

3 - 5 YEARS



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 the premises or contact us for any questions.

AGES:

CHILDREN FROM AGES 3 - 5 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 OUR LATEST PRICES)

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

Children must bring their own snacks (consisting of healthy food such as fruit, cheese, sandwiches, etc.) and juice/milk to school which will be enjoyed during break time in the morning. We do not allow any fizzy drinks or junk food. Please ensure that all lunch boxes and bottles are clearly marked. Lunch is served for aftercare children at 12h45. If your child is a hungry little one and attends our aftercare, please pack in an extra snack for late afternoon around 15h00.

SCHOOL HOURS

Our school hours are from 08h00 – 12h30 from Monday to Friday. Classes start at 08h00. We are open from 06h30 in the morning and aftercare is from 12h30 till 17h30. We ask that you adhere to and respect our school hours. A penalty fee of R200 will be charged if you collect your child late without prior arrangement.

EXTRA-MURAL ACTIVITIES

We offer extra-mural activities to children from the age of 3 and older. We offer Future Kings rugby, Dance Kids and Gymini Kids. Other activities that are offered are Beaux Arts (pottery), Computers and Judo, this all depends on the amount of interest received from parents/legal guardians.

CLOTHING

Children should be dressed for comfort. Jerseys and shoes which are removed during the day must be clearly marked. Children who still have “accidents” must be provided with an additional set of clean clothing in a plastic bag. The child’s case/bag must be large enough to accommodate all personal possessions. Remember sun block and a hat in summer.

ABSENCE

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.

If your child has unwelcome visitors such as head lice, your child may only attend school once the infection is under control. Please notify us as soon as possible so that we can check everyone’s hair at the school for any other source of infection.

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. Please note that we may not give any medicine without approval from the parent or legal guardian.

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.

OUTINGS

Outings are arranged on a regular basis and parents/legal guardians will be notified of such outings well in advance.

COOKIE DAYS

Every Friday a child is offered the opportunity to spoil their friends at school with something nice to eat. Please pay R25 per term for your child for the cookies days. This cookie money is used to purchase sunscreen and other goods needed for the class.

TOILET REQUIREMENTS:

All children to supply the following in January and again in June:

2 Black refuse Bags	2 Rolls paper towelling	1 Bottle Sunlight Liquid
1 Hand wash	4 Rolls toilet paper	

STATIONERY:

Grade 00 (3 – 4 year):

- 2 packets THICK wax crayons
- 1 empty ice-cream container
- 1 packet of wet wipes

Grade 0 (4 – 5 year):

- 1 packet THICK koki's
- 1 packet THICK wax crayons
- 1 packet Monami or similar retractable crayons
- 2 Pritt's
- 1 medium size pencil bag
- 1 empty ice-cream container

PLEASE ENSURE EVERYTHING IS CLEARLY MARKED!!!