

Dear Parents

Welcome to the Nemo's Nursery school family. We are very proud of being a part of your child's childhood as they are such wonderful and impressionable years. The teachers, assistants and myself take our jobs and responsibilities very seriously to ensure we have only the highest standards for your children in the most enjoyable way possible. Kindly take some time to read through our general information for 2017.

Fee's and Upfront Discount

Full day fee for 2017: R2600.00 per month x 11 months (If start in Jan, thereafter pro rata)

Half day fee for 2017: R2350.00 per month x 11 months (if start in Jan, thereafter pro rata)

Full Day:

- We offer a **Full Upfront** discount amount of 10 % on school fees if paid in advance by 31st December 2016.
- The **Full Upfront** amount of R25740.00 is payable in advance by 31st December 2016, whereby you shall receive a discount of 10% off the yearly fee of R28600.00.00 which equals an R2860.00 discount.

Half Day:

- We offer a **Full Upfront** discount amount of 10 % on school fees if paid in advance by 31st December 2016.
- The **Full Upfront** amount of R23265.00 is payable in advance by 31st December 2016 whereby you shall receive a discount of 10% off the yearly fee of R25850.00 which equals an R2585.00 discount.

1. School Rules

- School hours are from 06:00 to 18:00 (Full Day) and 06:00 - 13:30 (Half Day). The teaching day is from **08:00 - 12:00**. These times must be strictly adhered to in order to benefit from the full day program. It is extremely disruptive for the teacher and rest of the class when children enter at random during the beginning of a school day.
- To accommodate working parents, there is an early morning teacher on duty from 06:00.
- Children collected after 13:30, will be enrolled in aftercare and a daily rate of **R50.00** will be invoiced.

- Collection of pupils after 18:00 will incur a fine of **R50.00** per 15 minutes or part thereof.
- Children are to be signed out daily by the person collecting them.
- Please leave promptly after handing your child over. He/She will be in good hands and experience has taught us that tears soon dry up once parents have left.
- If a child is to go home with someone other than the parent, the school must be notified. If the school is not notified, the child will remain on premises until a parent is contacted.
- Please notify us if your child is unable to attend school.
- Children suffering from infectious conditions **MUST** be kept at home or collected **IMMEDIATELY**.
- No money, toys, jewellery, electronics or make up to be brought to school.
- Parents are requested to send a change of clothing daily to school in case of accidents. Please ensure all clothing is clearly marked.
- **NO** medication is allowed to be administered at school except in possible life threatening situations for example Allergex (due to allergic reaction to bee stings), asthma pumps and diabetic medication.
- Parents may not distribute photos of other children on public domains.

2. Clothing

- Please dress your child in easy to manage everyday clothing. The children come to enjoy the day and are therefore not reprimanded for getting dirty. Children must wear comfortable everyday shoes. **All clothing must be clearly marked.**
- Children are required to wear hats and sunblock outdoors. These must be supplied by yourselves and clearly labelled. You will be notified when replacement sunblock is needed.
- Drawstrings are banned from Nemos. Please remove drawstrings from hats and sweatshirts due to their choking hazard.
- **PLEASE NOTE WE HAVE A NO HAT NO PLAY POLICY.**

3. 2016 Menu

The children are provided with a light breakfast, mid morning snack, lunch and afternoon snack daily. As our menu is seasonal. We update and change our menu constantly. Our meals are kept as nutritious and yummy as possible.

4. Change of Details

Please notify us if any of your contact or address details have changed. It is **EXTREMELY** important to keep this up to date in case of emergencies.

5. Birthdays

Every child celebrates their birthday at school by having a birthday ring. The teacher will organise with the parent to supply cupcakes / party packs to eat

in addition to their usual snack. Parents are welcome to attend birthday rings but this is not compulsory. With regards to handing out birthday invitations, parent are responsible for printing their own invitations, these will be placed in bags accordingly.

6. Injuries.

All reasonable precautions will be taken to ensure the safety and welfare of the children. Parents will be notified if injuries occur at school and recorded in the Incident book which will be signed by both the staff member on duty and parent on collection. In the case of severe injuries or parents not available, emergency services will be notified.

7. Health Policy and Medication

Health Policy

According to Health Regulations, we request children with the following symptoms not to be sent to school. Children whom develop the following symptoms at school will be sent home immediately in order to prevent the spread of illnesses. Your help in collecting the children as soon as possible will greatly be appreciated.

- A fever over 37.8°C orally or 37.2 °C under the arm
- Signs of a newly developing cold or uncontrollable coughing
- Diarrhoea, nausea or vomiting
- Unusual or unexplained loss of appetite, fatigue, irritability or headache
- Any discharge or drainage from eyes, nose, ears or open sores
- Any other known contagious infection eg lice, fungal infections

It is highly recommended that you give your children a multivitamin to boost immune systems.

