



For Office Use		Comment
Full/Half Day:	_____	<input type="text"/>
Class:	_____	
Boy/Girl:	_____	
Paid: Rec No: _____ R: _____ for: _____		

Rules & Regulations

The LITTLE PEOPLE'S SCHOOL is a complete centre for the care of children. It is a homely well fenced building set in a lovely garden with a big playground filled with the latest play apparatus. The main building has all the comfort and conveniences for your child. With trained personnel and a modern kitchen, it assures you of the best care possible for your child. The school has qualified teachers & follows the Curriculum Assessment Policy Statements or CAPS system of learning as dictated by the Dept. of Basic Education with whom we are registered.

In this document we have listed the rules and regulations of this School. We urge you, for your own benefit and your child's, to read through this very carefully and acquaint yourself with its contents.

1. INDEMNITY CLAUSE

Little People's Christian School shall not in any way be held responsible for injuries or damages of any nature whatsoever which might be sustained by your child because of negligence, accident, or any other cause during the subsistence of your child's stay at the school.

2. FEES

- **A Registration fee of R500** is payable on application to the school. This is non-refundable.
- **All fees are to be paid in the office by the 5th of each month.** A receipt must be issued.
- **All fees not paid by the 7th of each month will incur a late payment levy** of 10% of the outstanding balance
- One (1) Calendar months' notice is required should you wish to remove your child from Little People's. **Notice in November month will not be accepted.**
- The child is subject to dismissal if financial obligations are not met.
- The parent must make an appointment with the principal before the 5th of the month, should there be any problem with financial commitments.
- Fees are reviewed annually in March.
- Fees are charged annually, and must be settled, in full, by 7 December. Speak to the Principal about our early settlement discount.
- Both parents are responsible for paying school fees regardless of whether married, separated or divorced

3. DOCUMENTATION REQUIRED

- The following must be completed on the first day of admission:
 - Signed Rules & Regulations
 - Medical Report.
 - Information re General State of Health
 - Signed Contract.
- The following documents must be submitted within one week of admission:
 - Inoculation Certificate.
 - Birth Certificate.
 - Copy ID for Mother & Father

These documents are inspected periodically by the Dept. of Basic Education and must be on file in our office. So please comply promptly.

4. HOURS & SECURITY

- The school hours are from, 06h30 to 18h00 (6.30 in the morning to 6.00 in the afternoon).
- Your child must be at the School by 08h00 (8.00 a.m.) otherwise he/she will miss breakfast.
- Children will not be handed over to any person other than the parent unless permission has been received by the office.
- Full day children and after school care children must be fetched by not later than 6.00pm. A penalty of R50 per 15 minutes or part thereof will be imposed for late collections.
- Do not leave your child at the gate. Your child must be left with and fetched from the teacher. We accept no responsibility for children left outside by the parents.

5. CIRCULARS AND NOTICES

- It is your responsibility to read all notices brought home by your child. This is sometimes the only means of contact that the School has with you.
- Notices will be placed in the Message Book in each child's bag.

6. ABSENTEEISM

- The full monthly fee is payable irrespective of the attendance period of your child at the School during the month.
- The school is to be advised if your child will be absent for a period of time.
- The principal is to be advised in writing of any extra-mural activities outside the school.

7. NEW YEAR BOOKINGS

- Bookings for the coming year must be submitted by the end of October. This is important as we can only accept a limited number of children at the school.

8. CHANGE OF ADDRESS

- It is your responsibility to notify the school of any changes to:
 - Your home address and tel/cell numbers.
 - Your work address and telephone number.
 - Your doctors consulting room and telephone numbers.
 - Name of other responsible person and telephone number.

These items are very important in a case of emergency.

9. SCHOOL HOLIDAYS

- The school is open during all school holidays
- The school is closed on all public holidays, and weekends
- The school shuts down in December – from around 16 Dec to around 5 Jan. (These dates are subject to change – we will notify you)
- School fees are to be paid regardless of whether your child attends during holidays.

