

Partnering with parents and guardians to lay solid foundations in young lives that will set them up for life.

CityHill Preschool Application Information

Thank you for your enquiry regarding CityHill Preschool.

Our Vision

We are dedicated to nurturing children to reach their fullest potential in a joyful atmosphere rooted in Christian values. We strive to empower children to develop self-assurance and independence while partnering with parents and guardians to lay solid foundations that will benefit them throughout their lives.

CityHill Preschool is a private school embedded in a Christian Ethos, and is dedicated to providing your child with care, love, and quality education. Our dedicated staff consists of qualified teachers, and we maintain small classes to ensure focused attention and individualized learning. We are registered with the Department of Social Development as well as the Department of Education.

We take pride in the positive feedback we receive from our primary schools regarding how well our learners are prepared for the foundation phase. Our school follows both the CAPS and ELDA curriculum while maintaining a standard of excellence that goes beyond the requirements to prepare children for future success.

Respect, discipline, and structure play an important role in a child's development and form part of our daily routine. We focus on developing both fine and gross motor skills and offer fun-filled Fridays, which include visits to the fantasy playroom, art activities, dance and movement sessions, and gross motor development activities.

Each class follows a daily routine with a weekly theme lesson plan. Our mornings begin with busy boxes to develop fine motor skills, followed by outdoor play before learners move to their classrooms for their weekly theme activities and morning ring. Assembly takes place every Monday morning.

Our premises and classrooms are monitored by CCTV for the safety and security of our learners. We also have a spacious playground that provides ample room for children to run, play, and explore.

School Hours

- School gates open at 06:30.
- School starts strictly at 07:30.
- The gates close at 07:30.

Please refer page 3 regarding the services we offer for school ending times. Kindly ensure that your child is dropped off on time.

Drop-Off Routine

Our drop-off routine has been designed to ensure the safety of all children.

If your child uses public transport, please ensure that the driver is informed of our drop-off and pick-up procedures. Drivers are not permitted to drop children off and leave them un-attended outside the school gate. They must assist the child and ensure that he or she is safely received by a staff member before departing.

Additional Information

- Lunch is provided for children staying after 12h00. A Snack box need to be packed. We support healthy eating **and do not allow** anything with sugar in their snack boxes. (no sweets, biscuits or gas cooldrinks). Fruit and Yogurt with a water bottle can be packed with their snack box.
- Tuck shop is available every Friday. You can send between R2 – R10 for your child to buy sweets or chips from the tuck shop.
- Children must have their breakfast before arriving at school, the toddlers and RRR classes can have breakfast at school **please send your child's breakfast and milk.**
- Extra Murals are available at an additional cost. We offer *Swimming, *Gymnastics, *Ball skills (soccer, rugby, tennis, etc.).
- Children wear uniform (daily) a golf shirt and tracksuit are available from the school office, bottoms supplied by parents in navy or black.
- Aftercare facilities are available for primary school children with qualified teachers assisting them with homework and a lunch is provided.
- Shuttle is available for picking up and/or dropping children. This service is only available in the Ashley area depending on availability we only have space for 12 children on the morning and afternoon route and is free of charge. Drop off in Ashley area only for Preschoolers is at **12h00 in the afternoons only not later.**

COMPLETING THE APPLICATION FORM

- **The application form must be signed in full by both parents/guardians**
- **Page 1,2,3,4,5 10,11,12,14,15 and 16 must be initialed by both parents/guardians.**

Monthly Payments

Fees are payable monthly over twelve months and is payable by no later than the 3rd of each month. Fees to paid in advance (you pay in the beginning of the month for that month). Notice period is a Calander month notice in writing and can be mailed to edu@cityhillpinetown.co.za. **The Parents or Guardian signing the Application form shall remain jointly liable for the timely** payment of the fees.

Banking Details:

Bank: Standard Bank Kingsmead

Account Name: CityHill Church Ptn AFT

Branch Code: 040 026

Account Number: 05 025 4324

Ref: Childs Name, Surname. E-Mail proof of payment to finance@cityhillpinetown.co.za

We provide the following services:

(Please select the service/s you require).

