



I, parent of _____ born on _____ supplied the required document to enroll my child in this English medium, fee paying school.

	INFORMATION DOCUMENTATION REQUIRED FOR APPLICATION <i>(All copies must be certified)</i>	Parent s Please Tick	OFFIC E USE	COMMENTS
1	Birth Certificate			
2	Immunisation Card (up to date)			
3	Mother's ID <i>(even if divorced, separated or not living together)</i>			
4	Father's ID <i>((even if divorced, separated or not living together)</i>			
5	Proof of Residence			
6	Previous School Report <i>(most recent)</i>			
7	Parent Interview Form			
8	Authorization Form			
9	Registration Contract			
10	Financial Clearance <i>(from previous school, if applicable)</i>			
11	Fee Summary			
12	Rules and Regulations			

Name : _____ Signature : _____ Date : _____

Principal/Admin: _____ Signature: _____ Date : _____



PARENT INTERVIEW

Name of Child: _____ Date of Birth: _____ Gender: _____

Birth:

Was the pregnancy normal? _____

Any complications during the birth process? _____

Was your child carried full term or born prematurely? _____

Development:

Is your child's physical development normal? _____

Is your child's speech development normal? _____

Is your child's cognitive development normal? _____

Is your child fully potty trained? _____

Has your child previously received any therapy (speech, occupational, play etc.?) Please specify

Health:

Has your child received all the appropriate age-related immunizations? _____

Does your child suffer from any allergies? _____ Please specify: _____

Is your child currently on medication (chronic)? _____ Please specify: _____

Has your child had any operations? Please specify: _____

How would you describe your child's health? _____

Doctor Information:

Family Doctor: _____ NB: Compulsory or write NONE

Telephone Number: _____

Address: _____

Medical Aid/Society: _____ NB: Compulsory or write NONE

Medical Aid No: _____

Family Life:

Who does your child stay with? _____

Position of your child in the family? _____

Name, ages and gender of other children? _____

How do you think your child will react to separation from the mother? _____

Tell us about your family setup _____

General:

What time does your child go to bed? _____

Does he/she sleep through the night? _____

Does he/she still wet his/her bed? _____

Is he/she sleeping on his/her own or sharing a bed/room with another person? _____

Does your child have any fears? _____

Any concerns regarding your child's eating habits? _____

Does your child have experience of play with other children? _____

How would you describe your child? _____



AUTHORISATION FORM

I, _____ (name and surname) and _____ (name and Surname, being the parents of _____ (name and surname) hereby authorize the following:

COLLECTION

The following persons may collect my child from school

1. _____ ID No. _____ Cell No. _____
2. _____ ID No. _____ Cell No. _____

I will ensure that the fetching times are adhered to and that the person fetching, takes responsibility for paying the late fetching fine.

PHOTOGRAPHS AND VIDEOS

We will be taking photos and short videos of birthdays and special events throughout the year. These we often share on social media eg; Facebook/Instagram/Our Website/Class Dojo, to provide our current and future parents a more comprehensive view of our school. No names will be mentioned and no person will be tagged.

☐

Yes, I give permission for my child's photos to be used on social media.

☐

No, I **do not** give permission for my child's photos to be used on social media.

MEDICAL TREATMENT

Should my child become seriously ill or be seriously hurt and neither me **nor any** of my contacts can be reached :

☐

An ER24 Ambulance can be contacted to transport my child to Wilgers Hospital Emergency Unit

☐

All costs incurred will be paid by me as the parent.

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

DATE

REGISTRATION CONTRACT

FIXED TERM FOR AN INDEFINITE PERIOD

Between

Ridge Private

School

Trading as Lynnwood Ridge Pre-Primary School

(the "School")

and

(ID NO. _____)

and

(ID NO. _____)

(Collectively, the "**Parents**")

PARENTS DECLARATION AND CONTRACT OF REGISTRATION

The persons whose details appear in the Registration Form, declare that they are the Parents of the Child, whose details appear in the Registration Form. The rights and obligations contained in this Contract are binding on every person who signs this Contract and must be carried out in order for the Child to be successfully admitted, registered and retained at the School.