10. PERSONAL BELONGINGS

- All personal belongings, including clothing, bags, lunch boxes, etc., must be clearly marked with your child's name.
- The school will not be responsible for any loss of clothing or other personal items.
- Please enquire at the office for your missing items.
- Please send a change of clothes in case of any accidents

11. TOYS, SWEETS & SANDWICHES

- The school supplies all refreshments. Parents must however provide either fruit or yoghurt for the late afternoon snack.
- Your child must not bring toys, sweets etc., to the school. This causes a lot of heartaches and problems between the children. If such items are found with your child, it will be confiscated & returned at the end of the day.
- Birthdays are shared with classmates or the school as the parent desires. For this occasion, you may send snacks, sweets, cakes and cold drinks. Please consult the principal.
- Parties are held during Teatime, at 10:00

12. SCHOOL ACTIVITIES

- We are currently following the CAPS programs for pre-scholars
- The school program of activities is listed on the notice board in the office. Feel free to familiarize yourself with what your child is doing at the school.

13. SCHOOL MENU

- The school menu is in line with the Dept of Social Development requirements & we have a certificate from the Dept of Health permitting us to prepare food at our kitchen
- The menu is varied according to the stipulation of the Health Dept and Social development regulations. We offer a variety of meats and vegetables and fresh fruit. The menu is available for perusal in the kitchen.

14. DISCUSSION OF PROBLEMS

- Feel free to discuss any problems concerning your child that may arise at the school during the course of the year with your child's Teacher or with the principal.
- Please make an appointment at a suitable time to discuss your problem.

15. OCCASIONAL OUTINGS

- Outings for a class or group of children are periodically arranged.
- These outings are accompanied and controlled by the relevant teachers.
- You will be advised in the form of a notice of the day, time, dress, fees, and other requirements, as well as the venue of the outing.
- These outings are not compulsory, but subject to your approval. You have the full right to refuse to let your child go if you so wish.
- A return slip will normally accompany the notice on which you must indicate your approval or otherwise, of the outing. It must be returned to the school office as soon as possible so that we can make the necessary arrangements.

16. TRANSPORT

- We do not provide transport between home & the school or for extra mural activities, therefore we are not liable in the event of any accident occurring.
- We have several external service providers who provide transport & a list of them is available on request

- In an emergency we will transport your child to the Linmed Hospital for treatment, notifying the parent/s as soon as possible

17. FUND RAISING

- We are a Private School & receive no subsidies or stipends from the government, dept of Basic Education or any other body or organization.
- From time to time the school may launch a fundraising campaign to raise money to fulfil a need, or to buy something for the school. Participation in this is of course, entirely voluntary.
- You will be notified in a circular as to the particulars and/or requirements.

18. CASUALS

- Parents may enroll children on a casual basis, for one day or several days, or even for one of two fixed days per week.

19. BABY SECTION

- Babies are taken in from the age of 16 weeks.
- For babies on bottled milk, the parents must provide their own milk or formula in bottles, sufficient for all the feedings. The bottles must be clearly marked with the baby's name and surname.
- Meals are provided for babies on solids.
- Babies require a change of clothing to go home in.
- Older babies are encouraged to walk and are potty trained.
- Parents are to provide enough diapers for the day.

20. EXTRA MURAL ACTIVITIES

- The school has several extra mural activities including computers, swimming, etc., please contact the principal to see what is offered.

21. PARENTS

- Parents are required to read all notices as well as attending any parent evenings. If we are to assist in maintaining a high standard for your child, it is imperative for us to work in conjunction with you.
- Please do not criticize your child's teacher or school in front of your child. Discuss any problems or grievances with the principal.

22. CHRISTIAN PRINCIPLES

- LITTLE PEOPLE'S is a Christian School, which is interdenominational.
- Biblical principles are taught. The children are taught that Jesus is Lord.
- We do not tolerate swearing, dirty jokes, cheap literature etc.
- We do not allow mini skirted, antisocial or anti-establishment teachers.
- Our curriculum honors Christ and shapes attitudes.

