

Annexure A: GLFS Fee Schedule & Yearly Calendar 2017



Fee Schedule

Hatchlings Class Fees	Collection times
Half Day till 2:30pm R1540	2:30pm 12 equal payments payable by 1st of the month
Full Day R1760	5:30pm 12 equal payments payable by 1st of the month
Daily rates R120 (only for visitors)	5:30pm Daily payment

Half Day	Collection times
R1500 Monthly (Lunch included)	2:30pm 12 equal payments payable by 1 st of the month

Full Day	Collection no later than 5:30pm
R1720 Monthly (Lunch included)	12 equal payments payable by the 1 st of every month
R100 daily (visitors, lunch included)	Daily payment

Aftercare	Collection no later than 5:30pm
Monthly R800 (Lunch included)	12 equal payment are payable by the 1 st of every month
R80 daily (visitors, lunch included)	Daily payment

- All the above fee options include holiday care.
- 10% discount on fee for siblings (this does not apply for aftercare children)
- 5% discount applies for full year payments done before the 31st of January 2017.
- We open at 7:30am during school holidays

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Weekly Activities

Activities	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Breakfast				
Morning Ring	Entire school Bring in theme related items for interest table Piglets & Lambs Oral, News	Chicks Visit theme table	Bunnies Visit theme table	Piglets Visit theme table Entire school Show & Tell	Entire school Baker Man bring R5 Uniform Day
Praise & Worship	Lambs Instruments	Hatchlings Chicks Instruments	Bunnies Instruments	Hatchlings Story time Piglets Instruments	Entire school Gardening Baking Perceptual Sport/movement
Lesson 1	Lambs Educational & Library time	Piglets Educational & library time	Chicks Educational & library time	Bunnies Educational & library time	Hatchlings Massage
Lesson 2		Chicks & Bunnies Puppet show	Lambs & piglets Puppet show		

School Calendar for 2017

First day of school 2017: Holiday Programme	Monday 9th January - 11th January 2017
Term 1	Wednesday 11 th January – Friday 31 st March
Holiday Programme	Monday 3 rd April – Friday 14 th April
Term 2	Monday 17 th April – Friday 30 th June
Holiday Programme	Monday 3 rd July – Friday 21 st July
Term 3	Monday 24 th July – Friday 29 th September
Holiday Programme	Monday 2 nd October – Friday 6 th October
Term 4	Monday 9 th October - Wednesday 6 th Dec.
Holiday Programme	Thursday 7 th Dec. – Friday 15 th Dec. Festive Hol.
First day of school: Year 2018	Monday 8th of January 2018

Days we will be closed in 2017:

Monday 20st March – School holiday

Friday 14th April – Good Friday

Thursday 27th April – Freedom Day

Monday 1st May – Workers Day

Wednesday 9th August – Women's Day

Friday 11th August – School holiday

Monday 25th September – School holiday

Tuesday 21th March – Human Rights Day

Monday 17th April – Family Day

Friday 28th April – School Holiday

Friday 16th June – Youth Day

Thursday 10th August – School holiday

Sunday 24th September – Heritage Day

Saturday 16th December – Reconciliation

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1. We open at **7am** during the school term and we open at **7:30am** during school holidays. We will always close at **5:30pm** in the afternoon.
2. Aftercare rates **do not** include **collection** from Primary schools or extra murals; please arrange transport for your child to be dropped off at our premises.
3. Please enter **0077#** to enter our gate. Please do not give this code to anyone including your children. Kindly close the gate behind you immediately, help us keep our kids safe. If you wish to drive into our school through the main gate, please make use of the buzzer (this is only for parents with a medical condition or with little babies and multiple children)
4. You immediately become **responsible** for registration fee and one month notice, if you decide **30 days** prior to commencement date as completed on your enrolment that you will no longer be joining our school. The registration fee as well as the duration of the notice period will remain payable in full whether you have attended school or not. Our registration fee is under no circumstance refundable.
5. Please note a non-refundable **R1200** registration fee is required on enrolment of each child, once off, it cannot be discounted however it can be arranged to be paid off by equal instalments. This is not applicable for daily or aftercare fees.
6. Once we have **confirmed** via email your acceptance/availability of your child, a completed, signed **enrolment form** is required within **2** working days of the enquiry accompanied by your **registration fee** to secure your child's place in our school
7. **R400** non-refundable registration fee per child, once off is required for Aftercare enrolments.
8. January's invoice will be sent out by the 7th of December of the current year, however please note payment is only due on the 7th of January of the next year.
9. If you leave our school and return within **6 months** a registration fee will not be applicable.
10. Stationery is **not** included in the monthly fees. Please enquire for the stationary list (**Annexure C**) which needs to be supplied by each child within the first month of enrolment.
11. Most Stationery is a **consumable** and will **not** be returned at the end of the year, neither will it be returned if you decide to leave our school before the end of the year, any items that might remain will be donated to less privileged organizations.
12. An annual compulsory photo sheet will be payable for each student (sample displayed in reception area)
13. Please let a staff member know when an **unfamiliar** person will be collecting your child, they will **not** be allowed to leave without prior consent or arrangement.
14. Our fees are payable over **12 months of the year**, in the event that your child is absent for long periods of time, due to any reason, no reduction in school fees will be permitted. Full fees are due for any given month, irrespective of the date of departure or arrival.
15. Outings, special guests, concerts, photo day, are **not** included in your fees.

