

**Welcome  
to**



## **RULES AND REGULATIONS**

### **1. Admittance**

- Children from the age of three up to school age will be admitted provided they are toilet trained.
- The school Management Committee will have the right to terminate a child's attendance.
- An immunization card must be produced either on enrolment or on the first day of the first term.
- Children must be kept at home if they are ill. Health Department regulations are very strict regarding infectious diseases.

### **2. School Hours**

- School terms are determined by the Gauteng Department of Education.
- Arrival times: 07h30 – 08h30
- Departure: Half-day children: 12h30 – 13h15  
Full-day children: 12h30 - 17h00
- School is closed on weekends and public holidays.

### **3. School Fees**

- A registration fee is payable annually on enrolment. This amount will not be refunded or deducted from school fees.
- Fees are payable in advance on or before the seventh day of each month. The same will apply in cases where parents go on holiday or when prolonged illness occurs.
- The school will have the right to terminate a child's attendance if the fees are not paid on time.
- School fees can be changed at any time. One calendar month's written notice will be given in advance.
- In the case of a child leaving, advance notice of one calendar month is required in writing; otherwise an amount equal to the fee for one month must be paid.
- One calendar month notice is required in writing, should a child who is enrolled for full day, revert to half day.
- In the case of outstanding bills, you will be held responsible for any costs incurred should your outstanding accounts be handed over for collection, including collection fees, legal costs, and/or interest on the outstanding amount.
- There is a 20% reduction in fees for the second child in a family where both children are attending school together.

### **4. Responsibility**

- All children must be left in the care of a teacher on their arrival in the morning, and must be fetched by a responsible person. Please notify us if someone not known to the school personnel will be fetching your child.
- Neither the Lynnwood Ridge Pre-Primary School nor the Dutch Reformed Church can be held responsible for any injury, which a child may sustain, on his way to or from school during school hours.
- Every possible precaution will be taken for the safety and well being of the children during school hours.

**5. General**

- No meals are provided. Each child should bring a healthy snack (fruit, a sandwich and juice) each day. Full day children need to hand an extra, healthy lunch to their teacher in the mornings. Cakes and sweets are allowed ONLY on special occasions.
- All belongings, including shoes, should be marked. NO toys should be brought to school.
- Parents are requested to inform the teacher and if need be, the principal, of any unusual or disturbing circumstances, which may influence the child's behaviour at school.
- The secretary should be informed when a child is unable to attend school.
- The secretary should be informed of any change of address, telephone number or doctor.

**6. The Management Committee reserves the right to change the rules at any time if thought necessary.**

**7. Agreements**

- I/We hereby agree to comply with the rules set by the Management Committee.
- I/We give permission that my/our child may accompany the school on educational trips and that he/she/they may be transported by the school on my/our own risk.
- I/We further agree that neither the school nor the staff or the Management Committee will be held responsible for any injuries, loss of property or other accidents or incidents.
- In the event of an injury, permission is hereby granted to enlist medical assistance at my/our expense from my/our appointed GP/Pediatrician.

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We \_\_\_\_\_ and \_\_\_\_\_ Parents/Legal Guardians of  
\_\_\_\_\_ agree and understand the contract is entered into by the Pre-Primary School and us.

Signed \_\_\_\_\_ (Father) \_\_\_\_\_ (Mother) Date: \_\_\_\_\_

I understand that payment of services rendered remains my responsibility. I agree and understand should I fail to settle the account on or before **60 days** legal action will be entered into. I agree that should my account be handed over for collection, I shall be liable for all attorney and own client fees, collection charges and all disbursements. I agree that the account and payment of account is subject to the Prescribed Rate of Interest Act and that I remain liable for Mora interest on account. I agree to inspection of and negative listing of my credit information should my account remain outstanding. I choose the address below as my domicilium.

**Details of person responsible of payment of school fees** \_\_\_\_\_ (Name and Surname)

Capacity: Mother/Father/Legal Guardian Id Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Telephone Numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_ © \_\_\_\_\_

Signed by the responsible person: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT INTERVIEW

Name of child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Pregnancy: \_\_\_\_\_

Position of child in family: \_\_\_\_\_ Name/ages and gender of other children \_\_\_\_\_

Reason for sending child to pre-primary school? \_\_\_\_\_

How do you think the child will react to separation from mother? \_\_\_\_\_

Experience of play with other children: \_\_\_\_\_

Play interests: \_\_\_\_\_

Physical development: \_\_\_\_\_

Speech development: \_\_\_\_\_

Sleeping habits: \_\_\_\_\_

Eating habits: \_\_\_\_\_

Toilet habits: \_\_\_\_\_

Fears (dogs, doctors, etc.) \_\_\_\_\_

Health: Immunizations (3 in one, B.C.6; Measles, etc.) \_\_\_\_\_

Infectious diseases: \_\_\_\_\_

Other childhood illnesses or operations: \_\_\_\_\_

Allergies (bee stings, foods, etc.): \_\_\_\_\_

General: Family life: \_\_\_\_\_

How would you describe your child? \_\_\_\_\_

## INDEMNITY FORM

We, the undersigned \_\_\_\_\_(the Father/ Guardian)

and \_\_\_\_\_(the Mother/Custodian) of \_\_\_\_\_(our child)

in our personal capacities and in our representative capacities as parents/guardians of our child, hereby agree to and accept the following terms and conditions:

1. We hereby acknowledge that the school will make every effort to ensure the proper care and safety of our child and his/her possessions, whilst the child is under the school's direct supervision. We hereby undertake not to institute action against or claim or hold liable the school, it's teachers, assistants or other employees, for any injury or damage, which might be suffered by us or our child resulting from any act whatsoever, whether due to negligence, omission of default by the school, it's teachers, assistants or other employees.
2. We acknowledge that the school premises will from time to time be used for extramural activities, wherein our child might take part. In regards to such extramural activities, we hereby undertake not to institute action against or claim or hold liable the school, it's teachers, assistants, other employees or independent third parties making use of the school's facilities, for any injury or damage, which might be suffered by us or our child resulting from any act whatsoever, whether due to negligence, omission of default by the school, it's teachers, assistants or other employees.
3. We hereby express indemnify the school/it's teachers, assistants or other employees against any other claims, legal action/demands/costs, damage, injury and expenses/ including claims of third parties/ arising out of any act or actions done by our child, including damage to equipment, apparatus, buildings and property of the school or third parties, whilst in the care and control of the school.
4. We hereby indemnify the school for the costs and expenses of any reasonable treatment (including emergency treatment) required by our child whilst in the care of the school.
5. We hereby consent that a teacher of the school, in whose care our child has been left, may give the necessary consent for our child to receive emergency medical treatment; neither of the parents can be contacted to give such consent. The school will however make every effort to contact the parents of a pupil if any medical treatment should be necessary. We undertake to ensure that the school will be in possession of our relevant contact details in this regard.

THIS SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

As witnesses:

1. \_\_\_\_\_

\_\_\_\_\_  
FATHER/GUARDIAN

2. \_\_\_\_\_

\_\_\_\_\_  
MOTHER/CUSTODIAN