

Enrolment & Rules of Little Yuppies Pre-School

School Rules

1. An **ENROLMENT FEE** is payable on admission to the school and is non-refundable.
2. The **SCHOOL FEES** are payable monthly in advance, for 12 months of the year from January to December. Fees are payable on the 1st of the month.
3. One **CALENDER MONTHS' NOTICE** is required in writing when leaving the school.
4. Please notify the school office of any **CHANGE OF ADDRESS OR TELEPHONE / CELLULAR PHONE NUMBERS OR E-MAIL ADDRESS**, whether residential or business, of either parent.
5. **SCHOOL TERMS** will coincide with the 4 standard school terms in North West. A holiday programme will run during the April, July and September holidays and the first part of the December holidays. The school will close mid December and re-open early January.
6. **SCHOOL HOURS** are from 06h00 until 17h30. During June, July and August school hours are from 06h00 to 17h00. A **FINE** of R100 will be charged for late collection after 17h30.
7. Children may NOT be dropped off in the parking area. Parents are requested to park in the allocated parking bays and take them personally into the school. Please drive slowly and carefully at all times in the parking area.
8. No child will be permitted to leave the school with anyone not authorized by the parent. All details of Transport must be given to the teacher and the office. Notification is required if a child is going home with anyone other than their usual arrangement.
9. The principal must be notified in all cases of **LONG TERM ABSENTEEISM**. **NO REBATE** of fees is allowed for absenteeism, whether through ill health, holiday or any other reason whatsoever.



10. If your child has been upset or there are problems at home, please let your teacher know so that your child can be treated with understanding
11. All medicine must be signed in at reception.
12. All clothing and shoes must be clearly LABELLED and children must wear clothing that can easily manage themselves. Please do not send children to school in their best clothes – this inhibits their play and enjoyment of messy activities!
13. Climbing apparatus and playing in the sandpit promotes muscle and tactile development and for the reason children are encouraged to play without shoes, weather permitting.
14. School bags should be approximately 30 x 20 cm and clearly marked on the top of the outside e.g. John Smith. (dark bags can be written on with “Tippex” .)
15. Please leave toys at home. We do not encourage children to come to school dressed in **FANTASY COSTUMES** e.g. Batman, Superman. Power Rangers, etc. or heeled shoes. These items can get lost, broken, cause fights or get mixed up with toys and dress-up clothes in our classes.
16. **PROGRESS REPORTS** are issued at the end of every term. Please note that children’s progress reports are not issued to families whose school fees are not paid up to date. Parent-teacher interviews will be held to discuss your child’s progress.
17. **BIRTHDAYS** you are welcome to send a cake or cupcakes and party bags to school preferably in the morning by 10h00. Please contact the school if you need assistance in arranging a party for your child.

