

**Thaba Park
Hooggelegen Road
Durbanville
7550**



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Registration number:
13/2/1/1/1 C14310

Law of the Land

GENERAL INFORMATION

We encourage you to discuss with us your child's likes, dislikes, comfort toys and health problems to ensure your child's stability and wellbeing while they are away from you.

BIRTHDAYS

Birthdays are celebrated at Kid's Republic, and we ask that your child please bring something special to help us celebrate this occasion i.e. a special cake or biscuits (please be aware of nut allergies).

If there are financial constraints, please let a member of staff know so that we can make alternative arrangements. To commemorate the day please bring a book to donate to the school. We will put your child's name and birthday inside the cover.

We will be taking class and individual photos once a year (parents will be notified in advance). We also would like to take photos of the children at play and put them up on our website and Facebook page. These photos will be available for viewing for a limited time and will be replaced with new ones on a regular basis. We offer this as a sneak peak for parents to see what their children are currently involved in. If you would not like your child to be featured on either, please notify us upon registration.

OPENING HOURS, DROP OFF AND PICK UP

Kid's Republic Playschool will be open throughout the year except for public holidays, days deemed by the Education Department as "holidays" due to the occurrence of public holidays, and we will be closed for a 4 week period at the end of every year from December to January – the dates of this closure will be announced towards the end of the third quarter.

Full day: 07:15 am – 17:30 pm

Half day: 07:15 am – 12:30 pm **(strictly)**

Children are not to be dropped off outside the facility – they are to be personally handed over to a member of staff in the classroom.

Please place your child's juice bottle/snack in the relevant container and their bag in their locker.

Children may only be collected by the designated person(s). No children will be sent out to parents waiting in the parking lot.

Kindly ensure that permission is given and the necessary arrangements are made with the school should your child(ren) need to be collected by someone other than the person that would usually do so – please furnish the school with a list of persons authorised to collect your child(ren).

The school will close promptly at 17:30 pm – **repeat offenders will be fined R20 for every 5 minutes that they are late in collecting their child(ren). Fines will be issued the following school day, regardless of reason for late arrival (e.g, traffic, broken car, etc.)**

No children are to arrive later than **08.55am** unless previously arranged with the principal. Late arrivals cause the child to miss part of a structured lesson programme and also disrupt the smooth running of the school. To assist us we ask you to ensure your child is at school by 08:50.

Please notify the school by 09.00am should your child be off sick for the day.

Occasionally parents may need to change their session (in an emergency for example), Kid's Republic is more than happy to oblige, but this time is chargeable. An additional fee of R100 (per instance) will be added to your account and a snack must be provided for your child.

Nap time is from 1pm to roughly 2:30pm. Please try to fetch children **before or after** that time, as we do not want to disrupt the other sleeping citizens.

MEALS AND NUTRITION

We will supply breakfast, a mid-morning snack and lunch. We work on a 4-week menu cycle during which time no lunch will be repeated.

If your child attends on a full day basis please pack a light snack for mid-afternoon.

We do not allow cakes, sweets or other treats except on birthdays and special occasions.

Our menu will be available on email for your convenience.

Please note that if you would like to give your child any other breakfast – which is not on our menu – you will need to ensure that your child eats at home as there is not sufficient time for the staff to prepare different meals for the children. Breakfast will not be served later than 08:50am as it will disrupt the morning routine.

NOTICE OF ABSENCE/SICKNESS

The school reserves the right to decide whether a child may or may not attend for health reasons. According to City Health regulations a sick child cannot remain at the school and has to be kept at home.

We kindly ask that you notify us should your child not be attending school for the day.

Illness: The Principal must be notified if any contagious illness has been contracted. No child suffering from any infectious disease – including eye infection, hacking or continuous coughing, diarrhea, vomiting and lice will be admitted to the facility. Any child with a fever of 37.5°C and climbing, will be sent home.

Lice: Regular checks for lice will be carried out. If lice are detected – the parents will be notified and asked to collect their child immediately. Your child is only to return to school once they are clear of lice and knits after staying home for a minimum of 3 days.

Immunisation: Your child is to be up to date with all their immunisations. You will be required to supply a copy of your child's clinic card on registration. If parents cannot be reached to fetch an ill child, your emergency contact will be called.

Medication: Medication is to be clearly marked with your child's name and instructions and given to the designated staff member that will be administering it. NO medication is to be left in your child's bag. Antibiotics will only be administered by approval of the Principal. **We will NOT administer any form of fever medication at school.** We do not keep any medication on the premises as it is against the regulations set by the Health Department.