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16. A full **1 months'** notice, no later than the 3rd of the month is required when wanting to change from full day to half day or when giving notice for aftercare.
17. A full **2 months'** notice no later than the 3rd. of the month is required when wanting to leave our school, however if notice is given after the 3rd. of August, fees must be paid up until **December** of that current year.
18. **NO verbal notice** will be accepted, it must be done in writing, If you do not receive a reply or confirmation via email your notice has not been received.
19. All children will have a sleep/rest time between **1-3pm**. Please know we will allow parents to request exclusion of this only in the **Lambs or Piglet classes**. Be reminded if we allow all parents the option for their children not to sleep it causes great disruption for the rest of the class, we are also unable to entertain your child whilst other kids are sleeping, they become bored and destructive, it also becomes difficult to allow the younger kids to stay awake with the older age groups, we have found in the past the older kids hurt the bigger kids and then once again puts strain and blame on our staff. Please help us in this regard and we kindly ask you to come discuss it further if this may not suite your evening routine.
20. A **10 am** healthy snack and juice must please be provided by the parent, as well as a **whole fruit** that will be cut and shared amongst peers. Strictly **no sweets** are allowed, this creates rivalry amongst other kids as well as hyperactivity. (Please supply juice in a re sealable bottle. No box juices with a straw or sachets, these become very messy and can't be stored or kept for later if not finished.
21. We kindly ask each parent supplies a spoon for the 10am snack if needed.
22. Due to the increase in allergies and preferences of each parent with regards to foods allowed we will **not** supply any meals for the **Little Hatchlings Class**, until such time your child has been fully introduced to solids and all potential food allergies have been discovered. Meals will only be given once we receive written permission from each parent to introduce our current menu to your child.
23. We strictly **do not** supply **nappies, wet wipes or nappy bags** for any child still on nappies. Make sure this is supplied daily.
24. If your baby is in our Hatchlings class, preparation for the transition to the next class will commence at **12 months** or when you baby starts walking. This process usually takes 2 months at the most, but you will be advised when he/she is ready.
25. Preparation for **potty training** will only start when your child goes to the **Bunnies class** (ages 2 turning 3years)
26. **No** Toys are allowed to be brought to school accept for Show & Tell or items for our theme table, we will not be held responsible for broken or lost items, make sure all belongings are clearly labelled.
27. A penalty fee of **2%** will be charged if your payments are not in our account by the **7th** of each month, unless prior arranged. Please make a point to pay fees on time, it makes it very difficult for us to pay staff and monthly expenses on time without parent's co-operation.
28. Fees remain the responsibility of **both** parents/guardians regardless of status.
29. Late collection penalty fee of **R2** per minute will be charged if you collect your child/children after your designated pick up time.

