Hansel & Gretel
Pre-school & Day Care Centre

Reg No: 1998/52522/23
WhatsApp: 082 321 5190
Tel No: 011 855 2450
Address: 4143 Sierra Nevada St
Lenasia South
Ext. 4

Contract

Mission Statement

Our mission is to equip learners with all the necessary and relevant English skills required in the foundation phase, assisting them in becoming successful individuals in their future endeavours.

Financial requirements and documentation for registration

Fees:

- Registration Fee (non-refundable): R500.00
- 1st Months fee, includes tuckshop in advance (non-refundable): R900.00

Documents required (copies)

- Learner's birth certificate.
- Learners Clinic card
- Mother's ID.
- Father's ID
- Guardian's ID, if leaner resides with a relative or guardian.

Payments of fees

- **NO CASH DEPOSITS**, bank charges will be charged at **R100.00 per transaction** for an amount of R1.00-R1000.00 and will increase accordingly. This amount will be paid by the parent if cash is deposited.
- All fees must be paid by internet transfer, credit transfer, IB payment, Magtape transfer, bank by phone or debit order to avoid bank charges.
- This contract is valid for a period of 12 months unless otherwise stated, no exceptions.
- Receipts will be issued for payments of R100.00 or more made to the school. Parents must ensure that they receive a receipt in their child's "I" Book (communication book).
- **If no receipt is received then the school has not received your payment. Please WhatsApp the school or communicate via the "I" Book.**
- The School's priority is caring for your children, mistakes will occur from time to time with our book keeping (Receipts, Accounts, Reminders, etc.). Management appeals to parents to please take responsibility to check (Receipts, Accounts, Reminders, etc.) and bring it to the attention of the school in a dignified manner so that it may be corrected accordingly.
- Fees will be adjusted on the 1st April by 10% to 15% per annum.
- The school will not be liable for fees given to the drivers or put into the child's 'I' book or bag.
- Failure to pay full outstanding fees (until end December) when your child no longer attends will be handed over to the school's attorneys. This will result in your name being black listed at the credit bureau.
- When payments are made for the new month. **Outstanding balances will be settled first**, including December Fees and any outstanding balances (Party, Trips, Graduation etc.).
- **Failure to abide by this will result in our services being suspended and your account being handed over for collection.**
- All fess are strictly due by the 1st of every new month. A late payment fee **of R200** will be charged for all payments received after the first of every month for administration costs.

- December fees are strictly due ½ on 1st June and ½ on 1st July or 6 monthly payments from January to July. New enrolments after 1st July must settle December fees ½ on 1st October and ½ on 1st November. Our banking details for EFT **transfer** are:

Name of bank:	Standard Bank
Beneficiary Name:	Hansel and Gretel preschool and day care centre
Account Number:	101 3066 4292
Reference:	your CHILDS NAME and SURNAME only.

Operating times

- Day care: Monday to Friday 06:00 to 17:45
- Transport: Monday to Friday please consult your driver
- **NB**: transport times to change during school holidays due to many children not attending. Please consult your driver for correct times (applies only to vehicles with school logo)
- Parents calling after 17:45 will be liable for an overtime fee of R100 per hour or part thereof.
- Arrangements must be made with the office before 17:00 for late pickups (NO EXCEPTIONS)

Stationery pack

To be purchased from the school and is not refundable. The stationery pack is **R550 for the year**, excluding fees and includes a communication book. All stationery is kept at the school and handed to class teachers every term. Children ages 1 year to 1 year 6 months do not pay for stationery. Only R25 is charged for a communication book.

Communication and telephone enquiries with parents

- Notebook called a communication book will be supplied by the school with the stationery pack.
- Each child will be in possession of an 'I' book to communicate all messages to and from the institution.
- If damaged, lost or full this book will be replaced by the school at a cost of R25 each (covered)
- The class teacher will collect your child's 'I' book once a week to check if child's 'I' book is signed by parents and updated for messages. Please do not purchase your own.
- Please use your child's "I" Book to communicate with the school for all queries and messages.
- It is the parents responsibility to make sure that the child is in possession of an I book and same is in the bag daily
- Any messages in the 'I' book for the school must be handed to the driver or receptionist
- All 'I' notices must be signed by a parent/guardian on a daily basis
- Messages from the school can also be sent via WhatsApp (082 321 5190). Please supply correct cellular number and inform the school if the number changes.