CHANGE OF DETAILS

It is important that parents/guardians provide the school with current information about their addresses, contact numbers, emergency contacts and their child's allergies.

CLOTHING AND PROPERTY

Parents are requested to see that their children wear clothes that they are able to play comfortably in and which may be dirtied. Our young citizens are encouraged to be independent and we ask that the parents ensure that the clothes are of such a nature that the child easily put them on and take them off. Please see the attached list for additional clothing – in case of an “accident”.

We ask that you please clearly mark ALL your children’s clothes and other items (snack boxes, bags etc). We will not be held responsible for any lost, torn, soiled items. Please check your child’s clothing daily to ensure that all articles belong to him/her. Please return any foreign articles and we will ensure it is returned to the rightful owner.

Please discourage children from bringing their favourite toys and valuables into school as we cannot accept responsibility for them should they get lost or broken. Nap time comforters are initially welcome for the younger children attending on a full day basis.

FEES

Full Day (7:15 to 17:30)

5 x week R4080 per month

3 x week R3000 per month

Half Day (7:15 to 12:30)

5 x week R3600 per month

3 x R2550 per month

R2350 non-refundable registration fee payable before your child starts at Kid’s Republic.

***Can be split over 2 months if needed. Please discuss with us.**

Our banking details are:

Kid’s Republic

FNB

Durbanville (branch number: 210203)

Account number: 62386566594

Reference: Your child’s name

Fees are **payable IN ADVANCE by the first of the month.**

Fees are not refundable should your child be absent. There is NO refund on fees paid.

We require a non-refundable registration fee of R2350 upfront please.

January’s school fees must please be paid and reflect in our account by the 2nd of January, all subsequent monthly fees must please be paid in by the first of each month and must reflect by the 3rd. December fees HAVE to be paid by the 1st December. You will be reminded of this closer to the time.

The school account is FNB and payment from any other institution can take up to 3 working days to appear on our statement.

One month’s notice and payment is required in the event that your child should leave the school.

This termination must be made in writing.

If your account is not settled (or suitable arrangement for settlement made) before the last day of your child(ren)’s attendance at Kid’s Republic – further action will be taken and an administration fee will be added to your account. All fee related queries will be referred to the person responsible for payment as indicated on the registration form.

All cash payments are to be made directly to Aimee and a receipt must be obtained. Kid’s Republic will not take responsibility for any cash placed in bags or paid to anyone other than Aimee and

Kid’s Republic is a private organisation. The fees you pay cover all the expenses – including food, salaries of all the personnel and teaching materials. It is very important that you pay your fees promptly to enable us to run the facility effectively and to plan ahead.

Kid's Republic cannot maintain your child's place if fees are not paid. Parents will be given written notification if their child's place is being withdrawn due to persistent non-payment of fees. Fees are subject to an annual escalation and increases will be effective from January of each year.

APPOINTMENTS AND CONCERNS

There is a complaints procedure for you to use should the need arise. We will take each one seriously and will listen and reply to all of your concerns. Please take all issues or complaints directly to the principal. Please do not confront our teachers, assistants or any staff member with complaints. Your issues will be dealt with swiftly and professionally by the principal. Please make an appointment to chat to a staff member. Our staff cannot chat in the afternoon when citizens are still being fetched as it takes them away from supervising the children still at school.

BEHAVIOUR MANAGEMENT

Should there be difficulties at home that could affect the child emotionally or otherwise it is important that you share this information with the class teacher as she needs to know how to address any changes in the child's behavior. Should your child have a disturbed night or an upset on any given day, please inform one of the staff members, so that we are able to deal with the situation in as sensitive a manner as possible.

All information discussed/shared with us will remain strictly confidential.

Please remember that some children settle down to a new environment easily and some do not. It may take days, weeks or even months for a child to settle into a new routine and learn to accept new people. It is best to be loving but firm and take your leave from your child as swiftly as possible once they are at school. Attempts to coax the child into staying and to give one last hug can often make matters more traumatic for all parties involved.

Some children bite, scratch, hit, spit or swear as they develop from toddlers to pre-schoolers and start to push their boundaries as far as possible. While we aim to prevent such incidents as far as possible, on occasion your child may unfortunately become the "victim" of such behaviour or even the aggressor. Please understand that we do discuss the incident with all parties concerned. We do not approve of any form of corporal punishment and will institute other tactics to change this negative behavior where possible. Under no circumstances will a child be struck, ridiculed, threatened or humiliated. The only punishment administered is time out. Acceptable behaviour will be sought and reinforced by positive guidance and assistance in making choices.