OPTION 1

Registration Fee R500

Stationery Fee R900

EXCLUDES HOLIDAY CARE

Toddlers up to age 2

Half day till 12h00 R 3200,00

Half day till 14h00 R 3500,00

Full day till 17h30 R 3850,00.

Grade RRR age 3 turning 4

Half day till 12h00 R 2500,00.

Half day till 14h00 R 3080,00.

Full day till 17h30 R 3580,00.

Grade RR age 4 turning 5

Half day till 12h00 R 2500,00.

Half day till 14h00 R 3080,00.

Full day till 17h30 R 3580,00.

Grade R age 5 turning 6

Half day till 12h00 R2600,00.

Half day till 14h00 R3250,00.

Full day till 17h30 R3750,00.

HOLIDAY CARE FEE IS R150 **Extra per day**
except December/January month.
Lunch included for half day till 14h00 and full
day children.

OPTION 2

Registration Fee R500

Stationery Fee R900

INCLUDES HOLIDAY CARE

Toddlers up to age 2

Half day till 12h00 R 3320,00

Half day till 14h00 R 3670,00

Full day till 17h30 R 3970,00

Grade RRR age 3 turning 4

Half day till 12h00 R 2620,00

Half day till 14h00 R 32000,00

Full day till 17h30 R 3700,00

Grade RR age 4 turning 5

Half day till 12h00 R 2620,00

Half day till 14h00 R 3200,00

Full day till 17h30 R 3700,00

Grade R age 5 turning 6

Half day till 12h00 R2720,00

Half day till 14h00 R3370,00

Full day till 17h30 R3870,00

**HOLIDAY CARE IS INCLUDED EXCEPT
DECEMBER/JANUARY MONTH**
Lunch included for half day till 14h00 and full
day children.

Student Particulars:

Surname:	Home Language:
First Name:	Gender: ☐ Male ☐ Female
Middle Name:	Current Attending School:
Nick Name:	Class entering (Preschool):
ID Number:	Grade - Primary School:
Date of Birth:	Enrolling Date:

Has your child had the following immunization?

<i>Typhoid</i> Y / N	<i>Whooping Cough</i> Y / N	<i>Tuberculosis</i> Y / N	<i>Poliomyelitis</i> Y / N	<i>Diphtheria</i> Y / N
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Medical Details

Allergies (please include food allergies):	
Serious illness/conditions (i.e., diabetes, epilepsy):	
Name of Doctor:	Contact No:
Name of Medical Aid:	Medical Aid No:
Main Member of Medical Aid:	
List medication / Chronic medication:	
We require a copy of your medical aid card	

AUTHORISATION FOR PICK UP

Your child will only be released to an authorised person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name, address, and phone number of any other person/s who you authorize to pick up your child on your behalf. A parent/guardian's verbal authorisation for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

Name & Surname: _____	Contact details: _____
Name & Surname: _____	Contact details: _____

Signature of Father/Guardian

Signature of Mother/Guardian

Parents / Guardians Details:

Father ☐ Mother ☐ Guardian ☐ Married ☐ Separated/ Divorced ☐ Widowed ☐ Who does the child live with? _____ First Name: _____ Surname: _____ ID Number: _____ Occupation: _____ Employer: _____ Work Tel No: _____ Cell No: _____ Date of Birth: _____ e-mail Address: _____ Residential Address: _____	Father ☐ Mother ☐ Guardian ☐ Married ☐ Separated/ Divorced ☐ Widowed ☐ First Name: _____ Surname: _____ ID Number: _____ Occupation: _____ Employer: _____ Work Tel No: _____ Cell No: _____ Date of Birth: _____ e-mail Address: _____ Residential Address: _____
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Emergency Contact details should we not be able to get hold of parents.

Name & Surname: _____ Contact Details: _____
 Relationship: _____

EMERGENCY CONSENT

It is our policy to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we, CityHill staff cannot contact a parent/guardian, and we need to get immediate help for the child. Our procedure is to contact the emergency services for immediate assistance which is in line with the occupational health and safety act. Please sign below so that we can take the appropriate action on behalf of your child.

