



082 569 5031 Reg.No: 2016/463738/07
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TINY KIDS ACADEMY: Rules and Regulations:

Please take note of the following rules and regulations – sign and return this document

1. Your **emergency contact number** must be answered at all times.
2. The school requires a **whatsapp contact number** as this is our way of **communicating**. Letters will only be sent if the school deems it necessary.
3. School hours are from **07:00** until **17:30** –**if you are late there is a R200 penalty payable to the staff on duty**
4. Should you arrange for **someone else to collect your child** we require that you contact us that morning to notify us of the arrangement. Under no circumstances will a child be given to any person other than the parents without prior arrangement for the protection of our children.
5. We request that your **child arrive** on time unless otherwise arranged with the principle or teacher. Teaching starts strictly at 8:15
6. Children must be 13 years or older to be allowed to accompany a pupil out of the school.
7. Please adhere to the **sign in and out policy**
8. We ask that you practice **proper car safety** when fetching or dropping off your child. We recommend having a car seat fitted in your car and insist that parents/drivers accompany their children to and from the gate to ensure they do not get hurt by the cars that come and go. Please open the door for them and hold their hand until they are safely inside. We also ask that all parents that are arriving or leaving be aware of where the little ones are at all times. It is sometimes difficult to see children from inside your vehicle and accidents can happen very quickly.
9. **No sweets**, chips, chewing gum or cooked food that requires reheating or preparing, fast food, fizzy drinks or unhealthy food of any kind may be packed.
10. **No toys** may be brought to school as we cannot take responsibility for it.
11. All **belongings must be marked** and an extra set of clothes must be sent every day. We also cannot take responsibility for jewellery lost at school, so rather not let them wear anything that you do not want broken or lost.
12. Breakfast is served between 07h30 -8H00. Due to logistical requirements, we request that if your child needs to eat breakfast that he/she is here by that time.
13. The school allows birthday parties to be held for the children during class time. Should you want your child to celebrate their birthday in class with a small party you may make the arrangements with the relevant teacher. We will not give out contact details as we have to respect the privacy of our parents and children.
14. **School fees** are calculated as a yearly rate and must be paid by the 5th of each month (in advance) for 11 months into our bank account. Please take note that **no cash** will be accepted at the school for safety precautions.
15. **Should your school fees be in arrears for 2 months plus your child enrolment to Tiny Kids academy will be terminated and you will be advise to seek alternative institution for your child**
16. All **extra mural** money must be paid to the individual coaches and no cash will be taken in the office for any outside activities. Please take note that NO internet transfers into the schools account will be accepted for any activities.
17. Any money owed to the school for something other than school fees is to be paid into the school's bank account. This includes money for photos, DVDs, tickets, fundraising events, etc. The school does not provide refunds for these services in the event that you miss it.

18. It is required that a **notice of one month** is given should you need to remove your child from the school for any reason. Notice should be given in writing to the principal.
19. We have a strict policy with regard to **sick children**, medication and food allergies:
- a. If your child vomits at school or has a very upset stomach, we will contact you to collect them as soon as possible. Sick children must be kept at home until they are well.
 - i. Should your child have a high fever we will contact you and request permission to give them the recommended dose of Panado Syrup, we will contact you within 30min if the fever does not break in order for you to take your little one to the doctor.
 - b. If your child has a chronic illness you are required to send the necessary prescription medication, as well as clear instructions on how to administer it.
 - c. No over the counter medication will be given to the children, only medicine prescribed by a doctor will be administered at the school. Please ensure you complete the medicine register in the morning.
 - d. If your child falls ill with a contagious illness, you will be required to keep them at home until they are well.
 - e. If we hear of any serious illnesses making the rounds at schools, we will notify our parents immediately and provide them with as much information as possible with regard to signs and symptoms as well as the severity of the illness. Parents are requested to check their children for such symptoms and when in doubt, please take them to the doctor first before sending them to school. This is just a measure to ensure the health and safety of all our children.
 - f. Please make sure that we are aware of any allergies that your child has in order for us to give your little one the best care possible, and also to avoid possible allergic reactions of any kind.

The rules and regulations as stated here are for the protection of both the children and the school and we kindly request all parents to take note and abide by it.

Regards

Juanita Hattingh

Principal

Tiny Kids Academy