

5 Star Reviews



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## School Rules

*First and foremost I would like to WELCOME you to Kiddies Academy, We're a Christian Nursery School which started in 1989, in a clean and safe environment. Kiddies Academy continues to maintain a very good reputation and is known for it's extremely high standard of education.*

## Arrival time

**Drop off times from 06h30 to 09h00 a.m.** The gate will then be locked for security reasons. **Please ensure that the gates are shut behind you. All parents are to announce their arrival by intercom and must never under any circumstances be let in by anyone else.** Ensure that your child arrives on time so that classes are not disturbed. Breakfast is served at 08h00 SHARP! So children to be fed at school must be punctual.

## Departure time

**Kiddies Academy closes at 5:00p.m SHARP!** When you come late, you donate!. When you are late in fetching your child, it will cost you R100 for every 15min or part thereof. **NB:** If late fetching occurs often, regrettably you will be asked to leave Kiddies Academy. The first R100 will go to the staff for overtime. The rest will go towards a charity of my choice.

### Example

17:00 - 17:15 = R100

17:15 - 17:30 = R200

17:30 - 17:45 = R300

17:45 - 18:00 = R400 and so on...

## Food Menu

We offer breakfast, dessert and snacktime. Parents are responsible to pack lunch and Liqui Fruit. We have three microwave ovens at Kiddies Academy. When you cook supper at home and find you have extra food left over, you can give it to your child for school lunch and your child will have a warm lunch especially nice in the winter months. I will treat the children with desserts however; our rule is that they can have it after they have finished the lunch which you have packed for them. Kindly label your child's lunch box please.

## Important

AS YOUR CHILD'S SAFETY IS OF UTMOST IMPORTANCE TO US, please notify me of ANY other family or friends who will pick up your child. Please provide us with the name and description of the person /persons in writing. If I have not been informed, your child **WILL NOT BE ALLOWED TO LEAVE KIDDIES Academy**. Thank you for your cooperation in this matter



## Medicine

**VERY IMPORTANT!** Sick children **MUST NOT** be brought to school, PLEASE!

[A] Your child would pass it on to the other children and staff.

[B] Teachers would be attending to the needs of sick children and focus on teaching time would be taken away from the other children.

Teachers and staff will not be held responsible if the above rules are not heeded to if a sick child's condition deteriorates. The **CITY HEALTH** requirements states that teachers and staff are not permitted to give any medicine without written

instructions from the parents. A file is kept at school with all **MEDICATIONS** administered, must be recorded, on a daily basis. This complies with the City Health regulations e.g. **DATE, TYPE OF MEDICATIONS, TIME TO BE ADMINISTERED, REASON FOR MEDICATION and SIGNATURE.** Bottles are to be clearly marked with your child's name. In case of illness or injury, the ONUS is on you, the parent, to fetch the child AS SOON AS POSSIBLE. Therefore, always ensure that any change of telephone numbers or address is notified immediately. Kiddies Academy **WILL NOT** be held responsible if in ANY EMERGENCY YOU CANNOT BE REACHED. Please note that you are responsible to make sure of ANY CHANGE OR NEW INFORMATION we need in writing, is stapled to your child's previous application form in your presence

## Lockers and clothing

### CLOTHES

Please ensure that all your child's clothing is marked with their name. Dress your child in clothes and shoes, which are suitable for painting, playing etc...This way it will not be a problem should clothes get dirty. An extra change of clothing must be supplied in your child's marked bag. Should an unexpected accident occur e.g. runny tummy, cold drink spill, get sick etc...Should your child get sick and no extra change of clothing is supplied, we will have a problem. You will be contacted to bring a clean set of clothing for your child.

### LOCKERS

It is the parents responsibility to make sure you have all the belongings of your child that you want to take home e.g. jackets, school work, shoes etc...Also make sure that if your child has medicine , to take it home before you leave!