I/we hereby give my/our consent that when I/we cannot be contacted, that my/our child, when injured/ill, can be treated by the paramedics who responded to the emergency call. I/ we further consent to an ambulance to transport my/our child, if necessary. I/we agree to pay all costs incurred for transport and medical assistance.

Signed at _____ on this _____ day of _____ 20_____

 Signature of Father/Guardian

 Signature of Mother/Guardian

PERSON RESPONSIBLE FOR PAYMENT OF FEES:

Declaration:

I, _____ Parent/Guardian of _____

ID Number: _____

Undertake to:

1. Collect my child within the prescribed times as set out above. You will be billed an additional late pick-up penalty fee of R100per 15 min for late pick up per day.
2. Abide by the following payment procedure:

Fees are payable **in advance** by the 3rd day of the month. (If fees are not paid by the 3rd, an SMS/WhatsApp or e-mail reminder will be sent. If fees are not received by the **7th, your child will not be admitted to the School, Aftercare or be allowed to the Shuttle Service, until payment is made in full.**

Fees are payable into the bank account provided. NO CASH PAYMENTS will be received. Please DO NOT make any ATM deposits a penalty of R50 will be charged for ATM deposits.

Written notice of 30 days (one calendar month) to be given when terminating enrolment. Please take note that you will be invoiced for the notice month.

3. In case of a state declared emergency or pandemic – fees for entities are payable for the full term of the contract and/or the yearly fee.

I/We fully understand the abovementioned information and will comply with it.

I/We fully subscribe and agree to support and participate where possible in the aims and objectives of CityHill Preschool, Aftercare, and Shuttle Service.

Banking Details:

Bank: Standard Bank Kingsmead

Account Name: CityHill Church Ptn AFT

Branch Code: 040 026

Account Number: 05 025 4324

Ref: Childs Name, Surname and Account Number (i.e., John Doe JOH001)

Please e-mail proof of payment to: edu@cityhillpinetown.co.za

Signed on this _____ day of _____ 20_____

Signature of Father/Guardian

Signature of Mother/Guardian

PROTECTION OF PERSONAL INFORMATION ACT

I / We the undersigned _____ and _____

being the parents / legal guardians of _____

1. Unless at any time you instruct CityHill Preschool, Aftercare and Shuttle Service expressly and in writing to the contrary, your consent is given for the us to:
 - 1.1. Collect and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in Aftercare fees.
 - 1.2. Collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for school related purposes to the extent required for the purpose of managing relationships between CityHill Preschool, Aftercare & Shuttle Service, parents/guardians, and current learners as well as providing references and communicating with the body of formal learners (as per the POPI act).
 - 1.3. Include photographs, with or without name, of your Child in CityHill publications, or in press releases to celebrate the Preschool, Aftercare & Shuttle Service or your Child's activities, achievements, or successes.
 - 1.4. Supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child, is accurate and any opinion given on his/her ability, aptitude and character is fair. However, CityHill Preschool, Aftercare & Shuttle Service cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
2. CityHill Preschool, Aftercare & Shuttle Service may not distribute or otherwise publish any of your personal information in its possession, unless you give consent, in writing, to CityHill Preschool, Aftercare & Shuttle Service that it may do so. Should this be the case, CityHill Preschool, Aftercare & Shuttle Service may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

Signed on this _____ day of _____ 20_____

Signature of Father/Guardian

Signature of Mother/Guardian

Learner photo / video consent form

We would be grateful if you would fill in this form to give CityHill Preschool, Aftercare and Shuttle Service permission to take photos of your child and use these in our printed and online publicity.

