Reg No: 1998/52522/23 | Tel: 011 855 2450 | Whatsapp: 082 321 5190 | 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): R1200.00
- Includes meals for the day and extra-curricular activities, two educational trips for the year.

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.

Financial agreement

- Parent(s)/Guardian(s) are hereby informed that a Financial Agreement will need to be completed and signed upon enrolment and for every following year for as long as the child(ren) remain enrolled at Hansel & Gretel.
- This enrolment is subject to the payment of a non-refundable registration fee payable to the banking account of the School as set out hereunder.
- Registration Fee (non-refundable): R500.00
- The annual fees due are in the amount of R14 400 (R1200 monthly).
- 1st Months fee, includes tuckshop in advance (non-refundable): R1200.00
- All fees are payable on or before the 1st day of the month in advance of the month attending and will be so charged until such time as written notice of cancellation is received by Hansel & Gretel. Monthly school fees are payable even if your child is absent for any reason.
- Accounts that have not been paid by the 7th day of each month will be issued with a suspension letter and thereafter if we still have not received the due amount, the account will be handed over to the Attorneys that represent the School for collection.

- The School will not be liable for fees given to the drivers or put into the child's 'I' book or bag. 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.

- All extra mural activities are funded by the school and are included in school fees. Please see attached year planner.

- Please read your financial planner carefully.

- Parents also fund the cost of our Graduation.

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, attendance and communication

The schools are open from 6h00 to 17h45 from Monday to Friday excluding Public Holidays.

- **Parents are to please notify the school by 7h00 if their child is unable to attend for any reason or is going to arrive after 7h30**.

- Parents must notify the school if the child is going away for more than a week at least 1 (one) week in advance.

- Notebook called a communication book will be supplied by the school with the stationery pack. Please do not purchase your own.

- 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 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.

School uniform and Stationery

- School Uniform is available on order and parents/guardians will be advised when orders are placed and when orders are ready for collection.

- School uniform is compulsory as this not only associates your child with our school but also assists in identifying your children on school outings.

- The money paid to the school for the uniform order is non-refundable, for any reason or unforeseen circumstance.

- Stationery pack is o 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.

Collection

- Children may not be collected by anyone else without prior notification. We offer an Access Control Procedure.

- The person collecting the child MUST be on the Authorised Collection List and only once the Approved Collection List has been signed by the parent(s)/guardian(s) responsible, will the child be allowed to leave the premises.

- Parent(s)/Guardian(s) collecting their children after the agreed time according to the enrolment contract must inform the School when they are late, so the School may plan accordingly.

- A **Late Collection Fee** will be charged as follows if you or your authorised adult is late in collecting your child:

    - R50 per 15 minutes late

    - R100 per 30 minutes late

Health

- Should your child or a member of your family contract a notifiable disease or infectious ailment you must inform the school at the soonest possible moment to enable Hansel and Gretel to inform the other parents/guardians accordingly and thus prevent an outbreak in the school.

- **The School reserves the right to refuse entry to any child who the school principal considers to be unwell or suffering from any contagious or infectious illness** until such a time as you are

able to provide the school with a medical certificate from a qualified medical practitioner confirming that the child is no longer unwell or suffering from any such contagious or infectious illness.

- Please **DO NOT** bring your child to school when they are ill.

- Should medicine need to be administered to your children, please complete the Medication Consent Form stipulating dosages and the time when medication is to be administered. Medication containers are to be clearly labelled indicating the content and the name of your child. **No medicine will be administered unless the medicine form is completed by the parent(s)/guardian(s) back of communication book.**

- If your child becomes ill during school, we will contact you alternatively, in the event that we are unable to contact you, we will contact the alternative person on the enrolment form. The school staff may act in loco parents for the child in case of illness, accident or emergency.

- Staff will take such actions as the principal sees fit including hospitalization, whether the parents or next of kin have been informed or not.

- Every possible effort will be made to contact the parents or authorized people in an emergency.

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

Code of conduct

- The parent(s)/guardian(s) agree to adhere to the school rules and disciplinary code and to ensure that their child(ren) do so as well.

- The Parent(s)/Guardian(s) acknowledge that any and all notices as referred to in this Enrolment Agreement are to be submitted in writing to Hansel and Gretel including but not limited to notice of cancellation of agreement.

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, summer hats and beanies can be purchased from the school. Please enquire about prices.
- Please place orders in advance.
- 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, summer hat and sandles Please apply sun block lotion on your child's skin in the morning

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

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.

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.
- The school re mains open during school holidays, if there are less then 10 children in December the school will close, notification will be sent out.
- The school will close for the main public holidays. Where the holiday falls on a Tuesday school will be closed the Monday or Thursday the school will be closed the Friday.

Transport

- The Hansel and Gretel centre does not offer any transport services. A vehicle with the School's 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)

Withdrawal

- The Parent(s)/Guardian(s) may cancel the agreement on providing Hansel and Gretel with one calendar month's written notice or payment of one month's fees in lieu of notice.