## Toys

**PLEASE TAKE NOTE!** Toys are not allowed at school. All toys will be confiscated by the teacher when arguments or fights break out and will be handed back to the child when it's home time. We do not take any responsibility for lost or broken

toys or accessories that is on the school property

## **Confrontation and point to take note of**

**NO PARENT** may confront any child with any complaint, whatsoever. **ALL** complaints, no matter how big or small must be handled by Management, the Principal Roland Grunwald **ONLY!** Should Kiddies Academy in its opinion believe that a parent or child is not suited to be at the school **FOR ANY REASON WHATSOEVER,** it may in its sole discretion terminate this agreement by providing the applicant with a 5 day written notice of its intention to terminate this agreement

## **Fees and Activities**

### **SCHOOL FEES**

Please take note. Roland Grunwald will handle all matters regarding school fees.

**SCHOOL FEES ARE DUE ON OR BEFORE THE FIRST OF EACH MONTH FROM JANUARY TO DECEMBER.**

**TAKE NOTE:** School fees and extra mural teachers fees are payable in advance and before the 1st of every month even when your child is on holiday or absent for any reason. Regrettably, this rule still applies, should your child be absent for even a long period of time. A month's notice cannot be given with plans of re-enrolment at a later stage. A written and dated letter of notice is required when removing your child permanently. **ALL children leaving at the end of November are still required to pay for December**

**DECEMBER, WILL BE THE FINAL PAYMENT OF THE YEAR FOR EVERYBODY. THIS INCLUDES GRADE R CHILDREN. YOU PAY LATE, YOU DONATE!** When you receive your monthly invoice it is a reminder of the importance to pay ON TIME. It is payment for the month's approaching in advance. Late payments will be charged accordingly. It will cost R100-00 for every 5 days that you are late or

part thereof. You pay late, you donate! All money given for late payment will go towards the charity of my choice.

**FOR NO MISUNDERSTANDINGS, HERE IS A CLEAR LAYOUT OF APPLICABLE PENALTIES**

1st to the 5th = R100

6th to the 10th = R200

11th to the 15th = R300

16th to the 20th = R400

21st to the 25th = R500

26th to the end of the month = R600

**FUN DAYS:**

Please budget! Other than the monthly fees Kiddies Academy only asks for money once a year to cover the cost of entertainment and FUN DAYS for children.

**ENROLMENTS FOR CHILDREN CURRENTLY IN KIDDIES Academy. ATTENTION PLEASE:**

Budget for the month of September. On or before the 1st of September R1000 is to be paid per child to secure your child/children for the following year. This enrollment fee will be deducted from your January fee.

**Attention:**

Please budget for the month of November!

**Important Information 1.0**

For no misunderstanding, here is a clear layout: Payment for January to October before the first of each month. Two payments are made for the month of November. November payment before the 1st of November, December payment on or before the 15th November

**Attention:** Only once you have made your final payment (which is for December)

will you receive your child's reports, photos ect... FOR LATE PAYMENT AND LATE FETCHING, your fine will appear on your next months invoice based on the "LATE FETCHING REGISTER". Failure to sign this register could lead to a dismissal. Unfortunately, the consequences of failure to pay the following:

- [a] School fees
- [b] Extra mural teachers
- [c] Fines for late fetching and payments.

Failure to comply to the above will lead to the removal of your child from Kiddies Academy with immediate effect and debt collectors will be contacting you for the outstanding payments. You will be responsible to pay extra for whatever the debt collectors want for their services. Also the undersigned or his/her spouse will be **REPORTED TO THE CREDIT BUREAU WITHOUT NOTIFICATION.**

**A very important rule!** Notice period to be accepted by parents by signing the Rules page. One month's written notice must be given on the first of the month by any party desirous of canceling this agreement. Verbal notice will not be accepted. No notice will be accepted from 1 October to 1 December and should the child/children be withdrawn from school during this time you understand that the full monthly amount as stated will be due and payable for the aforesaid period (3 months - October to December) So For a very clear understanding, if you leave Kiddies Academy for any reason whatsoever, you are liable to pay for the last 3 months. Here is a clear Layout (that 1 months written notice must be given on the 1st of the month.

