

**SCHOOL REGULATIONS**

1. **FEES AND FINANCE**
2. **Registration Fee**

An amount of R1500.00 per child is payable for Registration and non-refundable Deposit costs and is payable before or on the **first** day of school.

1. **Security Tag** (Entrance into the gate)

Security tags can be purchased at the office for R100.

1. **Stationery Fees**

The Stationery Fee (R2400 for Grade R and R1500 for Grades RRR and RR) covers all stationery, paint, crayons, soap, toilet paper and other consumables for the year. **This must be paid in full at end of March.**

1. **Early Morning Fees (06:45 to 07:30)**

This service is for parents who need to drop off their children earlier in the morning. Staff are on duty to look after the children during this time. If you would like to drop your child off on the odd days, you will be billed at a daily rate. (R150 per month or R25 per morning)

1. **School Fees**

**All school fees are payable in advance, BY EFT at the end of each month** for **10 months**.

**R28 000 per annum or R2 800,00 per month (07:30 – 12:30)**

If the total annual amount is paid by 28th February, a 5% discount applies. Interest may be charged if payment is 60 days overdue. Should fees be outstanding for longer than **2 months**, your child will not be allowed access to the school until the outstanding amount is paid in full.

1. **Aftercare**

**Aftercare** **(R1200,00 per month) paid by EFT.** Supervised by two staff members, is available for pupils of our school, from **13:30 until 17:30**. The school provides mid-afternoon refreshments for the children who stay until 17.30pm. When collecting your child, parents must sign to indicate that they have taken their child. If your child is being collected by someone else, please inform the child’s class teacher.

1. **Late Fetch Penalty**

**R10 per minute for the first 15 minutes, thereafter R20 per minute.** Fetching your child/ren late would result in this penalty. This is also applicable for half day children who are picked up later than 13:00.

1. **Extramural Activities**

Extramural activities are on offer for children in the afternoons. **The costs and all arrangements for extra-murals are strictly between the service provider and parents.**

1. **Lunch**

The school provides a hot lunch daily, at a nominal fee. **(R600,00 per month). Daily rate – R30 per meal.**

A wholesome packed lunch must be provided by the parent if you choose not to take advantage of our lunch option.

Should you select the lunch option, and your child suffers from food **allergies**, you are welcome to obtain a menu from the office and send a home prepared meal on that day. Unfortunately, no rebates are applicable for allergic or religious dietary restrictions.

1. **Banking Details**

Irene Nursery School

Standard Bank

Lyttleton Branch - Code 010945,

Account No. 011715030

1. **Notice of Withdrawal of Child from School**

One term’s written notice is required to withdraw a child from the school. Shorter notice will be acceptable at the discretion of the Principal.

1. **GENERAL**
2. **School Hours: From 07:30 am to 12:30 pm**

Children can be dropped off from 07:30 am, but our morning program starts at 08:10 am. Children should not arrive later than this, as they miss valuable learning experiences and also disrupt the class. All children, other than those staying for Aftercare, should have left the school by 13:00. Special permission must be obtained from the Principal should a child need to be collected later. Late collection of children interrupts staff meetings and inconveniences the teachers who need time to prepare for the following day.

1. **School is closed during holidays, however, there will be holiday care @ R200 per child per day.**
2. **School Age**

We accept children from the age of 2 till 6. If child is not yet fully potty trained by the age of 2, please send pull-ups and wet whipes.

1. **Taxi Transporters**

Arranging of transport, tags, time of pick up/drop off is solely done between parents and the transport company. The school is not responsible for these arrangements. When a driver purchases a tag, he must supply copy of his/her I.D. and which children he will be transporting. Drivers **must** take children to their teacher and **never** allow them to enter the school grounds alone. Parents are requested to advise the class teacher of the name of the transport company who will be fetching their child.

1. All children should be given **into a teacher’s care** when they arrive in the morning (**not simply dropped at the gate**) and be fetched by a responsible person in the afternoon. The teacher must be told if the child is to be collected by someone other than the usual adult.
2. **ALL CLOTHING, INCLUDING SHOES, SHOULD BE CLEARLY MARKED.**
3. Each child must have a **suitcase or bag** in which to keep personal possessions.
4. **Small children should be supplied with a change of clothing**, either kept in their suitcases or handed to their teacher for safekeeping.
5. As the school provides **a healthy snack at tea-time**, no child needs to bring food to school in his/her bag. Children staying for Aftercare and not making use of the school hot lunch, may bring a packed lunch, which will be taken out of the child’s bag and placed in a container, which the teacher will provide. Should allergies necessitate a special diet, arrangements must be made with the teacher.
6. Children **may NOT bring sweets or their own toys** to school. An exception to this rule is made in the case of birthdays or theme-related items as requested by the teacher. We enjoy having birthday parties at school. Parents must arrange the party with the teacher.
7. Children suffering from a **severe cold or any other ailments,** **should not be sent to school** when ill. He/she should remain at home until fully recovered.
8. We are **not allowed to administer any medication without the parent’s permission** and signature. If your child should need medication, you must please sign it in at the office.
9. Parents should notify the office when children will not be attending school.
10. Parents are requested to inform the Principal or class teacher of any unusual or disturbing circumstances which could affect the child’s behavior during the day.
11. It is the duty of the staff to help each child develop to his/her maximum potential. To achieve this, close constructive co-operation should exist between the staff and the parent.
12. Please keep the school informed of any change of residential or email addresses, or telephone numbers.
13. If you do not live in the immediate Irene area, admission to Irene Pre-Primary School **does not** automatically ensure your child a place at Irene Primary School.
14. At present, pupils do not pay for outings or in-house visits. The Governing Body, however, reserves the right to change this arrangement should the financial affairs of the school necessitate such a change. Excursions or activities related to Academic, Cultural or Health activities will require a fee to be paid (e.g. de-worming, photographs, hearing tests etc.).
15. Please keep a copy of these regulations for future reference and return the signed original to the school on your child’s first day.

**AGREEMENT**

I have read and agree to abide by the Irene Pre-Primary School Regulations.

Name of Parent/Guardian:

Name of Child:

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**PHOTO PERMISSION**

Irene Pre-Primary School requests your permission to use some of the photos taken at the school or school events on our website and on Facebook. Please note that the School’s responsibility lies solely in placing the photos on the website and on Facebook, and does not extend to the possible use of the photos by the public. We only accept/invite parents as friends on Facebook, therefore limiting outside traffic.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate below regarding permission to place photos:

Website: Yes/No Facebook: Yes/No

Signed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_.

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**SIGNATURE**