

0 - 3 YEARS



RULES AND REGULATIONS

KAMMALAND LORRAINE 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.

(Contact the office for new fee structure)

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 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. (We will confirm dates of our annual shutdown at a later stage)
- Normal fees apply during December and January. NO Reduction will be given.
- NO Reduction will be given for absenteeism due to illness or vacations.
- Fees are to be paid in full even if the school is forced to close for reasons out of our control
- 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.
- We make use of an App called KARRI (online payment method that can be downloaded onto your smart phone) for payment of any other goods or services other than school fees such as outings, school clothes, etc.
- Fees that are paid in full for the year before the end of January will receive a 10% discount.
- Please note that we do not accept split invoices between parents. Our accounting system does not allow for this as only one statement per account can be e-mailed. It is the responsibility of the parent whom receives the statement to ensure that payment is made in full.
- **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.)

PERSONAL INFORMATION (POPI)

Personal information will only be used for the following reasons:

- Sending statements and invoices for payment
- Contacting parents/guardians in case of an emergency
- Contacting parents/guardians regarding the child's educational and social development
- Keeping parents/guardians informed of any news and developments in the classroom or anything else regarding the school
- Sharing of photo's on Whatsapp groups as well as on social media platforms
- Direct marketing of next school year's applications or school fundraising events
- Anything of importance to your child, the parent, the legal guardian or the school which is not mentioned above.

Personal information may only be shared with a third party with the parent or legal guardian's approval, except in the following cases:

- If stipulated by the Children's Act to adhere to legislation
- If needed by Department of Basic Education to register children for school
- If a Grade R child's new Primary school requests academic information
- If the child is in danger and needs immediate medical assistance

The school's POPI manual is available on request.

WHATSAPP GROUPS:

Every class has a WhatsApp group through which we communicate with parents/legal guardians. Our application form provides for an option to form part of this WhatsApp group. Please note that when you form part of this group your telephone number and name will be visible to other members on the group. The school is unable to protect the personal information on this group. We ask that all members on the group respect each other's privacy and that you will not to share any personal information without prior consent. Only school related matters may be shared on this group.

Our application form provides for an option to allow photos of your child to be posted onto the WhatsApp group. We ask that you handle all photos posted on this group with utmost care and that only individual photos of your child are forwarded to family members or other social media platforms.

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.

SNACKS:

We provide food and snacks every three hours. Breakfast is served between 08h00 and 08h30. Lunch is served early between 11h15 and 11h45 to ensure that our little ones are ready for their afternoon nap between 12h00 and 14h00. We provide an afternoon snack between 14h15 and 14h30.

SCHOOL HOURS:

Please note that our school hours are 06h30 – 17h30 Monday to Friday. We ask that parents/legal guardians respect our school hours and strive to be punctual. Late comers in the afternoon will be charged a penalty fee of R200 per day.

EXTRA-MURAL ACTIVITIES:

Extra-mural activities are offered from the age of 3 years and older. We offer Future Kings rugby, Dance Kids and Gymini Kids. Other activities that we offer include Beaux Arts (pottery), Computers and Judo. It all depends on the interest shown by parents/legal guardians.

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.

ABSENTEEISM:

Sick children must please stay at home until fully recovered. If your child has been diagnosed with an infectious disease/sickness, we will need a letter from the doctor to confirm when the child may attend school. Please inform the class teacher if your child had a fever over the weekend or through the night. It is important for us to be notified so that we can be on the lookout for any other symptoms that may develop through the day such as a rash.

MEDICINE:

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.

TOYS:

Please note that we do not take responsibility of any toys that are brought to school and is found to be broken, damaged, lost, misplaced, etc. Children play rough with their toys at school, they swap toys with their friends and sometimes they forget where they put their toy. We have more than enough toys to keep our little ones busy during the day.

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. As a school we believe that we and the parents/legal guardians have to work together on achieving discipline. We make use of positive teaching methods to promote good behaviour in class.

WHAT TO SEND:

1 x Juice/Water bottle

1 x Formula bottle

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 25L plastic container in which your child's daily goods can be packed

A pillow and a blanket packed in a small hard plastic zipper bag from PEP (+/-R60)

Sun block

Cap for outdoor play

MONTHLY REQUIREMENTS:

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

1 x handwash (as needed)

GENERAL:

Please ensure that your child is by 08h00 at school as we would like our children to develop a healthy school-going routine early in their childhood development years. If you are going to be late, please inform your

teacher. Breakfast will be served at 08h00. If you are going to be late, please see to it that your child eats breakfast at home. Children receive a well-balanced meal for lunch and a light snack. You do not need to pack any other food from home. Please provide a water bottle and a bottle of cooldrink to quench your child's thirst during the day.

If you do not want to make use of our KARRI app, please hand the cash over to your class teacher in a clearly marked envelope.

If you would like to fetch your child earlier, please inform your class teacher so that she can get your child ready on time. Sleeping time is between 12h00 and 14h00 – please keep this in mind when fetching your child.