### **Important information 1.1**

Here is a clear Layout :

**(that 1 months written notice must be given on the 1st of the month)**

- Written notice on 1 January - Take out child for February
- Written notice on 1 February - Take out child for March

Written notice on 1 March	-	Take out child for April
Written notice on 1 April	-	Take out child for May
Written notice on 1 May	-	Take out child for June
Written notice on 1 June	-	Take out child for July
Written notice on 1 July	-	Take out child for August
Written notice on 1 August	-	Take out child for September

NB: The first of **August** is the final and last month for notice period therefore October, November and December will be the final payments for everyone.

**METHOD OF PAYMENT:**

1. CASH
2. BANK DEPOSIT
3. INTERNET TRANSFER

**NOTE:**

**PROOF OF PAYMENT REQUIRED!**

**REMINDER:** For the above methods of payment on or before the 1st of each month approaching FINES ALSO APPLY.

**Account Name:**

RJ Grunwald ta. Kiddies Academy:

FNB

Account No :62907585874

## Requirements

**NOTE:**

COPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED

Child's Immunization card

Child's Birth certificate

ID of both parents

Copy of Medical aid card (optional, however in the event of an emergency and the child is in need of medical attention, Kiddies Academy Principal and staff will not be held liable if medical aid details cannot be provided in such instances).

**A CHILD'S NEED IS OF THE UTMOST IMPORTANCE**, in the event that a parent cannot reach the Principal telephonically, the parent should note that the Principal is attending to the needs of the children first.

The parent may leave a message and the Principal will endeavour to return the call at her earliest availability.

### Items provided by school

Things your child will get once you have :

Filled in forms     Paid school fees     Paid the deposit

**Mattress cover | Summer blanket | Winter blanket    Hand Towel |  
Face Cloth | Swimming Towel    Book bag | Chair bag | Crayons |  
Scissors    Nursery Rhyme book | Bible book | ABC / Number book**

### Holiday information

Kiddies Academy is open throughout the year and only closes the **first week of December** holidays and we reopen **around the same time as Government Schools.**

We closed for public holidays and ask for no more than 10 days off in-between public holidays eg. If a Wednesday is a public holiday then we could ask for a Thursday and Friday off.



## Terms and Conditions

**Please do not sign until you read through the rules carefully. Once I have signed and agreed to the terms and conditions of this contract I understand and agree that rules cannot be altered/changed by me the parent or parents of the school. I understand that Kiddies Academy is a private Christian School therefore NO PTA meeting or meetings of any kind will be held with the intent of changing the above rules. The rules are made by the principal and all of the above rules are a binding contract between me the parent/parents and Kiddies Academy/Roland Grunwald (principal of Kiddies Academy).**

**Above school rules cannot be altered!**

**Sign:**\_\_\_\_\_

Dear Parents

Unfortunately due to many non payments for December, we will only issue reports and photos once December payment has been made Example: Should you need a report early in the year; regrettably December payment must be made first.

**Thank you Roland Grunwald**

## School Rules and acceptance

### **REMINDER:**

Please read the rules that were given to you upon your child's acceptance to Kiddies Academy. Once you have accepted the terms and conditions by signing the School Rules you have agreed to and committed yourself to the policy of Kiddies Academy School, which is a legally binding contract and therefore the policy cannot be altered. Please complete this form and return it to Kiddies Academy to ensure that you understand and agree to the terms and conditions. School Rules Pages 1-8 are to be kept at home for reference purposes.

Acceptance of terms and conditions of all 13 points of the above Kiddies Academy School Rules:

(Please print clear and neat)

Full Name and Surname of child: \_\_\_\_\_

hereby understand and accept the terms and conditions as per this document. I agree unconditionally with ALL CONDITIONS concerning the school fees and governance listed in all points 1-11 above.

Signed at: \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

FULL NAME (MOTHER) \_\_\_\_\_ MOTHER'S

SIGNATURE \_\_\_\_\_

FULL NAME (FATHER) \_\_\_\_\_ FATHER'S

SIGNATURE \_\_\_\_\_

GUARDIAN 1 SIGNATURE \_\_\_\_\_ GUARDIAN 2

SIGNATURE \_\_\_\_\_ SCHOOL

**Please note that this is a legal document and you have agreed to the terms and conditions of Kiddies Academy.**