

BLAAUWBERG RISE THERAPY & LEARNING CENTRE RULES AND REGULATIONS OF THE SCHOOL

Dear Parents

The following rules and regulations are integral to the smooth running of our school. We ask that you read them carefully, sign the attached reply slip and return it to the school.

SCHOOL FEES

1. **School fees are payable monthly in advance by the 4th of each month.**
2. If a child has been registered at the school, parents are liable for monthly fees, whether the child comes to school or not.

PARENTS' DETAILS

3. Should any of the parent's details (e.g. marital status, address, telephone numbers), or the child's details (e.g. surname, address, allergies), change during the course of the year, **please advise** the school in writing. **It is very important that we have your current telephone number should we need to contact you in an emergency.**

SCHOOL HOURS

4. The school will operate during school holidays and will be closed on public holidays. It will also be closed if the public holiday falls on a Thursday or Tuesday and is declared a holiday by the WCED.
5. The school will close mid-December and open early January every year as per WCED dates.
6. The official hours of attendance are strictly from 08h00 to 14h00 and those attending aftercare until 17h30.
7. Children may arrive from 07h00. One of the teachers will be here to tend to the children. Children not attending after care must be collected by 14h15, and children attending full day must be collected by 17h30. A **fine of R50** per 15 minutes will be charged for late collection (half day and full day). Parents will sign an acknowledgement form and fines must be paid on the same day to the Teacher directly.
8. Children must not be left at the school if no teacher or assistant is present. **All children must be brought to the classroom by the person responsible for their transportation and not dropped off at the entrance.** When collecting the children, the **person responsible must come in to collect the child** and make sure that he/she collects his/her bag and all letters, clothes, craft and anything else that needs to be taken home.

EXTRA-MURAL ACTIVITIES

9. We will be incorporating sensory play and kinder kinetics in the curriculum.

ABSENCE/MEDICATION

10. Parents must please notify the school in the event of their child being absent.

11. Children suffering from **contagious diseases** must be kept at home until they have completely recovered.
12. All vaccinations must be up to date and a copy of the child's clinic card must be handed in at the office.
13. Should your child require medication during school hours, please **hand the medicine to the teacher on duty. Written instructions must be filled on medicine form in the office and signed by the parents.** Please do not put medicine in your child's bag (**medicine found in bags will not be administered**). Medicine should be collected in the office in the afternoons.

APPOINTMENTS WITH TEACHERS

14. Should your child have a problem that you would like to discuss with his/her teacher, please make an appointment directly with the teacher.

GENERAL HYGIENE

15. Children must be clean on arrival at school - clean clothes, bodies, faces, hands, teeth, and nails. Hair must be clean and neatly brushed. Nails must please be cut short.

CLOTHING

16. The school uniform is compulsory for all except Gr RR who must be dressed neatly to school. They run and play outside, in the sandpit, on the jungle gyms and they paint and therefore **any restrictive, new or fancy clothes are unsuitable.**
17. Each child must have a hat to wear during outside play times. These hats must either stay in the classroom or in their bags.
18. Articles of clothing, which are left behind, are kept in a box in the office from where they may be collected.
19. Each child must please bring a bag to school with a change of clothes – accidents do happen!
20. **All items must be marked with the child's name - especially shoes and socks.**

REFRESHMENTS AND TOYS

21. Children may not bring toys and sweets to school.
22. Please pack a healthy snack and lunch, breakfast, sandwiches and tea will be served late afternoon.

BIRTHDAYS

23. We would like to celebrate each child's birthday at school and make it a special day for them. A small cup cake or equivalent for each child in the class on that day would be appreciated. Please do not send cream cakes for the children.

EVENTS AND EXCURSIONS

24. Parents and children are expected to attend all extra activities, i.e. fund-raising events and concerts, wherever possible.
25. Parents are also expected to attend all talks and programs organised by the school for the benefit of the parents and children.

TOILETRIES

- 26. Each child must bring a sunhat and sunblock, marked with his/her name, to leave at school. Gr RR to bring a blanket and pillow for resting time.
- 27. Parents of children still in nappies must provide disposable nappies, as well as cream for the child. 1 packet of wet wipes per month is also required.
- 28. Parents whose children are being potty trained at home must please advise the teacher so that we can follow through with the potty training at school.

STATIONARY

- 29. A list of stationary requirements will be provided.

COLLECTION OF CHILD & TRANSPORT

- 30. Your child will not be allowed to leave our school with anyone should you not have provided written permission, no telephonic requests will be adhered to unless details are verified.
- 31. Should Parent's make use of Shuttle Services the school is to be notified.

REQUIRED DOCUMENTS TO ACCOMPANY YOUR APPLICATION FORM:

Copy ID Document of both Parents/Guardian
Copy of child's Birth Certificate/ID Document
Immunization Card/Clinic card

I have read and understand the Rules and Regulations, of Blaauwberg Rise Therapy & learning Centre and hereby agree to abide by them.

All information provided is true and correct and completed to the best of my ability.

The child is in our care at the Parent/Guardian's own risk and Blaauwberg Rise Therapy & Learning Centre cannot be held liable for any injury or damage incurred on the premises.

Thus done and signed at _____ on this day ____ of _____

Mother/Guardian

Father/Guardian

Name: _____

Name: _____

ID: _____

ID: _____

Principle/Owner