

**I hereby declare that the information I have provided is correct. I acknowledge that I have read the above information and understand that this agreement is legally binding.**

**SCHOOL RULES AND REGULATIONS :**

1. The teachers are not trained to take care of a child with special needs, therefore we will not accept a spacial needs child.
2. School fees will be determined in November for the following year.
3. The registration is free.
4. Any other fees, for example, field trips or special events must be paid separately from school fees and are deemed extra.
5. Fees are determined over a 12-month period, despite absence because of illness/holidays or pandemics and must be paid in full according to this agreement. When the child is going to be absent the teacher/personnel need to be notified via whatsapp or phone call.
6. Write the child's name and surname as reference when making EFT payments.
7. One month's written notice (before or on the 7<sup>th</sup> of the month) is required in the event the child is leaving our school.
8. Parents/Guardians shall be notified in writing about field trips or shows that take place outside of school grounds, 48 hrs before the planned event. In case you do not want the child to take part the school must be notified in writing.

If no notice received, we will assume that the child/ren are taking part.

9. Permission is hereby given so that the child/ren can take part in daily activities at the school.
10. Attendance: Please have the children at school on time, school starts at 8:30am, breakfast is served at 8am.
11. When it is your child/ren's birthday the school will provide cupcake/ cake and party packs at a cost. Birthdays will be celebrated at the end of every month
12. Your child/ren will receive 2 balanced meals . Parents must pack a healthy snack everyday.
13. The management of our school reserves the right of admission to our school. Please notify the school who will be picking up the child child/ren from school.
14. Your child is under supervision of teachers and personnel of the school to ensure safety of your child. In the event of an incident or accident and injury that may occur, the school, teachers and personnel **will not** be held legally liable for he incident or accident

or injury. In case of an injury or incident the parents of children involved will be requested to sign an incident report to acknowledge that they have been notified.

15. Dress code: Please make sure that children come to school clean and appropriately dressed. Child's clothes and belongings must be marked properly.

16. No toys are allowed to be brought to school unless requested by teacher.

17. Personal belongings: At no time may the children bring money, toys or objects to school unless at the request of the teacher. This is to avoid the children becoming distracted during class activities.

18. Medicine for the child/ren is not allowed to be placed in school bag, it must be handed to the teacher/personnel and documented in the medicine register and placed in the medicine cabinet. It is the parent/guardian's responsibility to sign for retrieval of the medicine on collection of the child.

19. Do not, under any circumstances, put money in your child's school bag. The school/teachers/personnel do not accept any responsibility for any money, personal items loss or damage thereof.

20. Safety: The school is a place of safety, and no child should ever feel unsafe on the school premises.

21. Bad behaviour: Swearing and bullying is not acceptable behaviour at the school, we will be issuing disciplinary letters to children who do not comply with school rules, and disciplinary action will then follow. Parents should alert the school if any of this occurs.

22. Parents are requested to give consent for the school to use photos and videos of their children to be used for marketing/ advertising purposes.

I \_\_\_\_\_ consent / do not consent that the school may use my child's images for the above mentioned purpose.

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