



179 High Street, Ashlea Gardens, Pretoria East;  
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E-Mail: [admin@kingskidcreche.co.za](mailto:admin@kingskidcreche.co.za)

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## **SCHOOL RULES**

1. School fees are payable by EFT or cash deposits only, in advance by no later than the 1<sup>st</sup> of the month or 15<sup>th</sup> as may suit your payment schedule
2. Should your child/children not attend school for whatever reason, fees cannot be transferred or refunded.
3. The school is open from 6:30am to 5:30pm.
4. Half-day care until 2:00pm is available. Parents of children collected after 2:00pm will be charged the full day rate.
5. Full day care is until 5:30pm. Parents of children collected after 5:30pm will be charged an additional fee as follows;
  - o 15min: R 15.00
  - o 30min: R 30.00
  - o 45min: R 45.00
  - o 1hr: R 60.00
  - o 2hrs and beyond we will be forced to call social services
6. The nursery school is open during the school holidays throughout the year except for December and public holidays. If a holiday fall on a Tues etc we will be closed on that Monday
7. **NOTE:** All children are to be at school by 8:30am. Please notify the school before 8:30am if your child is going to be late or is unable to attend school that day as the front gate will be locked from at 8:30am.
8. Please drop your child at the pedestrian gate on high street.
9. All gates and doors must be closed behind you for your child's safety.
10. All clothing including underwear and shoes must be clearly marked with the child's name. We do not accept responsibility for lost items. Please do not forget to check the "lost property" for any lost items.

11. A change of clothes should be sent in a suitcase or bag with your child each day.
12. Sun hats and sun block are compulsory in summer. Make sure that they are clearly marked with the child's name.
13. Children are not allowed to bring food, sweets or toys to school, they will be confiscated. These may only be brought to school when specified.
14. Any school toys taken home are to be returned immediately as toys are expensive.
15. All children are required to rest between 12h30 and 13h30
16. Notify the school in writing if your child is to be collected by persons other than stipulated on the application form. On no account will children be allowed to go home with anyone else.
17. A sick child cannot remain at school and is best cared for at home. We would appreciate your prompt response to our call notifying you of your child's illness. Please notify the nursery school of any infectious diseases immediately.
18. All medication must be clearly marked and written in the medicine book in the office. No medicines will be administered on instructions from the child. The staff cannot be held responsible for medicines left in children's suitcases or bags and in the interest and safety of all our children, we strongly advise against this practice.
19. Parents are welcome to do a settle down period with a new child. We consider the nursery school to be an extension of the home and encourage communication between staff and parents. Meetings may be set up at any time should you have a problem.
20. I/We hereby acknowledge that I/We have read and understood the school rules.

NAME OF PARENT/S: ..... (please print)

SIGNATURE: ..... SIGNATURE: .....

DATE:  
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