I do **not give** CityHill Preschool, Aftercare and Shuttle Service permission to take photographs and /or videos of my child. ☐

OR

I **grant** CityHill Preschool, Aftercare and Shuttle Service full rights to use the images from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity, or other purposes to help achieve the Preschool, Aftercare & Shuttle Service's aims. This might include (but not limited to), the right to use them in their printed and online publicity, social media, press and funding applications. ☐

Name and Surname of child: _____

Full Names and Surname of Mother/Guardian: _____

Full Names and Surname of Father/Guardian: _____

Signed at _____ on this the _____ day of _____ 20_____

Father / Guardian

Mother / Guardian

Shuttle Service Information & Indemnity Form

Full names and surname of child: _____

I, _____ (Parent/Guardian), ID number _____, of above-named child hereby agree that CityHill Preschool, Aftercare & Shuttle Service will provide my child with transport as per attached schedule.

Morning Pick-Ups Ashley area ONLY

Days required:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Pick up at: _____

Afternoon Drop-Off Ashley area ONLY – TIMES:

12h00 ONLY

I declare and accept that I will not hold CityHill Preschool, Aftercare & Shuttle Service, or any of their staff responsible for any loss, damage, injury, illness, disablement, etc. that my child/ward may sustain because of any cause during the journey from and to the above stated addresses. I also undertake to indemnify CityHill Preschool, Aftercare & Shuttle Service, and any participating organisations against any claims whatsoever from third parties because of anything that said child/ward may do/ omit to do during the journey, as set out above.

Signed at _____ on this the _____ day of _____ 20_____

Father / Guardian

Mother / Guardian

CITYHILL PRESCHOOL, AFTERCARE & SHUTTLE SERVICE

TERMS AND CONDITIONS

Purpose of CityHill Preschool, Aftercare & Shuttle Service

To partner with parents and guardians to lay solid foundations in young lives that will set them up for life.

Application Forms

All applicants must comply with the age requirements for admission. The capacity of CityHill Preschool and Aftercare is directly related to the number and capacity of the facilities. All applicants must complete the Application Form and pay the registration fee. The registration fee is non-refundable. Current clients are subject to the annual once-of fee and it is payable by 01 December in advance for the next year, which includes maintenance of outdoor play equipment and stationery. It is the parents/guardian's responsibility to ensure that all contact details are included, medical aid details, allergies etc., are up to date, and correct. CityHill Preschool and Aftercare accept no responsibility if a parent/guardian cannot be contacted, and or incorrect information is displayed on the forms.

Fees

The Parents/Guardian responsible for payment must honor the conditions of payment. Fees should be paid on time, thus payable for 12 months of the year and monthly payments are to be made in advance by no later than the 3rd of the month.

CityHill Preschool, Aftercare & Shuttle Service reserves the right to consult the necessary legal services if fees are not paid on time. Should CityHill Preschool, Aftercare & Shuttle Service instruct Attorneys to attend to the collection or any overdue accounts, the Parent or Guardian shall be liable for the payment of all costs, which shall include tracing fees and collection commission. The scale as between Attorney and client will apply. CityHill Preschool, Aftercare & Shuttle Service reserves the right, in its discretion, to increase the fees for services from time to time.

CityHill Preschool, Aftercare & Shuttle Services has the right, in its discretion, to give the Parent/Guardian 48 (forty-eight) hours' notice of their intention of discontinuation of services.

Should the learners be absent because of illness or any other cause then the Parent or Guardian shall not be entitled to any rebate of fees. **The Parents or Guardian signing the Application form shall remain jointly liable for the timely** payment of the fees. The Parents or Guardian shall be required **to give one calendar months' notice in writing.**

Any Cancellations for the 1st of October and 1st of November, parents will be liable to pay till the end of December or pay the monthly shortfall from January till end of the cancellation month (October or November) as our school fees and aftercare fees have been adjusted from 10 month payments to 12-month payments to make monthly payments easier for our parents, e.g your year fee for aftercare is R15 600.00 and monthly re-payment should be R1560.00 over 10 months however it is calculated over 12 months at R1300.00 you will then have to pay an extra R2600.00 till the end of October if notice is given for 1st of October.

Should the Parent/Guardian fail to give notice on the 1st of the month, he or she shall nevertheless be liable for payment in full for the rest of the remainder of the month, whether the learner attends or not.

The declaration of a dispute shall not entitle the Parent/Guardian to withhold payment of any fees.