IMPORTANT NOTICE

By signing or initialing this Contract, the Parent agrees to (a) the terms and conditions contained in this document, and (b) ensuring that the Parent is familiar with any terms and conditions contained in the Policies, which shall form part of this Contract. If there is any provision in this Contract the Parent does not fully understand, the Parent is obliged to ask for an explanation before signing.

The rights the Parent has in this Contract are in addition to, and do not affect, the statutory rights and remedies the Parent has under the Consumer Protection Act.

1. INTERPRETATION

In this Contract, unless the context indicates a contrary intention, the following words and meanings bear the meanings assigned to them:

- 1.1 **“Admission”** means permission to attend the School.
- 1.2 **“Annual Closure”** means the annual period of time during which the School is closed for ____ consecutive weeks.

(MARKED WITH X)

Applicable ☒ Not Applicable ☐ Initial _____

- 1.3 **“Bridging Holiday”** means the day/s occurring before or after a public holiday which falls adjacent to a weekend and/or public holidays.
- 1.4 **“Child”** means the child whose details appear in the attached Registration Form, as well as the Child whose details are added to the Registration Form;
- 1.5 **“Compulsory Schooling”** means the education of children for whom attendance at school is mandatory in terms of South African law;
- 1.6 **“Contract”** means this Registration Contract including all its annexures as well as any Policies;
- 1.7 **“Consumer Protection Act”** means the Consumer Protection Act, No. 68 of 2008;
- 1.8 **“School”** means the Early Childhood Development Centre and Primary School known as:
Lynnwood Ridge Pre-Primary School
- 1.9 **“Enrolment”** means the act of signing the Child up for attendance at the School. The enrolment process is completed after the Child is granted admission to the School.
- 1.10 **“Extra Charges”** means those costs for Extra Goods and Services.
- 1.11 **“Extra Goods/Services”** means those additional goods or services that may be provided for the benefit of the Child, as determined by the School from time to time, in addition to the standard early learning and care services provided by the School.
- 1.12 **“Extra Mural Provider”** means a person who conducts extra mural activities at the premises of the School, by agreement between the Extra Mural Provider and the Parent;

Initial both Parents _____

- 1.13 **“Fee”** means any amounts owing to the School for a Child’s admission, registration, care, early learning and related activities at the School . Such Fees may include, but are not limited to the:

1.13.1 Registration Fee:

Applicable ☒ Not Applicable ☐ Initial _____

1.13.2 School Fees: and

Applicable ☒ Not Applicable ☐ Initial _____

1.13.3 Extra Charges:

Applicable ☒ Not Applicable ☐ Initial _____

- 1.14 **“Principal”** means the person who is responsible for the day-to-day management of the School, including anyone to whom such duties have been delegated;
- 1.15 **“Material Breach”** means a breach that is material to the agreements between the School, the Parent and the Child as set out in this Contract or Policies, and excludes unproven allegations;
- 1.16 **“NCA”** means the National Credit Act, No. 34 of 2005;
- 1.17 **“Parent”** means a parent or guardian of a Child, who has signed this Contract and whose details appear in the attached Registration Form;
- 1.18 **“Parties”** means the Parents and the School;
- 1.19 **“Policies”** means the rules and principles of the School, which are used to regulate the day-to-day running of the School;
- 1.20 **“POPI Act”** means the Protection of Personal Information Act, No. 4 of 2013.
- 1.21 **“Registration Fee”** means the amount of money payable by the Parent as an agreed, non-refundable contribution to the School’s maintenance and capital costs;

Applicable ☒ Not Applicable ☐ Initial _____

- 1.22 **“School Fees”** means the amount of money payable by the Parent to the School in connection with a Child’s learning and/or care, excluding any Registration Fee or Extra Charges;

Applicable ☒ Not Applicable ☐ Initial _____

- 1.23 **“School Holidays”** means the period of closure between Terms, which may or may not coincide with those of the relevant Provincial Department of Basic Education

Applicable ☒

Not Applicable ☐

Initial _____

- 1.24 **“Magistrates Court Act”** means the Magistrates Courts Act No. 32 of 1944;

- 1.25 **“Term”** means the period of the year during which the School provides structured learning programs and/or care: which may or may not coincide with the school terms of the relevant Provincial Department of Basic Education

