

**BOORHAANOL NURSERY AND PRE-PRIMARY SCHOOL**  
**RULES & CONDITIONS**

**1. Requirements**

- 1.1 Children must be comfortably dressed and provided with an additional set of clothing.
- 1.2 Parents are urged to clearly label their children's clothing.
- 1.3 Provision should be made for the child's own face cloth, toothbrush, toothpaste, hairbrush/comb, apron and prescribed stationery. These items should be clearly labeled with your child's name. This rule apply if not otherwise directed by the school management.
- 1.4 Children on the nappy are required to also provide at least 5 nappies per day as well as a supply of wet disposable wipes.

**2. Medical and Safety**

- 2.1 Teachers must be informed if medication is to be administered to any child. Parents must give these instructions in writing and clearly label their children's medication.
- 2.2 In the event that a child become ill at school and a doctor needs to be consulted, the School reserves the right to consult a doctor on the understanding that the doctor's fees shall be paid by the child's parents.
- 2.3 Although due precautions are taken to ensure the safety of children at all times, in the event of an accident, the School shall be indemnified against claims for liability.

**3. Parent Involvement**

- 3.1 It is compulsory for parents to attend all Parents Meetings.
- 3.2 Parents are also required to participate in other fundraising efforts arranged by the school, the nature and times of which to be agreed to at the Parents Meetings.
- 3.3 Parents are also required to read the Newsletters, Parents Involvement Sheets and Teachers' notes and act on the instructions given.

**4. School Fees**

- 4.1 Fees are payable monthly on or before the 7<sup>th</sup> of each month, unless alternative arrangements have been made and approved by Management. Fees not paid by the 7<sup>th</sup> of the month will result in the child being sent home or to the workplace of the parents, and suspended from attending the school until such time that outstanding fees are settled.
- 4.2 Fees may also be paid quarterly or annually, in which case a slight discount on the fees apply.
- 4.3 Payment of fees may be via cash, cheque or bank transfer. Bank Account details are as follows: *Boorhaanol Nursery School, Standard Bank, Adderley Street, Branch Code 020009, A/C No. 07046-060-4.*
- 4.4 No refunds are available for cancellation of application, absence due to illness or holiday.
- 4.5 A child being absent from the school for whatever reason shall be liable to pay the fees for the period of his/her absence.
- 4.6 One calendar month's notice, in writing is required before withdrawing your child from the school or payment in lieu thereof will be required.
- 4.7 Failure to pay will result in the parent being liable for all legal costs (including legal costs on the scale as between the attorney and own client) incurred for recovery of school fees.

**5. General**

- 5.1 The school staff cannot take responsibility for children left at the school after 17h30. In unforeseen/emergency circumstances, resulting in parents not being able to be at the school by 17h30, the school must be notified in advance. A penalty fee for late collection will apply.
- 5.2 No luxuries (sweets, chips, etc) are allowed at the school from Monday to Thursday. Luxury Day is on Fridays. This rule applies from February to December.
- 5.3 All complaints against staff members or any dissatisfaction with the quality of education and condition of the school shall be directed, in writing to *The Chairman, Boorhaanol Nursery & Pre-Primary School, P O Box 15291, Vlaeberg, 8018.*

**We, the undersigned, acknowledge that we have read and understood the abovementioned rules and that by our signature hereto consider ourselves bound by such rules and conditions.**

**FATHER**

Name: .....

Signature: .....

**MOTHER**

Name : .....

Signature : .....

**CHILD**

Name : .....

Date : .....