



Guidelines 2019

1. Our opening date for school will be Wednesday, 9 January 2019.
Address: 44 Ruth Street, Florida
2. Our **School Times** are as follows:
08:00 - 12:30 (Half Day) or 07:00 - 17:00 (Full Day)
The school is in no way responsible for children left at school outside these times, therefore, we appeal to parents to be on time or make special arrangements with us beforehand.
3. Children to be dropped off between 07:00 & 08:00.
4. Parents are requested to make their goodbyes short & sweet so that we can start our programme on time without being disturbed. Please try bringing your child to school on time.
5. Parents are to leave their child with a member of staff in the mornings and to inform the directress if someone else is fetching them. Children will not be allowed to go with anybody else other than the person/s who has been nominated to fetch them.
6. Always say good-bye to your child & reassure him/her with the remark that you will be back for him/her later. If you appear tense or worried at leaving him/her, he/she will react accordingly.
7. If a child is unable to attend school due to illness, please phone the school.
8. If a child is upset or ill during the night, please inform the directress. All medicines must be handed to the directress.
9. Parents are requested to advise the directress of any lift schemes.
10. Should your address, phone numbers or work numbers change during the year, please inform the school immediately.
11. The School will be closed on Public Holidays, School Holidays and specific Islamic Holidays (to be advised).
12. A registration fee of R650 is to be paid and handed in with the application form on registration by the end of November. This money is non-refundable and your



child's space is guaranteed only once the fee is paid. The registration fees are put aside in a fund to be used for maintenance and upkeep of our learning and play equipment.

13. To keep up with the Montessori quality, standard and uniformity, I hereby request that all parents pay R450 contribution towards our stationary & toiletry costs due when school opens.
14. **School fees for 2019 -**
Half Day has been set at R1050 & Full Day has been set at R1550.
* School Banking details are as follows:
First National Bank
Savings Account
Florida Branch - 250655
Acc number: 62167105850
15. **Extra-mural Activities**
Compulsory - Fees may increase annually)
Exercise Programme with Catrobat Kidz - @R520 per term
Arts & Crafts with Magical creations - R150 per month
Optional - Fees may increase annually)
Swimming @ The Swim School - @R2500.00 per annum
Computers with Stimulus Maxima - R155 per month
16. A statement will be emailed and/or sent home with the child at the end of each month. Receipts will be sent home each month. Direct deposits are accepted but electronic transfer is preferred. No cheques will be accepted.
17. Resignations will not be accepted from October to December, unless due to transfer, etc. At any other time one full terms notice must be given in writing.
18. The **school terms** and dates corresponds with the Government School Terms as follows:
1st Term : 9 January 2019 to 15 March 2019
2nd Term : 2 April 2019 to 14 June 2019
3rd Term : 9 July 2019 to 20 September 2019
4th Term : 1 October 2019 to 4 December 2019
19. Please pack a sandwich in a marked container & a bottle of juice for your child's morning refreshment. Full Day students will be provided with lunch and an afternoon snack.
20. All clothing, school bags and any other items belonging to your child, must please be clearly labelled as the school cannot be accountable for any items going missing.
21. Please do not send your child with sweets or chocolates to school. Parents who would like to send sweets are requested to send enough for the whole class.



22. All toys to be left at home as the school cannot be responsible for damage or loss. Toys will only be allowed for 'Show & Tell', unless otherwise required.
23. Excursions are arranged on a Termly basis which you will be informed of at the beginning of each term.

The observances of these rules will ensure the smooth running of our school. We look forward to your co-operation.

Thanking you in advance

Shukran

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