Compulsory activities for the year

- As per year planner (attached) parents fund all extra mural activities which are compulsory.
- Please read your financial planner carefully.
- The parents of the individual pupils meet the cost of these functions.
- Parents also fund the cost of our Graduation.
- **Payments and participation is compulsory as these events forms part of our school curriculum as per year planner. Sick children must produce a sick note within 3 days.**

DEPENDING ON COVID REGULATIONS

Fund Raising

All parents are expected to participate in our annual fund rising, raffle collection. This will be used to purchase or repair items on a need to do basis

The above enables the school to keep fees as low as possible

Medicines and absentees

- All medicines must be placed in a plastic bag with a label and handed to the driver or receptionist together with the 'I' book
- **No medication will be administered if:**
  - A child gives it to us
  - Found in the child's bag
  - The expiry date in incorrect
  - It is not clearly marked with the child's name and surname

Toys and jewellery

- No toys and jewellery are to be brought to the institution.
- No responsibility will be taken for any personal items that are brought to the school.
- Stud earrings that twist at the back are recommended for girls.

Uniform

- Our school uniform is compulsory and must be ordered from the school. Once the payment is received your order will be placed.
- All uniform and bags must have the school logo and telephone number printed by the school.
- Bags, juice bottles, t-shirts, shorts, skirts, track suits masks and sanitizer can be purchased from the school. Please enquire about prices.
- No responsibility will be taken for unmarked/ marked clothes and items brought to the school.

The school only assists in trying to find lost items and does not replace same under any circumstances. All items sent to the school must be labelled.

Summer uniform: Red T-shirt, Black shorts/skirt and sandals. Please apply sun block lotion on your child's skin in the morning

Winter uniform: Red and Black tracksuits, Polo necks, Black takkies

Menu (Attached)

- The menu for the week is subject to change without notice. No beef or pork is served.
- You are urged to read the menu carefully and notify the institution of any allergies your child may suffer from.
- Tuckshop including sweets/crisps/chocolate/toys or party packs which are given out on Fridays.

Lunch box

- All parents must pack a healthy lunch box.
- Parents must send a fruit daily. Fruit will be cut and shared amongst all the children.
- No crisp, sweets or yoghurt must be sent. This will be confiscated and handed out on tuckshop days.

Discipline

If your child comes home complaining about a policy of discipline, please follow the following procedures:

- Give the staff the benefit of the doubt. The incident must be reported immediately.
- Realise that your child's reporting may be emotionally biased and may not include all the information.
- Realise that the institution has reasons for all rules and that they are not enforced without partiality
- Support the administration and write to the institution for all the facts. Allow for investigating.
- The discipline will be firm, consistent, and fair and tempered with love. Our staff maintains standards of behaviour in the classroom through kindness, love and genuine regard for the child.
- Corporal punishment is not allowed under any circumstances.

**** "Train your child in the way he should go and when he is old he shall not depart from it''****

Relaxation period

- Our relaxation period is between 1:00pm to 3:00pm.
- Please avoid calling the school during this nap period. We prefer you call us before you come to collect your child to avoid disrupting your child's sleep.
- In cases of emergency where you will be required to pick up your child prior to 3:30pm, please ensure that prior arrangements have been made with the institution.
- If prior arrangements have not been made the staff will not release your child to other parties for security reasons. Please be co-operative.
- Please call the school to inform us.