In case of a state declared emergency or pandemic – fees are payable for the full term of the contract and/or the yearly fees paid in full.

Payment procedure:

Fees are payable in advance by the 3rd day of the month. (If fees are not paid by the 3rd, an SMS/WhatsApp or e-mail reminder will be sent. If fees are not received by the 7th, your child will not be admitted to any services until payment is made in full. Payment options: Fees are payable into CityHill Preschool, Aftercare & Shuttle Service bank account.

NO CASH WILL BE ACCEPTED on the premises and please refrain from making cash payments at the ATM's – this results in extremely high banking fees, which will be added to your account.

Banking Details:

Bank: Standard Bank Kingsmead
Account Name: CityHill Church Ptn AFT
Branch Code: 040 026
Account Number: 05 025 4324

Ref: Childs Name, Surname and Account Number (i.e., John Doe JOH001). E-Mail proof of payment.

Health

Your child's health is very important and therefore we request detailed information regarding the administering of any prescribed medication. Without this information we cannot assist. Please ensure that we have updated medical information, especially pertaining to any allergies, or special needs. Children with infectious diseases must please not attend until fully recovered.

Children's Possessions / Food

All children/learners' possessions should be clearly marked. Whilst CityHill Preschool & Aftercare shall take all reasonable care in ensuring that the learners/child's possessions are kept safe, CityHill Staff shall not be liable for any loss or damage of whatever nature suffered. CityHill Preschool & Aftercare will under no circumstances be expected to provide the dietary requirements that are regarded as special needs or for dietary or religious beliefs.

Lost Clothing

A special container marked "LOST CLOTHING" is located at reception. If you are missing any items, please search the content. All effort will be made by the staff to show items to children on Fridays to try and identify possible owners. All clothing that has not been claimed within three months will be donated to needy children.

Toys

In the unfortunate event that toys (property of CityHill) are damaged by your child, the damaged toy will be sent home with your child for you to replace. If not replaced, we will replace the item ourselves and bill your account.

Important: Please do not send any personal toys with your child as it is not possible to take responsibility for these toys.

Cell Phones/Tablets/Electronic Games/Speakers etc. are not allowed.

Safety

We request that you are vigilant when picking your children up or dropping them off. We will always keep the main gate closed. Should you spot any suspicious characters please inform personnel or staff immediately. The fence and gates keeping the children safe must always be closed and no vehicles will be allowed through. To avoid any unnecessary, stressful situations, please inform us in good time of any changes in pick-up schedules for your child.

Accidents and Incidents

Minor injuries, for example cuts and bruises, will be dealt with in an appropriate manner.

Serious injuries will be handled as follows:

Paramedics will be called, Parents will be notified, if hospitalization is required, the child will be taken to the nearest hospital or clinic. Parents will be liable for all costs pertaining to the incident.

An accident report form will be completed by a staff member.

Aftercare Homework

Grade RRR to R children are not offered homework assistance, they are supervised by Aftercare assistants throughout the afternoon. Younger children may have a nap in the facility provided. Please send a blanket and pillow.

The Grade 1 to 3 (Afrikaans and English) learners will be assisted with their homework daily. **However, it is the parent's responsibility to ensure that homework is completed, and that the homework diary is signed daily.** Because of the great volume of reading, we ask that the parents also listen to their child's reading at home. The Grade 4 to 7 (Afrikaans and English) children are expected to complete their homework independently at the desks provided. Assistance is available to these children if it is needed. Parents still need to help and support their children with oral, reading and projects. Tests and projects require independent research and study time at home. These aspects remain the responsibility of the individual child and his/her parents. *It is vital for parents to be involved in their child's homework.* The Aftercare staff will

take responsibility for the homework that was done in their class. When your child is absent from School or Aftercare their homework remains your responsibility. Every Thursday preparation will be done for Friday's spelling test.

Discipline / Rules

To keep the peace, we expect children to act in a polite and respectful manner towards adults and fellow learners. No foul language, dangerous games, hand signals, throwing of stones or any form of bullying or any other bad behavior will be tolerated. A child guilty of any form of misconduct will be made to sit on the outside steps. Serious and aggressive behavior will result in supervised isolation until a change in emotion and attitude can be observed. In these cases, the parents will be phoned.