Applicable ☒

Not Applicable ☐

Initial _____

- 1.26 **“Third Party”** means the person or entity, other than the Parent, nominated by the Parent to be responsible for the payment of any Fees; and

- 1.27 in this Contract:

1.27.1 clause headings are for reference purposes only and will not influence their interpretation;

1.27.2 references to the masculine gender will include the feminine and neuter genders and the other way around;

1.27.3 references to natural persons will include bodies corporate and other legal personae and the other way round;

1.27.4 references to the singular will include the plural and the other way round;

1.27.5 where a number of days is prescribed, it will consist only of business days (i.e. days other than Saturdays, Sundays and Public Holidays) and will be reckoned exclusively of the first and inclusively of the last day;

1.27.6 where the day upon or by which any act is required to be performed is not a business day, the Parties will be deemed to have intended such act to be performed on or by the first business day thereafter.

2. **ACKNOWLEDGEMENT AND COMMITMENT TO THE VALUES, GOALS AND METHODS OF THE SCHOOL**

- 2.1 The Parents acknowledge and accept that the School acting as an expert in childhood development, and that the School has developed its own values, goals and methods. By enrolling the Child at the School, the Parents commit themselves and the Child to respect the values, goals and methods of the School, as articulated in the School's admission documents, marketing materials and Policies.

Initial both Parents _____

- 2.2 If at any time the Parents consider the values, objectives and methods of the School to be incompatible with those of the Parents or the Child, the Parents undertake to withdraw the Child from the School subject to the terms and conditions of this Contract and the best interests of the Child.
- 2.3 The Parents undertake that they permit the Child to participate in all School activities that may include religious and/or cultural practices established by the School;

3. INTRODUCTION

- 3.1 The School provides a program and resources for learning and care and continuous registration at the School, whether or not the Child is attending the School, for the duration of this Contract, in return for Fees.
- 3.2 This Contract regulates the Admission of the Child to the School and the relationship between the School and the Child, the Parents and/or a Third Party once the Child has been registered at the School.

4. GENERAL OBLIGATIONS OF THE SCHOOL

- 4.1 The Admission and Registration of the Child to the School is at the sole discretion of the School which may grant temporary or provisional Admission and/or Registration to the School subject to further terms and conditions which the School may impose in writing, which will be regarded as forming part of this Contract.
- 4.2 While the Child remains registered at the School, the School undertakes to exercise reasonable skill and care in respect of their early learning, development and welfare. This obligation will apply during School hours and at other times when the Child is participating in activities organized by the School at the School's premises.
 - 4.2.1 This obligation does not apply when the Child is participating in activities at the School's premises during which time the Child is under the supervision of or ought reasonably to be under the supervision of the Parent.
 - 4.2.2 This obligation does not apply during the times when the Child is on School premises participating in activities offered by Extra Mural Providers during which time the Child will be under the supervision of or ought reasonably to be under the supervision of the Extra Mural Provider. Extra Mural Providers will contract directly with the Parents and are not agents, representatives or employees of the School. The School will not be responsible to supervise the activities of Extra Mural Providers and will not be responsible for their behaviour.

Initial both Parents_____

- 4.3 The School will take reasonable care to avoid loss, damage, injury or death to the Child. The School will not be responsible for any loss, damage, harm, injury or death arising from the Child taking part in any School activities.
- 4.4 The School shall monitor the Child's progress at the School and produce regular progress reports. The School will advise the Parents if the School has any concern about the Child's progress, but the School does not undertake nor does it have any obligation to diagnose any learning disability or other condition.
- 4.5 The Parties acknowledge the limitations of the School's physical environment, staff qualifications and training and resources which limit its ability to provide high quality care and early learning opportunities to children with special educational needs (whether due to neurological psychological or emotional barriers or any other special need). To the extent that, in the reasonable opinion of the School, and after following due process, the School cannot, or can no longer, provide adequately for the Child's special needs, the School may elect to decline Admission or cancel this Contract in terms of clause 12.3.

