



RULES & REGULATIONS

1. ENROLMENT:

- 1.1 An interview with the parents will be arranged, where admission forms will be filled in. The school principal has the right to refuse admission to the school for a child at all times.
- 1.2 Before your child is accepted at the school, an application form must be completed and the following information must be handed in:
 - Copy of both parents ID's
 - Child's birth certificate
 - Child's Clinic card
 - Proof of banking details
 - Proof of an account and address
 - Pay sheet for proof of salary.

2. ATTENDANCE:

- 2.1 Attending school is not compulsory, but parents are advised not to keep their Child out of school without a good reason.
- 2.2 The principal or office has to be notified if a child is not going to attend school. If a child is absent for more than 10 days, his name will be taken off the register, and you as parent will be responsible for all school fees that are still outstanding, as well as one month notice fee.
- 2.3 All contagious diseases must be reported to the school. If your child has a contagious disease they may not attend school before they have completely recovered. A medical certificate must be handed in at the school.

3. SCHOOL HOURS:

- 3.1 The school hours for the children are from 07:00 – 17:30.
- 3.2 Parents are not allowed to bring or fetch children before or after these hours.
- 3.3 Parents that come later than 17:30 in the evening will be responsible for paying a fine of R100.00.
- 3.4 If, for whatever reason you as parent are **not able to** fetch your child and you have to send a **relative or friend**, the principal, office and teacher have to be notified before the time. No child will be given without proper **arrangements with the school**.
- 3.5 Parents must leave their children at their own classes, and must be handed over to the teacher or assistant of the class. Children must under no circumstances be left at the gate.

4. SCHOOL FEES:

- 4.1 An administration fee of R400.00 is payable on the day of enrolment.
- 4.2 If for whatever reason you want to take your child out of The Nest, you as parent must give **1 month written notice**. No verbal notice will be accepted. You will be responsible for the school fees for the month notice. All notices given for November and December must already be handed in by middle October.
- 4.3 All school fees must be paid into the bank account or by Debit order. Proof of payment into the bank must be send to school. All schoolfees are payable in advance before the 7th of each month. Debit order option dates are the 1st, 15th or 25th of each month.
- 4.4 You as parent are responsible for all school fees whether the child is attending school, on holiday or sick.
- 4.5 Please take note that school fees must be paid for December month.
- 4.6 All outstanding money will be handed over to lawyers. You as parent will then be responsible for paying the following: all outstanding school fees, lawyer's fees, client fees and tracing fees.

5. HOLIDAYS:

- 5.1 The Nest will only be closed for 3 weeks in December from 15th of December, public holidays, school holidays, Saturdays and Sundays. In January the school re-open on the 7th of January.
- 5.2 The rest of the school holidays (March, June, September and part of December) we are open.
- 5.3 **Please note that parents are still liable for the full payment of December month.**

6. ACCESSORIES FOR CHILDREN:

- 6.1 The school provides all educational toys and learning material, therefore we ask that you do not send any toys, money or jewelry to school.
- 6.2 It happens that the children take the school's toys home: please send it back to school the next day.
- 6.3 A school bag is compulsory.
- 6.4 Children in the baby rooms must bring their own milk/formula, enough disposable nappies, wet wipes, vaseline / ointment to school.

7. CLOTHING:

- 7.1 Children must always wear comfortable, practical, clothing to school. Shoes are not a must in the summer. Boots and slippery sandals are not allowed. Children cannot run or climb with them.
- 7.2 All clothes must be marked: The school does not take responsibility for clothing that gets lost.
- 7.3 An extra set of clean clothes must be sent to school everyday.
- 7.4 Dirty clothes must be accepted as a sign of the child having a good time at school.
- 7.5 If your girl has long hair, please tie away from the face.
- 7.6 Children are not allowed to wear any jewelry to school except for earrings.
- 7.7 Girls must wear leggings under dresses.

8. REFRESHMENTS AND BIRTHDAY PARTIES:

- 8.1 The school provides breakfast, lunch and 4 refreshment times. Parents are asked not to send any sweeties, cool drinks, cookies or bread to school.
- 8.2 Parents are allowed to give a party for the child at the school if they prefer it. Arrangements must be made with the child's teacher before the time. We only ask parents not to bring the following in the birthday bags: lollies and balloons. The party is at 10 o'clock in the morning.

9. MEETINGS, FUNDRAISINGS, FUNCTIONS OF THE SCHOOL:

- 9.1 From time to time there will be fundraising projects to raise funds for improvements of the school and buying of new toys. We ask that you support our fundraising projects.
- 9.2 Parent meetings are very important; we ask that you will attend them.

10. REPORTS:

- 10.1 Reports will be handed out four times a year after each term. The reports must be sent back to school, so that we can bind them all together.
- 10.2 If the reports are lost or ruined there will be a R200 fine, and you will only receive that term's report.

11. SICKNESS, INJURIES AND MEDICATION:

- 11.1 Although the school will do their best to take good care of your child and to keep them safe and happy, the school cannot be held responsible for any injuries or sickness that occurs on the school premises.
- 11.2 If a child gets injured, the principal or teacher will immediately contact the parents. If necessary the child will be taken to the doctor immediately for treatment. The account would be the parent's responsibility.
- 11.3 No child is allowed to attend school with any open wounds. It must be covered until it's healed.
- 11.4 If your child has a fever or a bad cold, it would be better to keep them at home. Parents will be phoned when children have a fever so that parents can come and collect them before it gets worse.
- 11.5 Medication must be given to the teachers or class assistants. We don't take responsibility for medication that is not given to the teacher and signed for in the medication register. All medications must be marked properly with the time and doses written on it,

12. IN GENERAL:

- 12.1 If parents have a problem, it must be discussed with the principal in private.
- 12.2 Parents are not allowed to visit the teachers during working hours.
- 12.3 The school must be notified of any address, work or telephone number changes.

13. EXEMPTION:

Although all possible care will be taken to prevent any injuries, The Nest employers of the school, any agent, guest/ or any other persons affiliated with the school, facilitators, teachers, will not be held responsible for any claims, due to an accident that might take place during any outing / trips through the school or on behalf of the school.

We

Parents of _____

- Have read the rules and regulations of the school and undertake to abide by them.
- Undertake to pay all school fees in time and monthly.
- Hereby give permission that our home doctor or emergency units can be contacted if the school finds it necessary to do so.
- Hereby give permission that the above-mentioned child is allowed to go on all school outings that the school may go on.
- Undertake to support all fundraising projects, functions and activities of the school.

Signed at _____ on the

_____ Day of _____.

Witnesses

1. _____

2. _____

Father / Guardian

Mother / Guardian