Some accidents are unavoidable but should one occur, you will be informed and it will be entered into the accident book.

PREVIOUS SCHOOL HISTORY AND EMOTIONAL DEVELOPMENTAL ISSUES

So that we are best prepared, please furnish us with your child's previous school history and any applicable medical assessments or conditions that you are aware of. We will not discriminate against any child with developmental issues, but need to be honest and fair about the our capabilities in dealing with developmental/emotional/psychological issues and concerns.

SCHOOL SUPPLIES NEEDED - (PLEASE MARK ALL BELONGINGS CLEARLY)

Green Stars (1 – 2 years)

A once off requirement at the beginning of the year:

An Ice cream tub with the following:

1 box of fat wax crayons

50ml art + craft glue or white cold wood glue

1 50 sleeve FLIP FILE to be brought in January

1 pack/ream A4 white clean paper

750ml hand sanitizer

9 rolls of toilet paper

Hairbrush

2 sets of clean clothes

Sufficient nappies and wipes

Bum cream

4 boxes of tissues

4 packs of wet wipes

8 rolls of roller towel

1 face cloth

Sunhat and sunscreen (for summer) to stay at KR

Blanket and pillow for nap time to stay at KR

1 Large cot sheet/single bed sheet for nap bed for full day children. This is a non-negotiable requirement from Social Services.

Daily:

Fruit juice, tea or water bottle

Formula bottles, with the first bottle premixed

Afternoon healthy snack box (for full day children)

Yellow Stars (2 – 3 years)

A once off requirement at the beginning of the year:

An Ice cream tub with the following:

1 box of wax crayons

1 stick of glue (e.g pritt)

50ml art + craft glue or white cold wood glue

1 50 sleeve FLIP FILE

1 pack/ream A4 white clean paper

18 rolls of toilet paper

750ml hand sanitizer

Hairbrush

2 sets of clean clothes and underwear if toilet training

Sufficient nappies and wipes

Bum cream

4 boxes of tissues

4 packs of wet wipes

8 rolls of roller towel

1 face cloth

Sunhat and sunscreen (for summer) to stay at KR

Blanket and pillow for nap time to stay at KR

1 large cot sheet/single bed sheet for nap bed for full day children. This is a non-negotiable requirement from Social Services.

Daily:

Fruit juice, tea or water bottle

Milk bottle for nap time (First term only)

Afternoon healthy snack box (for full day children)

Blue Stars (3 – 4 years)

A once off requirement at the beginning of the year:

An Ice cream tub with the following:

1 box of twisty crayons (e.g mon-ami)

1 stick of glue (e.g pritt)

50ml art + craft glue or white cold wood glue

1 50 sleeve FLIP FILE

1 pack/ream A4 white clean paper

750ml hand sanitizer

4 boxes of tissues

4 packs of wet wipes

8 rolls of roller towel

18 rolls of toilet paper

1 extra set of clothes including underwear (can be left in school bag)

1 face cloth

Hairbrush

1 Art apron or large t-shirt

1 Large cot sheet/single bed sheet for nap bed for full day children. This is a non-negotiable requirement from Social Services.

Sunscreen and sun hat to stay at KR

Blanket and pillow for nap time to stay at KR

Daily:

Fruit juice, tea or water bottle

Afternoon healthy snack box (for full day children)

Red Stars (4 – 5 years)

A once off requirement at the beginning of the year:

An Ice cream tub with the following:

1 box of twisty pencil crayons

2 sticks of glue (e.g pritt)

1 pair of safety scissors

1 50 sleeve FLIP FILE

1 pack/pad of colour paper

750ml hand sanitizer

4 boxes of tissues

4 packs of wet wipes

8 rolls of roller towel

18 rolls of toilet paper

1 extra set of clothes including underwear (can be left in school bag)

1 face cloth

Hairbrush

1 Art apron or large t-shirt

1 Large cot sheet/single bed sheet for nap bed for full day children. This is a non-negotiable requirement from Social Services.

Sunscreen and sun hat to stay at KR

Blanket and pillow for nap time to stay at KR

Daily:

Fruit juice, tea or water bottle

Afternoon healthy snack box (for full day children)

Please feel free to contact us with any questions or queries.

We are more than happy to reply via email at info@kidsrepublic.co.za.