5. DISCLAIMERS AND INDEMNITY

- 5.1 The School does not take any responsibility for any loss of or damage to any property brought on to the School premises by the Child or Parents, unless the employees of the School are in physical possession of that property and damage occurs to that property because the employees of the School did not exercise the degree of care that can reasonably be expected of a person in possession of property belonging to another person.
- 5.2 The Parent indemnifies and holds harmless the School, the Principal and the School's employees as well as their authorized agents and/or representatives against claims, losses and reasonable costs and expenses in connection with damage or loss to property and injury to persons, including injury resulting in death, arising as a consequence of the Child's enrolment at the School, save that the School shall be liable under clause 5.2 in respect of loss occasioned by gross negligence and/or willful misconduct attributable to the School, the Principal and the School's employees as well as their authorized agents and/or representatives.
- 5.3 Unless the Parents expressly notify the School in writing to the contrary, they consent to the Child's participation, under proper supervision, in physical activities which may entail some risk of physical injury. This consent does not extend to activities provided by Extra Mural Providers with whom Parents must contract separately.

Initial both Parents_____

- 5.4 The Parents confirm that the Child is healthy and that there are no health- related reasons or problems which preclude the Child's participation in School activities.
- 5.5 The Parents hereby consent for the Child to receive emergency medical treatment which may be deemed advisable in the event of serious injury, accident, and/or illness while participating in School activities.
- 5.6 Subject to the School taking reasonable care to avoid harm and save or any gross negligence on the part of the School, its employees or agents the School is not responsible for loss or damage resulting from such activities and the Parents indemnify the School against any such claims.
- 5.7 The Parents confirm that the above waivers and indemnities are made on behalf of myself, my executors, administrators, heirs and next of kin, as the case may be.

6. PARENT'S GENERAL OBLIGATIONS

- 6.1 The Parents will inform the School in writing, prior to Admission and Registration, of any special educational or physical needs of the Child known to them of the kind, without limitation, referred to in clause 4.5.
- 6.2 In order to meet the Schools obligations, the School needs the Parents' cooperation. The Parents are required to encourage the Child in his or her learning and development, give appropriate support at home, keep the School informed of matters which affect the Child, maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise communicate with the School regarding matters in the Child's interests.
- 6.3 The Principal may, after following due process, require the Parents to remove the Child if the Parents' behaviour is, in the reasonable opinion of the Principal, so unreasonable as likely to affect the progress of the Child or other children at the School or the well-being of the School staff or to bring the School into disrepute.
- 6.3.1 The School will be entitled to automatically cancel the Contract and claim damages, without further notice, if the Parent has been notified in detail in writing of the behaviour described in clause 6.3 and if a similar incident of such behaviour occurs again.
- 6.4 The Principal may, if it is justifiable to do so, require the Parents to remove the Child from the School, if he/she considers that the Child's behaviour is seriously disruptive and in the reasonable opinion of the Principal, the Child's removal is in the School's best interests or those of the Child, other children or the wider School community.

Initial both Parents_____

In this case, the Parents will be asked to remove the Child at a specified date that may be shorter than a full one-month period. Should the Principal exercise this right, all or a part of the Registration Fee will be forfeited where the Centre is unable to fill the vacancy created by the Child.

Applicable ☒ Not Applicable ☐ Initial _____

- 6.5 When the Principal considers terminating a Child's Registration under clauses 6.3 or 6.4, he/she should follow a fair process (which may include a hearing) to solicit representations on the Child's best interests.
- 6.6 The Parents are restrained from employing any employee of the School, in any capacity, whether part-time or not, while the Child is registered at the School and for a period of six months after termination of this Contract. This restraint also applies to the employment of employees of the School for a period of six months after the employee's employment at the School terminates, whether or not the Child is registered at the School for that period.

7. POLICIES OF THE SCHOOL

- 7.1 Parents acknowledge that they are aware of the Policies and agree to abide by the provisions of the Policies. The School undertakes to make copies of the Policies available on request and free of charge, on the School's website or the School's App or via email or in hard copy. The Parents acknowledge that it is the Parents' responsibility to make themselves familiar with the Policies.