Transport

- **The Hansel and Gretel centre does not offer any transport services**. A vehicle with the schools name on it is strictly for advertising purposes. The vehicles do not belong to the school. All transport that the school uses is out sourced. The respective drivers/owners are responsible for all transport issues and the liability, indemnity of vehicles and children.
- The centre will however liaise/ mediate if a transport problem or issue cannot be resolved by the parent and driver (Only drivers associated with the school)
- Please do not make advanced payments for transport as services can be terminated with respective operators on short notice.
- Management reserves the right to change drivers or terminate operators services without consultation with parents or other operators.
- All transport fees must be settled directly with the respectful drivers. Drivers numbers that are issued by the school is done so to assist parents. The school is not responsible for any transport related issues.
- Transport fee increases are done by the drivers and not the school. The school negotiates with the drivers to keep transport costs as low as possible and notifies parents of respective transport increases on behalf of drivers associated with the school only. Please try to use drivers that are associated with the school. (Vehicles with the school logo)
- HANSEL AND GRETEL PRESCHOOL AND DAYCARE CENTRE cc. ("The School") its members, employees, officials and associates is not responsible for any losses (Including Financial) experienced by parents from operators as they operate independently and should have their own insurance to cover any losses.

Withdrawal

- In extreme cases three calendar months' notice will be considered on withdrawal of a child regarding any circumstance.
- This application must be submitted in writing with the correct documentation proof which will be reviewed by management. **MANAGEMENTS DECISION IS FINAL.**
- December fees are due ½ on 1st June and ½ on 1st July and is still due if withdrawal is received in May.

General

- In the event of dispute between management and parents, the contract will take preference
- The centre will close if there are less than 10 children in attendance during school holidays; as it is not viable to keep the school open.
- If a public holiday falls on a Tuesday or Thursday the centre will close for the long weekend as the percentage of kids attending is minimal
- Telephone calls should only be made in emergencies as the staff is busy caring for your child
- Please ensure that you have made an appointment prior to your visit at the institution
- Please remember no news from the school is good news
- **Celebration of birthdays is optional**. Parents will not be allowed to participate for security reasons. Please do not send expired items. Pictures can be sent via Whatsapp please ensure we have the correct Whatsapp number.
- We are fully POPPI compliant (In line with the POPPI requirements)

COVID-19

Please ensure that your child does come with a mask
All school masks and sanitizers must be bought from the school to allow for uniformity

In case of lockdown, all fees are fully due as per contract. All staff and operational expenses continue despite the circumstances.

Consent and indemnity

WE HEREBY GIVE CONSENT FOR OUR CHILD/WARD TO ATTEND HANSEL AND GRETEL PRESCHOOL AND DAYCARE CENTRE CC. AT OUR OWN RISK.

Whilst every reasonable precaution will be taken for the safety and welfare of your child the institution, its owner/s or any of its staff members will not be held responsible for any liability and/or injury that the child sustains as a result of any cause whatsoever whilst on the property, participating in any school activity. We urge all parents to abide by the rules and regulations of the above institution to avoid unnecessary problems.

We (Parents) do hereby indemnify and holds harmless: Hansel and Gretel Preschool and Daycare Centre cc. ("The School") its members, employees, officials and associates from:

- Any claim for any injury, harm or loss suffered by the child/ward as a result of the omission or commission, including the conduct of any person, while the child/ward is supervised by or involved in or participating in any activity undertaken and/or supported by "THE SCHOOL"
- Any liabilities incurred on account of any harm, other injury or illness of the child/ward and hereby agree and consent that **THE SCHOOL** and any of its members and/or officials may consent to any

- Operational or medical treatment for the child/ward should such consent be required for any medical reasons on an urgent basis, should it not be possible for the parents of the child/ward to be approached immediately. The parents/ guardian hereby undertake to reimburse **THE SCHOOL**, its members and/or officials for any expenses incurred in this regard.

- Any liability or loss or damage suffered due to the damage or loss of any article brought by the child/ward while participating in any business or any event/occasion organised or supported by **THE SCHOOL.**

- Pledge to abide by the above and will not place the institution in a position that may be harmful to the children, staff, management or property

- The institution reserves the right to expel/suspend our child/ward if we place the institution in a position that may affect the relationship between ourselves and the school.

If for any reason you do experience a problem regarding our services, please feel free to discuss same with management.

Yours in education
Hansel and Gretel Management