

3 - 5 YEARS

RULES AND REGULATIONS



KAMMALAND LORRAINE is a Christian-based early childhood development school that is registered with the Department of Education and follows the ELDA-curriculum (Early Learning Development Areas) for ages 0 – 5. We believe 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 our 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 : R150 payable when re-admission form is submitted

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. **First payment for the year must be made before 7 January and last payment for the year must be made by 7 December.**

Please note the following:

- The school is closed during December and January for 13 – 14 working days. We will communicate the dates of our annual shutdown by June/July so that parents may plan their leave accordingly.
- The school is also closed on public holidays and declared school holidays. Declared school holidays happen when the public holiday falls on a Tuesday or Thursday and the day before or after these public holidays (Monday or Friday) is declared a school holiday by the Department of Education.
- Normal fees will apply during our annual shutdown in December and January. NO Reduction will be given.
- We often have queries about why December and January fees must be paid in full. In order to assist with budgeting purposes for households we have distributed our yearly fee into 12 equal payments with no interest charged. Parents and legal guardians are welcome to pay more each month to pay the yearly fee sooner.
- 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 (e.g. COVID pandemic).
- 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.
- Fees that are paid in full for the year before the END OF JANUARY will receive a 10% DISCOUNT. Fees paid in full by END OF FEBRUARY will receive a 5% DISCOUNT. Fees paid in full after February will not receive a discount.
- Please note that we are not able to e-mail more than one statement. It is the responsibility of the parent who receives the statement to ensure that payment is made in full. Please ensure that the correct e-mail address is provided on your application form for statements.

OUR BANKING DETAILS ARE AS FOLLOW:

Account name: KAMMALAND LORRAINE
Bank: FNB
Branch code: 255355
Account number: 6300 3545 605

ENROLMENT DOCUMENTS NEEDED:

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

ID of parents/legal guardians
Medical Aid card (if applicable)
Child's immunisations on their clinic card
Child's birth certificate

(Re-admissions do not need above mentioned documents, except updated immunisations.)

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 school 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
- Birthday invites

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 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 and posted onto social media platforms.

NOTICE PERIOD:

We require one full calendar months' formal notice if your child is leaving. Notice can be given via e-mail, WhatsApp or a formal written letter. Please take note that no notice will be accepted after the 1st (first) of October – if notice is given in October, fees for October, November and December will still be charged.

SNACKS

Children must bring their own snacks and juice to school which will be enjoyed during break time in the morning. We do not allow any fizzy drinks, suckers 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.

Ideas for healthy snacks:

- Sandwiches or Bread Rolls
- Any fruit (apples, grapes, strawberries, bananas, peaches, oranges, watermelon, etc)
- Vegetables (carrots, cucumber, cherry tomatoes)
- Rice cakes
- Pretzels
- Salty cracks
- Good morning Breakfast Biscuits (not chocolate flavour)
- Mini Cheddars
- Plain popcorn (only salty)
- Biltong and Droëwors
- Dried Fruit
- Fruit sticks
- Cheese Melrose triangles
- Cheese sticks or grated cheese
- Yoghurt
- Cold meats

Friday snacks:

Some parents like to pack sweeties on a Friday, but we would like to remind you that we have both cookie day and tuck shop on a Friday. The sweets that they get from these two special occasions are sufficient and you need not pack any other sweets or chips.

SCHOOL HOURS

Our school hours are from 08h00 – 12h30 from Monday to Friday. Classes start punctually at 08h00. If you are unable to make it to school on time, please notify your class teacher.

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

Extra-mural activities are offered from the age of 3 years and older. We offer Future Kings Rugby, Dance Kids, Gymini Kids, SoccerStarz, PlayBall and Stimuzone Computers. It all depends on the interest shown by 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.

SICK CHILDREN

Sick children must please stay at home until fully recovered. If your child has been diagnosed with an infectious children's disease or illness (e.g. pink eye, gastro, hand-foot-and-mouth, chicken pox, measles, mumps, flu, etc.) please inform your class teacher as soon as possible so that we can inform the rest of the class to be on the look-out for similar symptoms. Please supply a medical certificate which states when your child may return to school.

Please also inform your class teacher if your child had any of the following symptoms over a weekend or through the night: runny tummy, vomiting, fever, cough (e.g. anything different to their normal routine). It is important for us to be notified so that we can monitor the child and gauge if it may be something more serious than a cold and if it may be infectious to other children. Communication is key to ensure that our little ones stay as healthy as possible.

If your child has unwelcome visitors such as head lice, your child must be treated at home and may only attend school once all the nits are gone or have turned black in colour. Please notify us if you find any unwanted critters so that we can check everyone's hair at the school for any other source of infestation.

When it comes to children being sick we need the assistance of all parents to ensure that we keep our little ones as healthy as possible. A teacher may contact you to fetch your sick child. We understand that our parents work and sometimes it is difficult to take off from work, but we have your child's best interest at heart and will not contact you if we think it is not necessary.

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. 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.

TUCK SHOP:

Every Friday between 14h00 and 15h00 our tuck shop is open. There will be no tuck shop during school holidays.

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 cookie days. This cookie money is used for any extras that the class will need during the term such as Easter Eggs, Mother's day and Father's day gifts, etc.

TOILET REQUIREMENTS:

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

- | | | |
|---------------------|------------------------|--------------------------|
| 2 Black refuse Bags | 1 Roll paper towelling | 1 Bottle Sunlight Liquid |
| 1 Hand wash | 4 Rolls toilet paper | 1 Box Tissues |

If we don't receive these requirements by end of February or again end of July, you will be charged a fee of R100 per semester.

STATIONERY:

Grade 00 (3 – 4 year):

- 2 packets THICK wax crayons
- 4 packets of wet wipes

Grade 0 (4 – 5 year):

- 1 packet koki's (minimum of 6 colours)
- 1 packet THICK wax crayons (minimum of 6 colours)
- 1 packet Monami or similar retractable crayons (minimum of 6 colours)
- 2 Pritt's (specific brand, please - as other glue sticks don't always stick)
- 1 small size pencil bag (for retractable crayons)
- 1 empty ice-cream container (for koki's and wax crayons)

PLEASE ENSURE THAT EVERYTHING IS MARKED CLEARLY!!!

WE ARE TRULY GRATEFUL TO WELCOME YOU AND YOUR CHILD INTO OUR KAMMALAND LORRAINE FAMILY.

WE TRUST THAT WE WILL HAVE MANY FRUITFUL YEARS TOGETHER AND THAT YOUR CHILD WILL REACH THEIR FULL POTENTIAL WHEN THEY WALK INTO THIS WILD WORLD OF OURS AS YOUNG ADULTS.

AS THE SAYING GOES: IT TAKES A VILLAGE TO RAISE A CHILD!