8. ACCEPTANCE AND REGISTRATION FEE

- 8.1 An offer of a place for a Child at the School is accepted by the Parents by signing this Contract and paying the Registration Fee of R500,00 (Five Hundred Rand) which is also required to be paid upon re-registration of returning learners.
- 8.2 If, after concluding this Contract, the Child does not take up a place at the School, the Parents will not be refunded the Registration Fee. The Registration fee will be kept by the School as a reasonable cancellation fee for the Child's withdrawal, unless the School, acting reasonably, is able to fill the vacancy created by the Child's withdrawal on or before the first day of the first full month for which the Child was to have been enrolled, in which case the Parent will be refunded the Registration Fee, less the Schools' costs in administering the Child's Registration (or a reasonable estimate of these costs).

Applicable ☒ Not Applicable ☐ Initial _____

- 8.3 If, after entering into this Contract, the Child does not take up a place at the School and the School cannot, by the start of the first month for which the Child was due to register, fill the vacancy created by the Child's withdrawal, a full calendar months' Fees shall be payable as a reasonable cancellation fee. The one months' Fees shall be charged at the rate that would have been applicable for the first three months.

Applicable ☒

Not Applicable ☐

Initial _____

9. PAYMENT OF FEES

- 9.1 The Parents, jointly and severally, are responsible to pay the Fees. The Parents acknowledge that the Fees are payable in advance. Any Fee not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the NCA. Interest not paid to the School on or before the date in which payment is due will bear further interest at the same rate. In addition to interest the School will be entitled to recover from the Parents default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.
- 9.2 The Parents and/or Third Party acknowledge that Fees are calculated on an annual basis and are payable for the duration of the Contract, whether or not the Child attends the School or not, and whether or not the School is operating or not, either partially or wholly, whether such closure is due to Annual Closure, School Holidays, Bridging Holidays or governmental closure of a category of Schools, into which category the School falls, for reasons which include but are not limited to quarantine, communicable diseases, states of emergency or natural disaster, until such time that the Contract terminates in terms of clause 12.
- 9.3 The Parents confirm that a statement of account showing the amount owing by the Parents or the Third Party to the School shall be rebuttable proof that the said amount is due and payable. If the amount of the School's claim is thereafter disputed by the Parents or the Third Party, the Parents or the Third Party shall bear the onus of proving that such amount is not due.
- 9.4 In the event of the Third Party taking responsibility for the payment of the Fees, the Parents hereby bind themselves jointly and severally in the Parents' personal capacity as surety and co-principal debtor with the Third Party for payment to the School of any amounts which are owing to the School by the Third Party.

Initial both Parents _____

- 9.5 The Parents also acknowledge that if any instalment of a Fee which is payable is not paid on the due date, the whole balance of the Fee outstanding will immediately become due and payable. No indulgence or grant of time by the School will constitute a waiver of its rights under this Contract or otherwise.
- 9.6 The School Fees will be set out in a Fees schedule and communicated to the Parents on Registration and in advance of any increase in School Fees.
- 9.7 It is recorded that the Contract does not fall under the Consumer Protection Act.

10. DEFAULT

Should either party commit a material breach of this Agreement and fail to remedy it within 7 (seven) days of written notice by the other party, the aggrieved party shall be entitled either:-

- 10.1 to cancel this Agreement and claim damages; or
- 10.2 to claim specific performance of the defaulting party's obligations together with damages, if any.
- 10.3 Notwithstanding clause 10, should the Parents commit a material breach by late payment of Fees, the School will be entitled to cancel the Contract after two notifications of late payment, without further notice to the Parents to remedy the breach and will be entitled thereafter to pursue the remedies set out in clauses 10.1 and 10.2.

11. PROTECTION OF PERSONAL INFORMATION

By entering into this Contract, and unless the Parents at any time instruct the School in writing to the contrary, the Parents' consent is given for the School to:

- 11.1 collect, store and process names, contact details and information relating to the Child, and to such information being made available to other parents/guardians, staff or responsible persons authorized by the School to the extent required to manage relationships between the School and the parents;
- 11.2 supply information about the Child to any educational institution or School to which the Parents have applied for Admission. The School will take care to ensure that all information that is supplied is accurate and fair. However, the School cannot be liable for any loss allegedly suffered by the Parents or the Child resulting from opinions reasonably given, or correct statements of fact, in any reference or report given by the School.