23. DISCIPLINE

- Discipline is what is done **FOR** a child, not what is done **TO** a child. God's word is very clear - "Obey them that rule over you and submit yourselves ..." Hebrews 13:17. If your child comes home complaining about a policy or discipline, please follow the following procedure:
 - **Give the staff the benefit of the doubt.**
 - Realise that your child's reporting may be emotionally biased and may not include all the information. "Foolishness is bound in the heart of a child." Proverbs 22:15.
 - **Realise that the school has reasons for all rules and that they are enforced without partiality.** "Train up a child in the way that he should go and when he is old, he shall not depart from it." Prov. 22:6.
 - **Support the process and call the school for all the facts.** "Children, obey your parents in all things for this is pleasing to the Lord." Colossians 3:20.
 - The discipline will be firm, consistent, and fair and tempered with love. Our staff maintain standards of behavior in the school through kindness, love and a genuine regard for the children. However, when disciplinary action becomes necessary it will be firmly carried out tempered by good judgment and understanding. **We do not smack children.**

24. UNIVERSAL CARE

- We do not discriminate against any child for any reason be it cultural, religious, medical, or physical. We treat & love all our children equally

Thank you for placing your child at LITTLE PEOPLE'S. We aim to give you the highest quality care for your children and look forward to a happy and fruitful association with you.

I _____ confirm that I have read the Rules & Regulations for Little People's School. I further confirm that I understand the Rules & Regulations & agree to abide with them.

Signature

Date



Medical Report

Name of child: _____

Date of birth: _____

1. Allergies: (Indicate if your child suffers from any of these allergies)

- | | | | |
|---------------|-------|--------|-------|
| • Pollen: | _____ | Other: | _____ |
| • Bee Stings: | _____ | Other: | _____ |
| • Milk: | _____ | Other: | _____ |
| • Dust: | _____ | Other: | _____ |

2. Chronic Medication: (Is your child on any Chronic Medication?)

3. Physical: (Does your child have any physical defect? E.g.)

- Hearing: _____
- Vision: _____
- Limbs: _____

Do you have any concerns around his/her physical abilities such as balance, general co-ordination?

- **Psyche:**
- Any fears: _____
- Timid: _____
- Aggressive: _____
- Too Solitary: _____
- Too Dependent: _____
- Other: _____

4. Habits:

- | | |
|-------------------------|--------------------------|
| • Thumb Sucking: _____ | Biting: _____ |
| • Temper Tantrum: _____ | Sleeping Problems: _____ |
| • Nose Picking: _____ | Night Terrors: _____ |
| • Teeth Grinding: _____ | Nail Biting: _____ |
| • Other: _____ | Other: _____ |

5. General: (Not on this form)

Is there anything else that we should know about your child:



CONTRACT BY AND BETWEEN LITTLE PEOPLE'S SCHOOL

AND

Surname of child: _____ First Name: _____
Date of Birth: _____ Home Language: _____
Name of Father: _____ Name of Mother: _____
ID No. of Father: _____ ID No. of Mother: _____
Father Work: _____ Mother Work: _____
Occupation: _____ Occupation: _____
Tel Work: _____ Tel Work: _____
Cell No: _____ Cell No: _____
Father email: _____ Mother email: _____
Home Address: _____

Code: _____ Home Tel No. _____

Emergency Contact:

Name: _____ Cell No: _____ Relationship to child: _____
Name: _____ Cell No: _____ Relationship to child: _____

MEMBERSHIP CONTRACT AGREEMENT

I, the undersigned, undertake to place my child in the care of LITTLE PEOPLE SCHOOL/CRECHE and hereby agree to the following terms and conditions:

- To pay an entrance registration fee of R500.00
- To enroll for SCHOOL/CRECHE services for: (indicate category with a cross)
 - Casual for days _____ per week (@R150/day)
 - Full Day
 - Half Day
 - After School Care
- To pay the full annual fees, monthly, or as otherwise agreed in writing. The fee is payable in advance on the first day of every month. Failure to pay fees could result in penalties being raised or even legal action.
- Any failure on my child's part to attend the LITTLE PEOPLE SCHOOL from time to time due to any cause whatsoever will not relieve me of my obligation under this agreement to pay the school fees**
- Termination of membership is subject to written notice of one (1) calendar month of my intention to terminate such membership of the LITTLE PEOPLE'S SCHOOL/AFTER SCHOOL CARE failing which I shall remain liable for the payment of membership fees until such time as the written notice aforesaid has been submitted by me.**
- Notice may not be given in November to leave the school at the end of November.**
- The LITTLE PEOPLE'S SCHOOL shall not in any way be held responsible for injuries or damage of any nature whatsoever which might be sustained by my child as a result of negligence, accident, or any other cause during the subsistence of my child's membership.
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Signed at LITTLE PEOPLE'S SCHOOL BENONI on this..... day of.....20.....

.....
(Parent or Legal Guardian)

.....
(WITNESS NAME _____)