Medication

- We are **NOT ALLOWED** to administer **ANY** medication at school. However in the case of life threatening situations such as allergic reactions to bee stings, Allergex can be administered, parents will be contacted immediately and written permission is required.
- If your child needs antibiotics please ensure you request from the prescribing doctor medication that can be administered before and after school as **NO** medication will be given at school, this includes any form of daily vitamins and chronic medication.
- If medications in the event of life threatening situations such as epipens, asthma pumps, diabetic medication is to be kept at school it is the parents responsibility to ensure the relevant staff are shown how to administer the medication and the medication has not exceeded its expiry date. The school will not be held responsible for the incorrect administration of medication or medication that has exceeded its expiry date.

8. Notice of leaving

One month's WRITTEN NOTICE must be given and the necessary outstanding fees paid. Notice of intention to leave must be handed in no later than the first day of each month. For placement and waiting list reason there are NO EXCEPTIONS.

9. Communication

- Communication books are sent home on a daily basis. Please sign daily that the book has been read. Any messages for the teachers are to be written in the communication books. Newsletters will also be sent home in the communication books. Please check these on a daily basis and sign that it has been read.
- Please contact Candice on **0741012707**.
- Parent / Teacher meetings will be held mid-year and end of the year to discuss reports and children's progress. If additional meetings are required please arrange with the school principal and your teacher. However should we notice anything that needs to be brought to your attention we will do this soonest.
- We have an open door policy please feel free to chat to us should you have any concerns.

10. Safety and Speed in the car park.

Please drive carefully, appropriately and slowly in the car park. Little children are unpredictable and generally not road wise. Please hold your little ones hand. Do not let them run between cars, be vigilant at all times. **No** children will be allowed out the gate unless escorted by their parent / guardian.

11. Lost Property

Lost property will be kept in the "Lost Property" box. The school will not be held liable for any unmarked clothing.

12. Extra Murals and Concert Fee

Nemo's offers a range of extra murals. These are optional and payment is separate to school fees. Please pay the extra murals directly. **No Cash** is to be sent to school as we will not be held liable for any loss thereof.

Each year there is a concert fee applicable. This will be included in the October invoice and covers the cost of costume hire, enrolment in extra murals (if necessary) and stage set up and design. Tickets are on sale each year and we welcome all family members.



What to pack:

On Enrolment please provide: A black bike clearly marked for your child. Tissues: 1 x box of 200 per term.
Wet wipes: 1 pack of 80 per term.

Please supply the following on a daily basis:

- Change of clothes - including underwear
- Sunblock (clearly labelled)
- Hat - no hat no play.
- Nappies if needed.
- Water bottle (non spill kiddies juice bottle with juice or water - please not fizzy drinks allowed).

Days for celebration:

We have various celebration days throughout the year, where the children dress up, be a bit silly and have fun. You will be notified via our monthly newsletter of these days but please make every effort to allow your child to participate.

Library Day

Every Thursday your child will take a library book home. Please use this as a special time to read it to your child. Kindly have it back at the school by the Wednesday so that your child can get a new one the next day. Please note any lost or damaged books need to be replaced before your child will be allowed to take another book.

Bakers day

Each child will have a turn to be a baker, your child will get dressed up like a baker and offers their yummy treats to the class. We will notify you a week in advance that your child's turn is coming up and please send a yummy treat for the class on that day.

Please complete enrolment form below.

2017 Enrolment Form

Please complete the form below as to which payment option you will be availing of for 2017.

This letter serves to confirm that I _____ (name of parent /

guardian) parent / guardian of _____ (name of child) enrolled

Nemo's Nursery School and select the following payment option for 2017:

1. **Full Day Annual fee** of R28600.00 payable over **11 months** (January - November) in 11 equal instalments of R2600.00.....
.....
2. **Half Day Annual fee** of R25850.00 payable over **11 months** (January - November) in 11 equal instalments of R2350.00.....
3. The **Full Day Upfront Discount** amount of R25740.00 is payable in advance by 31st December 2016 whereby I shall receive a discount of 10% off the yearly fee of R28600.00 which equals an R2860.00 discount.....
4. The **Half Day Upfront Discount** amount of R23265.00 is payable in advance by 31st December 2016 whereby I shall receive a discount of 10% off the yearly fee of R25850.00 which equals an R2585.00 discount.....

I understand that school fee's are due by the 1st day of every month and that interest (at the going rate) will be charged are fee's not paid after the 7th of the month. Should fee's not be paid my child will be suspended from the school until such time fee's are paid. I am also liable for any collection fee's that may arise from non payment.

Date: _____

Full name of parent/guardian: _____

Signature (Parent / Guardian)

2017 Photo Consent Form

We love to take photos of the children throughout their activities and day. We also love to share these photos with you, but in most of the photos taken there are other children in the picture too. We would like your consent to take photos of your children during school and possibly share them with you, but this means that a photo of the children may be viewed and emailed to other parents in the school. We would also be interested if possible to use some of the photos on our website and Facebook page. Please complete the consent for below as to your preference when it comes to taking photos of the class / children and return to school as soon as possible:

I _____ (parent / guardian) of

_____ (child's name) hereby:

1. **DO NOT** consent to any photo been taken of my child in school.....
2. Consent to photos of my child been taken and **ONLY** shared in communication books / newsletters / emails with other parents.....
3. Consent to photos of my child been taken and shared in communication books / newsletters/ emails **AND** posted on the Nemo's website/Facebook

Signature (Parent / Guardian)