Initial both Parents_____

12. TERMINATION AND NOTICE REQUIREMENTS

- 12.1 This Contract will terminate when the Child completes the School's learning programme unless it is otherwise terminated in terms of this Contract. This Contract therefore has an indefinite term.
- 12.2 The Parents have the right to cancel this Contract at any time, for any reason, provided that they give the School a full one calendar months' notice, in writing, of the intention to withdraw the Child. Alternatively, a full months' fee is payable to the School in lieu of notice, and as a reasonable cancellation fee. Such amount is due and payable on the first day of the one month period which would have been the final month period if the appropriate notice had been given. Should the Parents have elected to pay annual School Fees or if any Extra Charges have been paid in advance, those Fees will be credited less any amount payable in lieu of the appropriate notice.
- 12.3 The School also has the right to cancel this Contract at any time, for any reason, provided that it follows due process and gives the Parents a full one calendar months' notice, in writing, of its decision to terminate this Contract. At the end of the one month in question, the Parents will be required to withdraw the Child from the School, and the School will refund to the Parents the amount of any fees pre-paid for a period after the end of the one month period less any Fees owing to the School by the Parent/s or Third Party.

13. SOCIAL MEDIA AND MEDIA USE THAT AFFECTS THE SCHOOL

- 13.1 The Parents undertake that they shall not and will ensure that the Child shall not engage in any media, online communication activities or any other communications in the public domain that:
 - 13.1.1 could have an adverse impact on the School's reputation or public image;
 - or
 - 13.1.2 are in breach of the School's Policies and values;
 - 13.1.3 discloses the personal details of the School's employees, other Parents and/or children;
 - 13.1.4 discloses any confidential information relating to the School;
 - 13.1.5 publicizes any grievances pertaining to the School, or any of its employees, other Parents or children, on social or other media, without first having raised such grievance, and without first having endeavoured to resolve it, in good faith.

Initial both Parents_____

13.2 Failure to adhere to this clause 13 shall constitute a Material Breach of the Agreement.

14. CONSENT TO USE OF THE CHILD'S IMAGES IN MARKETING MATERIALS

14.1 The School may, from time to time, be required to make use of images with or without the name of the Child, or depicting the Child.

14.2 The Parents are required to complete the Photograph Consent Form to give or deny the School consent to make use of the images contemplated in clause.

15. GENERAL

15.1 The Parents choose the residential address set out in the Registration Form as their chosen legal address for the service of all notices and legal processes and the postal and email addresses for all other communications by the School to the Parents.

15.2 The Parents confirm that all the particulars that the Parents provide to the School are, to the best of their knowledge, full, true and accurate.

15.3 The Parents undertake to advise the School in writing of any changes to the details included in this Contract.

16. JURISDICTION

This contract is governed by and shall be construed in accordance with the laws of South Africa. The parties agree that the School, at its sole discretion, shall be entitled to institute any legal proceedings for the recovery of money owed by the Parents as a liquidated debt to the School in any Magistrate's Court having jurisdiction in terms of sections 45 and 28 of the Magistrates' Courts Act.

17. VARIATIONS

The School reserves the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of learning programmes and care at the School. The School will give the Parents reasonable notice of any such modifications.

18. PARTIAL INVALIDITY

18.1 Each term and condition contained in this agreement is separate from the other terms and conditions in the sense that if anyone is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.

Initial both Parents_____

18.2 It is a condition of attendance at the School that the Parents sign in the space provided. The Principal may at its discretion consider this Contract to be null and void if the Parents alter this document in any way.

19. GOOD FAITH

19.1 The Parties agree and undertake in favour of each other that they shall at in good faith and endeavour to do everything that must be done to give effect to this Contract.

