The child, in any way, has a bad influence on other children.
- The child has unacceptable behaviour that prevents the effective education of the other children.
- The child's school fees are in arrears.

DAILY SCHOOL ATTENDANCE:

- Guiding Principles
 - Kiddies Centre regards good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend school regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.
- Roles and Responsibilities - Parents / Guardians
 - To ensure their child attends every session unless they are unwell.
 - To inform the school in time if their child is going to be absent.
 - To bring and collect their child promptly.
 - Ensure that their child is brought and collected by a responsible adult, over the age of 18 years.
 - Ensure that the school is informed every time if someone different will be collecting their child.
 - Your child MUST bring the following to school on a daily basis:
 - A schoolbag big enough for shoes and a jersey.
 - An extra set of clothing in the school bag.
 - A water bottle.

- Full day kids should bring a healthy snack for 15:00.
 - The school must be notified if your child is going to be absent for more than **THREE DAYS**.
 - Children with irregular attendance, outstanding school fees and/or outstanding penalty fees for late collections will not receive a progress report.
- Parents must thus apply in August for enrolment for the following year.

DISCIPLINE

- Our aim is to have well-behaved, happy children. Parents and children are expected to abide by Kiddies Centre's policy and to respect rules.
- Obedience to rules serves as preparation for becoming law abiding citizens in future. Our employees and Kiddies Centre's property should always be treated with respect.
- Children will be inspired by their parents as models in respecting Kiddies Centre as an institution.
- When parents disregard our policies, learners will not adhere to rules either.
- Acceptable behaviour is encouraged by positive verbal encouragement and by adults modelling behaviour.
- Respect for the next person, the apparatus and the environment are encouraged. The democratic right of every individual is pinpointed.
- The policy: "We do not hurt anybody" is always applied.
- Parents should encourage children to behave non-aggressively and to refrain from hurting others at Kiddies Centre. The golden rule: do unto others as you would have them do unto you, applies. Please do not teach your child to retaliate!
- Children need to learn to take responsibility and be accountable for their actions and for the consequences their actions might have on others and on the environment. It serves no educational purpose to shift blame for transgressions and to find excuses therefor. Transgressions provide teaching opportunities.
- Adult follow-through is an important component of positive discipline. The child learns that adults mean what they say and that adults follow through with firm and kind action.
- Misbehaviour will be dealt with in a fair and just manner appropriate to the age of the learner.

- Parents must remember that whilst children's narratives might sometimes be true, they might be one-sided or out of context and in some instances, they might not be factual nor true.
- Behaviour challenges will be discussed with parents in order to find a suitable manner in which to motivate children to behave in an acceptable way.
- In cases where children persist with unacceptable behaviour, which is detrimental to other children, they will have to be withdrawn from Kiddies Centre.
- No profanities, swearing or harsh language will be tolerated. Violence, threats of violence, blatant disrespect, disorderly conduct and endangering others will be regarded as serious infractions for which learners may be expelled.

CLASS PLACEMENTS

- Kiddies Centre may, at its discretion place children in groups or move children to different groups to the best interest of the child.

We thank each and every parent / guardian for their cooperation and efforts to make Kiddies Centre the best educational environment for their kids. We welcome each and every one and are looking forward for a long and happy relationship with you and your child / children.

And remember, at Kiddies Centre we are:

Learning Together.....Achieving Together.