**RULES, ADMISSION AND REGULATIONS POLICY**

**Aims of the learning centre**

To provide a good quality of care and education to enable the children to develop physically ,socially , emotionally and intellectually to their fullest potential in safe and stimulating environment.

**OUR MISSION**

The Boitumelong ELC is every child dream home away from home, happy children are active children and with our amalgamation of methodology from traditional to modern all learning is conducted with creativity and fun.

**PHILOSOPHY**

Happy and active children are creative who are willing to learn .All our programs are designed to stimulates learning through the five senses, smell, touch, hear, taste and seeing .Cognitive stimulation of the mind is also important

**Admission**

All children from 1,6 months to 6 yrs be immunized and produce clinic card

Parents to complete the application form and adhere in it

**Arrival and departure**

Boitumelong hours are from 6h45am to 4h30 pm Monday to Friday. Breakfast, mid morning snack and lunch is served.

**Note**

Children should not, cannot, will not arrive later than 8h30 am, reason being that every morning we have cognitive stimulation and their breakfast is served at 8h45 am sharp.

In a case of a child being absent the centre should be notified in time to mark the register.

**Late pick ups**

No child should be fetched later than 4h30pm (A fine of R50 rands will be the penalty cash) unless proper arrangement it’s done with the principal.

**VERY IMPERATIVE**

Parents are required to give a term’s notice in writing before withdrawing the child from the school, such notice is to be communicated in writing to the principal before the first day of the term .if the parent fails to give such notice, the parent shall be liable for cancelation fee equivalent to two months tuition fees.

No rebate of fees will be granted if the child is absent for any portion of any term owing to illness or any other cause.

Regrettably of fees parents with outstanding fees in any other month, (unless arranged) will not be allowed to attend school ,until such time all fees are paid up in full .

**Fees**

Fees are payable in advance and must be paid before the 7th of each month, the account of the centre will be provided and deposit with a reference including your child name and surname.

Legal proceeding will be done to those who don’t adhere on our rules

**Illness**

According to the act of 1977 (act no 63)

Any child or disease must be taken seriously cause the immune system of a child its very weak .Note

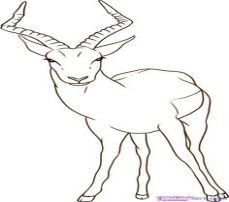
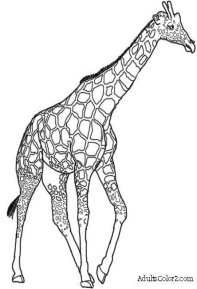
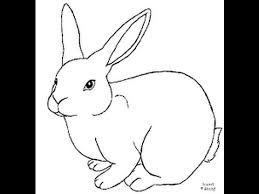
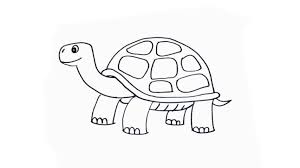
Parents must not send a sick child to school and must report any irregularity in the child’s health to the principal or vice principal.

**Do no**

Bring your child in this condition

* High Temperature
* Severe cough
* Mumps
* Unidentified rash
* Chicken pox

Measles

* Influenza
* Pink eye / diarrhea
* Fungal infection

**Clothing**

Children are expected to come to the centre neatly dressed and clean. Elastic top pants or shorts are preferable for easier toilet routine .do not dress your child in clothing which will restrict his or her movements of activity.

**Food sweets and toys**

Our children are getting balanced meals at the centre

**Do not**

Give your kids sweets in the morning or any replacement snacks

During the day after 2pm, Monday to Friday please give your children fruits, yogurt, pop corns and juice, will provide water (bring squeeze bottle)

No chocolate /sweets /soft drinks and samba will be allowed.

**Birthdays**

Our children are so special and God has blessed us to raise them to the best we could .so every year in our centre all parents are requested to arrange well for her or his child birthday

**Informal teaching program**

We have stimulating programs for all the children, please take note of each week’s theme and give your child items to bring to the centre relating to the theme.

**Parent’s involvement**

Your attendants, participation involvement and contribution at parents meeting and functions is very imperative and the centre rely on your support.

**Visitors/ parents please**

Report to the office

If the parent is not happy with a certain teacher please report to the office

**Rules and regulations are necessary for the smooth and orderly running of the centre**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_mother /father ---------------------------child name ---------------------place**

**-----------------------Date ------------------of ----------------------20------**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**