



# IRENE PRE-PRIMARY SCHOOL

39 Crawford Road Irene 0062

TEL/FAX:(012) 667-1813

## SCHOOL REGULATIONS

### A. FEES AND FINANCE

#### **1. Administration Fees**

An amount of R100.00 per child is payable for administration costs and is payable on the first day of school.

#### **2. Security Tag (Entrance into the gate)**

Security tags can be purchased at the office for R100 each. When returning the tag a refund of R50 will apply. Entry and exit, only one parent at a time as the system records this. Always ensure that the gate has latched securely behind you!

#### **3. Stationery Fees**

The Stationery Fee covers stationery and consumables for the year and is payable on the first day of school.

#### **4. Early Morning Fees (6:45 to 7:30)**

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

#### **5. School Fees**

**All school fees are payable in advance, no later than the 5th of each month** for 11 months. If the total annual amount is paid by 28<sup>th</sup> February, a 5% discount applies. Interest may be charged if payment is 60 days overdue. Should fees be outstanding for longer than 3 months, your child will not be allowed access to the school until the outstanding amount is paid in full.

#### **6. Deposit**

A non-refundable deposit must be paid in full in order to secure the child's place at the school.

## **7. Aftercare & Holiday Care**

**Aftercare**, supervised by 2 staff members, is available for pupils of our school, from 13:30 until 17:30. The school provides mid-afternoon refreshments for the children who stay until 5.30pm. When collecting your child, parents must sign to indicate that they have taken their child. If your child is being collected by someone else, please inform the child's class teacher. Should your child not be attending Aftercare anymore, please notify us with a months' written notice.

### **Holiday Care (7:30 – 17:30)**

Holiday Care is provided (subject to the number of children) for full day children, at no extra cost.

For children who only attend school in the mornings, arrangements are to be made if they are to attend holiday care. Your account will be billed accordingly.

Holiday care (subject to the number of children) is open for all the holidays, except for 2.5 weeks in Dec/Jan (usually from 16 December to the first working day in January).

**No meals are provided during the holidays.**

## **8. Extramural Activities**

Extramural activities are on offer to children in the afternoons. Extramurals currently offered are: Cricket, Soccer, Ballet, Little Lab Coats, (afternoons) & Monkeynastix & swimming (during the morning). The costs and all arrangements for extramurals are strictly between the service provider and parents.

## **9. Lunch**

The school provides a hot lunch daily, at a nominal fee.

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

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

**No meals are provided during the holidays.**

## **10. Banking Details**

Irene Nursery School  
Standard Bank  
Lyttleton Branch - Code 010945,  
Account No. 011715030

## **11. Notice of Withdrawal of Child from School**

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

## **B. GENERAL**

### **1. School Hours : From 7:30am to 12.30**

Children can be dropped off from 7.30am, but our morning program only starts at 8.15am and children should not arrive later than this, as they miss valuable learning experiences and also disrupt the class. All children, other than those staying for Aftercare, should have left the school by 1pm. Special permission must be obtained from the Principal should a child need to be collected later. Late collection of children interrupts staff meetings and inconveniences the teachers who need time to prepare for the following day. A late collection fee will be administered for children who are collected later than 13:15.

### **2. School Age**

We accept children in the year that they turn 3 and they remain with us until they have completed Gr R.

**Children must be fully toilet-trained** in order to attend our school.

### **3. Taxi Transporters**

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

### **4. All children should be given **into a teacher's care** when they arrive in the morning (**not simply dropped at the gate**), and be fetched by a responsible person in the afternoon. The teacher must be told if the child is to be collected by someone other than the usual adult.**

### **5. ALL CLOTHING, INCLUDING SHOES, SHOULD BE CLEARLY MARKED.**

### **6. Each child must have a **suitcase or bag** in which to keep personal possessions.**

### **7. **Small children should be supplied with a change of clothing**, either kept in their suitcases or handed to their teacher for safekeeping.**

### **8. As the school provides a **healthy snack at tea-time**, no child needs to bring food to school in his/her bag, unless it is lunch for Aftercare. The Aftercare lunch will be taken out of the child's bag and placed in a container, which the teacher will provide. Should allergies necessitate a special diet, arrangements must be made with the teacher.**

9. Children **may not bring sweets or their own toys** to school. An exception to this rule is made in the case of birthdays or theme-related items as requested by the teacher. We enjoy having birthday parties at school. Parents must arrange the party with the teacher.
10. Children suffering from a **severe cold or any other physical ailment should not be sent to school** when ill and should remain at home until fully recovered.
11. We are **not allowed to administer any medication without the parent's permission** and signature. If your child should need medication, you must please sign it in at the office.
12. Parents should notify the office when children will be absent from school.
13. Parents are requested to inform the Principal or class teacher of any unusual or disturbing circumstances which could affect the child's behaviour during the day.
14. It is the duty of the staff to help each child develop to his/her maximum potential. To achieve this, close constructive co-operation should exist between the staff and the parent.
15. Please keep the school informed of any change of residential or email addresses, or telephone numbers.
16. If you live out of the immediate area, admission to the pre-primary school does not automatically gain your child a place at Irene Primary School.
17. At present pupils do not pay for outings or in-house visits. The Governing Body, however, reserves the right to change this arrangement should the financial affairs of the school necessitate such a change. Excursions or activities related to Academic, Cultural or Health activities will require a fee to be paid (e.g. pottery lessons, photographs, hearing tests etc.).
18. Please keep a copy of these regulations for future reference and return the signed original to the school on your child's first day.

Mrs R van Wyk  
Principal

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

Name of Parent/Guardian: \_\_\_\_\_

Name of Child: \_\_\_\_\_

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

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**PHOTO PERMISSION**

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

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

Indicate below regarding permission to place photos:

Website : Yes/No

Facebook : Yes/No

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

\_\_\_\_\_  
SIGNATURE