As a school founded on Christian values, we are committed to creating and maintaining an environment that reflects these principles in all aspects of our school community.

As adults, we set the example for our children. They often mirror our words and actions, so we kindly ask all parents and guardians to be mindful of the language used around them. We encourage the use of alternative expressions such as "Oh my gosh" or "Oh my golly" - "flip" etc. instead.

If a child continues to use inappropriate language after being corrected and warned, appropriate consequences will follow, in line with our school's code of conduct.

Aftercare

Children will report to the facility from the different phases once the school day has ended. Grade 1 – 7 children will complete their homework from 13h30 to 17h00. Children who are involved in extramural activities must do their homework once the activity has been completed. Children may not leave the Aftercare ground without their parents. Play is confined to designated areas. Bathrooms are gender specific and closely monitored.

Absenteeism

CityHill Preschool, Aftercare and Shuttle Service must be notified between 8.00am and 5.00pm the day before or before 9am of the same day if the child does not require the service. No refunds or credits will be given for absenteeism or illness of the child.

Schedule changes

Notice of any schedule changes required by the parent must be given in writing to CityHill Preschool, Aftercare & Shuttle Service by no later than 15H00 on the Friday of the preceding week. If no notification is received from the parent, it will be assumed that the schedule of the previous week or term will continue. It is the Parent's responsibility to ensure that CityHill Aftercare has received any notice of schedule changes.

Emergency schedule changes

Last minute changes must be communicated via SMS notification/WhatsApp followed by a telephone call to CityHill Preschool & Aftercare admin number. CityHill Preschool, Aftercare & Shuttle Service will, at its sole and absolute discretion, endeavor to accommodate any reasonable proposed change and will confirm whether the requested schedule change is possible.

Damage to Property

Any littering or damage caused by the child to any CityHill Church property will result in a notice being provided to the parent with an accompanying invoice. The parent will be provided with proof of the damage and will be responsible for the costs of cleaning/repair within one (1) week of the notice being received. CityHill Aftercare reserves the right to terminate the service if, in its sole and absolute discretion, (1) the child engages in any rough play or unruliness or (2) any damage caused by the Child is excessive.

Insurance

CityHill Preschool, Aftercare & Shuttle Service is insured, and detailed information is available on request.

Complaints/Problems/Suggestions/Compliment

Procedure for raising concerns or lodging complaints:

As the principal, my door is always open for respectful sit-down discussions. However, to ensure that all matters are handled fairly and professionally, we kindly ask that the following steps be followed:

1. **Initial Contact:** Please send your concern in writing via email (edu@cityhillpinetown.co.za) or WhatsApp (083 645 7766).
2. **Investigation:** Upon receiving your message, I will initiate an internal investigation.
3. **Follow-up Meeting:** Once the investigation is complete, I will schedule a meeting with the parent/s to discuss the outcome.
4. **Meeting Attendees:** Meetings will only be held with the **parents**.
5. Unfortunately, we will not be able to accommodate discussions with older siblings, aunts, uncles, grandparents, or other extended family members.

These steps are in place to ensure confidentiality, clear communication, and a professional environment that prioritizes the well-being of our staff and learners.

Thank you for your continued support in helping us uphold a respectful, value-based school community.

I, _____ hereby acknowledge that I have read and agree to the T&C's set out by CityHill Preschool, Aftercare & Shuttle Service.

Signed at _____ on this the _____ day of _____ 20_____

Father / Guardian

Mother / Guardian

School Protocol: Rules and Regulations

By submitting this application, parents/guardians agree to adhere to the following school rules and regulations to ensure a safe, nurturing, and respectful learning environment for all children.