DATED AT _____ THIS _____ DAY OF _____ 202____

PARENT

PARENT

DATED AT _____ THIS _____ DAY OF _____ 202____

PRINCIPAL



FEE SUMMARY 2026

REGISTRATION FEE	R500	ANNUALLY, NON-REFUNDABLE
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HALF-DAY FEE	R3300	PER MONTH X 11 JAN - NOVEMBER
FULL DAY FEE	R4260	PER MONTH X 11 JAN - NOVEMBER

CASUAL AFTERCARE FEE	R50	PER AFTERNOON
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LATE FETCHING FEE SUMMARY

AFTER 13H30	R50	13H30 – 14H00
AFTER 14H00	R50	PER 15 MINUTES OR PART THEREOF
AFTER 17H30	R100	17H30 – 18H00
AFTER 18H00	R100	PER 15 MINUTES OR PART THEREOF

Late fetching fees will be added to the monthly statement and is payable with school fees.
Parents should take matters up with transport driver, should he/she fetch late.

Initial both Parents_____



RULES AND REGULATIONS

1. ADMITTANCE

- Children from the age of three(3) will be admitted provided they are toilet trained.
- Children 3-6 years old will be admitted provided all documentation is submitted and signed.
- Children will be admitted:
 - Grade R – in the year that they turn 6
 - Grade RR – in the year that they turn 5
 - Grade RRR – in the year that they turn 4

2. SCHOOL HOURS

- School terms are determined by the Gauteng Department of Education.
- Arrival times: 07:00 – 08:30
- Departure - Half day - 12:30 – 13:00
 - Waiting class - 13:00 – 13:30
 - Aftercare - 13:00 – 17:30
- A late fetching fine is payable when fetching late.
- There is no After Care on the last day of each term. Parents will be notified of the times that the school will be closing.
- School is closed on weekends, public holidays and school holidays.

3. SCHOOL FEES

- A registration fee of R500.00 per child is payable annually on enrolment. This amount will not be refunded or deducted from school fees.
- Half Day - R3300 per month x 11 months
- Full Day fee - R
- Casual Aftercare fee - 4
- **Banking details:** FNB – Lynnwood 2
- Branch Code: 250655 6
- Account No: 62297345037 0

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- Fees are payable in advance **on or before the 7th (seventh) day of each month.** The same will apply in cases where parents go on holiday or when prolonged illness occurs.
- 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 debt collection charges and/or legal costs.

Initial both Parents _____

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/her 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. HEALTH POLICY

- A child who has had a fever or illness during the night, should stay at home at least the following day or until the symptoms have disappeared.
- A child with an infectious disease or illness. Fever or excessive coughing should stay at home until completely recovered.
- If a child falls ill during the day, the parent will be telephoned and asked to fetch the child immediately.
- It is the parents' responsibility to be contactable at all times in case of an emergency. If the parent cannot be reached, the person named on the information card will be contacted to fetch the child.
- We do not have any medication on site and we are not allowed to administer any medication.
- Should a child suffer from asthma, allergies or is a diabetic and is dependent on prescribed medicine, emergency medicine will be administered, providing we have the written instruction from the parent on our medicine administration form, that is available and kept in the office.

6. COMMUNICATION

- Please save the school's cell phone number **082 435 6669** on your phone. We prefer **WhatsApp** messages and need you to be able to receive our broadcast messages. **Emails** are also used so please ensure that we have your correct address.

7. SCHOOL DRESS

- Older, more comfortable clothes are suitable. Please put sun block on your child's skin in the morning and dress him/her with a cap and sandals during the hot summer months. **Remember to mark shoes and jackets clearly** so that they don't end up in "Lost Property". Please send an extra set of clothes for us to keep in case we need to change your child.

8. BIRTHDAYS

- We celebrate each child's birthday with a special birthday ring. Please discuss the date and eats with the teacher ahead of time. We prefer a **small individually packed treat** such as a cup cake that is easy to hand out and is well liked by all children. Balloons, party packs, toys and large cream cakes should be kept for home parties please.

9. GENERAL

- We offer Christian based education.
- No meals are provided. Each child should bring a healthy snack (fruit, a sandwich and juice/water) each day. Full day children need to have an extra healthy lunch in their school bag. Cakes and sweets are allowed **ONLY** on special occasions.
- All belongings, including shoes, should be marked. **NO** toys should be brought to school.
- Photographs of children busy with activities will be published on our website and Facebook, for the purpose of advertising.
- 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 office should be informed when a child is unable to attend school.
- The office should be informed of any change of address, telephone number or doctor.

Initial both Parents _____