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30. Siblings qualify for a **10%** discount on their fees, this **does not** include aftercare.
31. A **5%** discount is given if school fees are paid in full for the year before the **31st of January**. Please note **no** monies can be credited if you decide to leave sooner or carried over to the next year, these monies will be forfeited.
32. Please **label** all items belonging to your child/children clearly; we will not be responsible for lost items. A lost property box will be at the front entrance for any items found. Any items not identified will be donated at the end of each term.
33. All bedding and swimming attire will be sent home every Friday to be **washed**, please return them by the following **Monday**.
34. We will host a school party for your child on his/her birthday, please prior arrange with your class teacher what day/date would best suite you. Cake or cupcakes can be brought in on the day, any other treats/party packs will be sent home. We usually do the party after our **10am** snack, parents are welcome to attend.
35. **R5** must please be provided every Friday for Baker Man (Not applicable for the Little Hatchlings class). Please still supply a 10am healthy snack and juice. A **roster** for the term will be provided so you know when you child will be on duty.
36. We do **not** have Baker man during school holidays or in December.
37. Please **immediately** make us aware of any **changes** to your contact details, address, marital status, health of your child or any other information you think is vital for us to know.
38. We kindly ask that no client pays via **cheque or direct cash deposit**, we would ~~prefer~~ an EFT or cash in a clearly marked envelope dropped into our **fee box**. If a cash deposit is made at a bank branch the **bank fees/charges** will be added to your account and remain your responsibility.
39. Please insist on a receipt at all times for all cash payments.
40. Please use your **child's name & surname** as a reference when paying.
41. Your child's place will automatically be reserved for **January** the following year, if prior notice has not been given by the **3rd of November** of the current year. You will then be liable for the following years, **January fees**.
42. **Uniforms** must please be worn every **Friday** and when going on outings and special events (Please enquire for order form if you haven't done so already)
43. We kindly ask all parents that if they no longer want your child's **uniforms** when leaving our school, we would appreciate you **donating** them to our school for less fortunate families. A **second hand uniform shop** will be available for parents who do not wish to purchase new cloths.
44. We will be closed for a full **3 weeks** during the Festive season (Jan/Dec), we will close at **3pm** on the last day of the year.
45. **Progress Reports** will be compiled in the **2nd & 4th term**.
46. **No** oral medication will be administered to any child, **including** medicines supplied by parents/guardians, unless classified as chronic.
47. Each child will supply an **A4 plastic envelope** (listed on your stationary list) please make sure to check this envelope each day for important letters that have been handed out. If you require any further information regarding your child's day, you are welcome to **contact the teacher** during working hours on the landline or alternatively on her personal number after hours.

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- 48. Breakfast is served promptly at **8am**, no breakfast will be served after **8:15am**.
- 49. Each classroom has a **whatsapp group**, for daily updates, photos, reminders etc. Please do not use this group as a **chat media** it is purely utilized for communication via the school. Please address all personal issues directly to your teacher or the person responsible and not on the group, alternatively a meeting can be scheduled by our receptionist. No staff member is permitted cell phone use during working hours, so please do not send any messages of instructions on the group, please make use of our landline for all messages **(044 870 0529)**.

Please do not place adverts on the groups without prior consent.

- 50. Please do not post any messages on the group before **7am** in the morning and no later than 8pm at night, kindly no messages on weekends.
- 51. Photos will only be posted on **Wednesday & Fridays**, birthdays and special events. Please note we are not able to capture every child on camera so please be patient and understanding in this matter.
- 52. It will remain the responsibility of each parent to apply sunscreen to their child on all exposed areas. We will only reapply after lunch time.
- 53. Please drop your child no later than **8:30am** in the mornings, it becomes most distracting to the other children as well as interrupts valuable lesson time.
- 54. We kindly ask that if you are **unhappy** about any situation at school, to please not discuss it with any other parents, please allow us an opportunity to rectify the problem, we are human and we all have short falling and make mistakes at times. Please know **Negativity spreads** and causes great miscommunications at times and can be very damaging to our school and staff.

Thank you for your co-operation & understanding in this regard.

- 55. **Extra Murals offered this year** (Not Included in the fees):

(Little Farm Pre-School Clients qualify for a 10% discount)

- Swimming**
- Playball**
- Music kids**
- Ballet**

***Please enquire for the fees of the above mentioned extra curricula activities**

I, (Print name),

parent/Guardian of (Childs name)

Have read and understood the all the above **Annexure A**, conditions and adhere to abide and co-operate at all times to all the above mentioned important information, as well as pay my fees in full and remain responsible regardless of marriage or relationship status, on time and as per all the listed terms & conditions from **1 - 55**.

Signed on this day of 20

Parents/Guardians signature:.....