- The School may cancel the agreement by giving the parent(s)/guardian(s) 7 days' notice at the discretion of management, should the child interfere with the wellbeing of other students, including, but not limited to consistent anti-social or aggressive behaviour.

- Notwithstanding clause 5.2 above Hansel and Gretel reserves the right to cancel this agreement by giving the parent(s)/guardian(s) 7 days' notice of such intention without having to supply reasons for its decision to do so.

- If the payment of fees is not being paid monthly, we reserve the right to suspend services until such time as all overdue fees are brought up to date.

- If for any reason the account becomes in a credit, we are not held liable to process any refund of the credit amount, this may be carried over to the following year or placed as a donation towards the school and acknowledgment thereof will be made public.

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.
- **Please read year planner and communication book timeously**.

PROTECTION OF PERONONAL INFORMATION ACT (POPI Act)

1. The parents and the Leamer acknowledge that they have read the contents of the POPI Act Agreement and Consent Declaration and consent to abide with the terms and conditions contained therein, The School specifically draws the Parents' attention to the consent form contained within the aforementioned policy which confirms that the Parents' 'consent to the School processing the Leaner's personal information as contained in section 36 of the Protection of Personal Information, Act 4 of 2013.

2. 'The Parents and Learners acknowledge that informal photographs may be taken of the Learners and/or the Parents at various school events or whilst on the School Premises and that insofar as these photographs are placed in the possession or control of the School, these photographs might be used by the School or its subsidiaries or associates, in the electronic or printed media such as websites, newspapers, advertisements, magazines and various other sources. The Parents and the Learners consent to the use of the photographs 'as mentioned in this clause.

3. Neither the School nor any of their managers, representatives, staff members, other 'employees, and/or any executive committee member, prescribed officer or director, will be liable for any loss or damage that either the Parents or any Leamer suffer as a result of the 'School furnishing any opinion or making any statement or disclosure of information if carried out in accordance with the provisions of the POPI Act Agreement and Consent Declaration.

4. The school undertakes to exercise reasonable care with a view to ensuring that the provision of any information concerning a Leamer is accurate and any opinion given regarding a Learner's ability, aptitude and character is fair.

5. The Parent hereby provides its consent to the School to distribute the Parents' names and contact details to other Parents, staff of School or any other responsible persons authorised or delegated by the School for any School related purpose.

POPI ACT AGREEMENT AND CONSENT DECLARATION

you hereby declare and confirm that you, as the person/entity/body/ individual or company who is providing information and herein after, collectively referred to as the "client", hereby irrevocably agree and understand that any/all information supplied or given to the school, is done so in terms of the below terms and conditions and in terms of this agreement and consent declaration.

Breach

- Failure to pay any or all fees when they become due and payable constitutes a breach of this agreement and WILL result in your child being refused entry back into the school until such a time as all fees are paid up to date.

- All accounts not paid by the 7th day of each month will be handed over to the Attorneys of Hansel and Gretel in which event the parent(s)/guardian(s) hereby agree:

  that they elect their physical addresses as set out in Part A – Information Form as their domicile address for the purposes of delivery for all written correspondence, legal notices and/or Court documents;

- that they will be liable for the payment of all legal costs on the attorney and client scale including, but not necessarily limited to, all legal fees, disbursements, collection commission at the rate of 10% and interest; and

- to action being instituted in the Magistrate's Court even in the case where the claim amount may otherwise exceed the monetary jurisdiction of the said Court.

Consent and indemnity

- The parent(s)/guardian(s) acknowledge that this document contains the entire agreement between School and themselves and that no variation or amendment thereof shall be valid and enforceable unless reduced to writing and signed by both parties.

- Notwithstanding the above, the parent(s)/guardian(s) acknowledge that a new Financial Agreement (Part B hereof) will need to be completed for each new year that the child(ren) remain enrolled with School and as such the latest signed Financial Agreement will be deemed to be the binding and enforceable Financial Agreement for the relevant year.

WE HEREBY GIVE CONSENT FOR OUR CHILD/WARD TO ATTEND HANSEL AND GRETEL ACADEMY. AT OUR OWN RISK.

- All possible precautions will be taken to prevent any loss or damage to clothing or items, however the School does not accept responsibility if loss or damage to clothing or items does occur beyond our control and parent(s)/guardian(s) are hereby advised that All items sent to school MUST be marked clearly.

- The parent(s)/guardian(s) hereby acknowledge and confirm that they have inspected the premises of the School and that they are satisfied that the premises, including all equipment and amenities are safe and suitable for the purposes for which they are to be used and that they have made the necessary enquiries to satisfy themselves that all staff are professionally trained and competent of performing the duties delegated to them by the School.

- The School hereby indemnifies itself, its management, employees, contractors and/or visitors from any claims arising out of any loss, injury or damages suffered by any child, parent(s)/guardian(s), and/or the family, friends, acquaintances, employees and/or contractors of such child or parent(s)/guardian(s) irrespective of the circumstances in which such loss, injury or damages may have occurred.

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