



27 Meuse Avenue, Lorraine

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RULES AND REGULATIONS

KAMMALAND believes in delivering only the best service to both you and your child and therefore we ask of you to please read the below information. Please feel free to visit us or give us a call if you may have any questions.

AGES:

CHILDREN FROM AGES 0 – 3 YEARS

FEES:

REGISTRATION FEE for new admissions: R300 payable when admission form is submitted

REGISTRATION FEE for re-admissions : R100

These fees are non refundable.

Fees are calculated on the basis of a year and divided into 12 equal payments throughout the year. Fees are payable in advance and a penalty fee (5% of the value of the outstanding invoice) will be charged if payment is still due by the 7th of the month. If payment is still outstanding by the 15th of the month, enrolment to the school will be terminated.

Please note the following:

- The 0 – 3 year old section of the school is *only* closed on public holidays, school holidays where the public holiday is on a Tuesday or Thursday and the Monday or Friday is declared a school holiday and for 3 weeks in December/January for annual shutdown.
- Normal fees apply during December and January. NO Reduction will be given (We will confirm dates of our annual shutdown at a later stage.)
- NO Reduction will be given for absenteeism due to illness or vacations.
- January fees have to be paid before the school starts officially in January.
- Children need to be signed out in the afternoon before you leave the school's premises – this ensures that we can keep track on who collected the child.
- Payments are to be made by EFT with the child's name and surname as a reference number. For safety reasons we prefer not to keep cash on the premises.
- **BANKING DETAILS: MCDE INVESTMENTS (PTY) LTD T/A KAMMALAND LORRAINE
BIDVEST BANK, BRANCH CODE: 462005, ACCOUNT NR: 565 741 5401**

ENROLMENT DOCUMENTS NEEDED:

Please supply us with copies of the following documents upon enrolment:

ID of parents/legal guardians

Medical Aid card

Child's clinic card

Child's birth certificate

(Re-admissions do not need above mentioned documents.)

NOTICE PERIOD:

Please supply one full calendar months' notice if your child is leaving. Parents who remove their child/children from the school without giving notice will remain responsible for school fees up to the date on which notice is given – either verbally or in writing. No notice will be accepted after the 1st (first) of October of the current year.

MEDICINE:

Sick children should be kept at home until they have completely recovered. Medicine must be given directly to the teacher so that this can be noted in the medicine register. Prescription medicine should be pre-measured as we will not take responsibility if incorrect dosage is given.

CLOTHING:

Please dress your child in comfortable clothes and not their best outfits, as they get dirty whilst eating, learning and playtime. Clothing must be CLEARLY marked. Responsibility will not be accepted for unmarked lost clothing.

DISCIPLINE:

At Kammaland we keep the children very busy to keep them out of mischief. Sometimes the need arises to take a child away from an environment that causes conflict and have time out according to their age.

WHAT TO SEND:

1 x Juice/Water bottle

1 x Formula bottle

Dummy

1 sheet for cot

Nappies (you may leave a packet of nappies or send per day, 5 x nappies are used per day)

1 x tin of formula

A change of clothes – allowing for weather changes and accidents

A suitable size bag to be brought every day.

A pillow and a blanket

Sun block

Cap for outdoor play

MONTHLY REQUIREMENTS:

2 x packet of wet wipes (80 pack wet wipes) OR 2 x toilet rolls (If your child is potty trained)

1 x box of tissues

Old T-Shirt (for painting)

GENERAL:

Breakfast will be served at 08h00. If your child arrives after this please see to it that they have had breakfast. Children receive snacks and a well-balanced meal. You do not need to pack any other food or beverages. Please do not send any toys or money with the children, as we cannot take responsibility for it.

Should you be collecting your child early, please arrange beforehand in order for us to ensure they are ready for collection. Sleep time is between 12:00 and 14:00; please arrange collection either before or after to avoid any disruption.