1. Attendance & Punctuality

- Children are expected to attend school regularly unless ill or otherwise excused.
 - Parents must inform the school of absences before 8am on the day of absence.
 - School hours are 7h30 till 12h00. And aftercare hours are from 12h00 till 17h30
 - Please ensure your child arrives on time as school activities already starts at 07h30.
-

2. Health & Safety

- Children must not attend school if they are sick, contagious, or have had a fever within the past 24 hours.
 - Parents must notify the school of any allergies or medical conditions.
 - All children must be toilet-trained unless otherwise arranged with the school.
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3. Drop-Off & Pick-Up

- Only authorized adults listed on the application form may pick up the child.
 - Photo identification may be requested.
 - Late pick-ups may incur additional fees.
-

4. Clothing & Personal Items

- Children should wear comfortable, weather-appropriate clothes suitable for play.
 - All clothing, bags, bottles, and personal items must be labeled clearly with the child's name.
 - Toys from home are discouraged unless for a designated "Show and Tell" day.
-

5. Behavior & Respect

- Children are guided in age-appropriate behavior and taught respect for others.
 - Physical aggression will not be tolerated.
 - Repeated disruptive behavior may lead to a meeting with the parents and school management.
-

6. Language & Communication Policy

- Children will be encouraged to express themselves respectfully.
 - The use of offensive, vulgar, or blasphemous language by children or adults on school grounds is strictly prohibited.
 - Staff will always model respectful communication.
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7. Parental Conduct

- Parents and guardians must speak respectfully to staff and other families.
 - Aggressive behavior or inappropriate language from adults may result in dismissal from the school.
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9. Emergency Procedures

- The school conducts regular fire and safety drills.
 - In the case of a medical emergency, parents will be contacted immediately, and appropriate action will be taken.
-

10. Policy Changes

- The school reserves the right to update policies. Parents will be notified in writing of any significant changes.
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Parent/Guardian Acknowledgment

I/we have read and understood the above school rules and regulations. I/we agree to uphold these policies and support the school in creating a safe, respectful, and developmentally appropriate environment for all children.

Parent/Guardian Signature: _____

Date: _____

The following documents must accompany the application:

For Preschool:

- Clear copy of the child's birth certificate or unabridged certificate.
- Clear copy of the immunization card.
- Clear copy of both parents (divorced or separated) or legal guardians Identity documents.
- Copy of Medical Aid Card.
- Letter of Good standing from previous school.

For Aftercare & Shuttle Service (if your child is not enrolled at the Preschool)

- Clear copy of both parents (divorced or separated) or legal guardians Identity documents.
- Copy of Medical Aid Card.

Requirements for Preschool

ALL ITEMS MUST BE CLEARLY MARKED

- Infants: Baby's formula with clear instructions, dummy, 2x feeding bottles, 4 sets of clean clothes, 3x feeding bibs, wash cloth, nappies, wet wipes, bum creams etc. sterilization formula for bottles and dummy, 3 material nappies for feeding and winding baby, teething rings, blanket, and pillow, stuffed toy.
- Toddlers: Formula with clear instructions, dummy, spill proof juice bottle, 4 sets of clean clothes, blanket and pillow, wash cloth, nappies, wet wipes, sterilization formula for bottles and dummy, eating bowl and utensils (age appropriate), breakfast and lunch to be send in a separate food bag, please pack healthy meals (no junk food or sweets) please include yogurt and fruit.
- 3–4-year-olds Cereal for early morning, sandwich/yogurt/fruit and 3 sets of clean clothes & underwear.
- 5–6-year-olds Sandwiches, yogurt, fruit and 3 sets of clean clothes & underwear.

Please do not pack sweets in your child's lunch box. The Preschool only allow sweets on a Friday.

Requirements for Aftercare

- Lunch is provided.
- Water bottle clearly marked.
- Children will not be allowed on the playground with their school uniform please pack old clothing for afternoons at Aftercare.
- During the hot summer months, we have days where we put the sprayer on for the kids to cool down, please always ensure that extra clothing is packed with a sunhat and sunblock.
- Winter months please ensure that your child has warm clothing for outside play.
- We do have a tuck shop you are more than welcome to send money or pay cash in advance for your child's tuck-shop. We use our tuck-shop money for our end of year Christmas function.