

Annexure B: GLFS Terms & Conditions



Welcome to George Little Farm Pre-School & Nursery Please read the following carefully for our mutual benefit

The Terms and Conditions of Enrolment cannot be separated from the Application/Enrolment Agreement, and vice versa. Submitting an application to Little Farm Pre-School & Nursery confirms acceptance of the Terms and Conditions as set out below:

1. **George Little Farm Pre-school & Nursery**, including its proprietors, employees, and/or its duly authorized representatives acting in such capacity ("School") provides a happy, secure and loving environment with dedicated teachers who facilitate the holistic development of each child. We are an independent pre- School that relies solely on funding from the parent body through **school fees**. The Parents/Guardians as named in the School Enrolment Form are therefore required to sign this contract of enrolment ("Contract") in acceptance of Terms and Conditions (Annexure B) of Enrolment of the School. This Contract is valid from 1st March 2013. No new child will be permitted to attend the School unless this Contract is signed and returned, **NO** exclusions will be allowed.
2. 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.
3. 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 circumstances refundable.
4. If you have written on your enrolment an entry date and you postpone the date less than 30 days prior, sadly you will be held liable for half the month's fees.
5. School will close at **3pm** on the last day of the year before our annual shutdown.
6. 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.
7. We are **closed** on Public Holidays. Should a Public Holiday fall on a Tuesday or Thursday, the School will be closed on the Monday or Friday for a long weekend.
8. We will be closed for a full **3 weeks** during the Festive season (Jan/Dec).

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9. Late collection penalty fee will be added to your monthly invoice at **R2** for every minute after your designated pickup time. Pick up time for no later than **1pm**, half day with lunch, no later than **2:30pm** and pick up time for full day is no later than **5:30pm**. Please prior arrange with a staff member if you are unable to make your designated pick up time.
10. Preparation for **potty training** will only start when your child goes to the **Bunnies class** (ages 2 turning 3 years)
11. Should the staff feel your child is **unwell**, you will be contacted to collect your child as soon as possible. This would generally include:
a temperature in excess of 38 degrees, or thick green mucous from the nose or runny stools or pink eye or vomiting, etc.
Please respect our judgement as we try prevent child to child contamination as much as possible. Infectious virus's result in reinfection of the children and staff and ultimately Teacher absenteeism. The school reserves the **right** to refuse entry if a child is presenting with any infectious illness, until a doctor's note declares them clear.
12. 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.
13. Please use your child's **name & surname** as a reference when making payment.
14. If notice is given after the **3rd of August** the 2 months' notice period is no longer applicable, fees must then be paid up in full up until end of December of that current year, irrespective if you decide to leave sooner.
15. **Januaries** 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.
16. **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 instruction 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.**
17. 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. No **advertisements** of any kind are allowed to be posted without prior consent.
18. 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.
19. It will remain the responsibly of each parent to **apply sunscreen** to their child on all exposed areas. We will only reapply **midday** again.
20. Please enter through our **pedestrian gate** using the code **0077#**, the big gate is unable to tolerate the traffic of opening and closing numerous times a day, so please only buzz to open this gate as a **last resort**. This gate will be opened for one hour during **collection** times during **severe weather**, however if you have a medical condition or parents of little babies require the gate to be opened at another time please ring for assistance.

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21. The Parents/Guardians agree to give the School **2 full month's** paid in full written notice. Notice will only be accepted on the **1st** of the month and **must** be confirmed by the school via **email**; any notice received after the **3rd** of any given month will then be carried over and be calculated 2 months from the next month. Please note, notice must also be given for children leaving to go to "**Big school**" or Gr 0/1. Should less notice be given, the School will charge a cancellation fee to you for bridging this Contract. The cancellation fee will be equal to the fees payable for 2 months.
22. 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.
23. **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.
24. 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.
25. All fee options include **holiday care**. An exciting daily programme will be planned.
26. **Uniforms** must please be worn every **Friday** and when going on outings (Please enquire for our order form if you do not have a uniform as yet).
27. For parents who are **leaving** our school and no longer have a need for our uniform we kindly ask that you donate it to our **second hand shop** to assist parents who are unable to afford/purchase brand new uniforms.
28. Strictly **NO** oral medication will be administered to any child, including medicines supplied by parents/guardians. Only **chronic** medication will be allowed that is prescribed by a medical doctor.
29. As a private Pre-School, we only take up to **25 kids** maximum per class, no exceptions. Each classroom will have a qualified teacher as well as an assistant on duty at all times.
30. **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.
31. **In the Hatchlings & Chicks** class each child will receive a daily progress clipboard, that will record all meals, sleep patterns, nappy changing and daily activities that you might want to know. Please make sure to check these daily for your interest.
32. the rest of the school will contain **one book** per class, all incidents and concerns will be recorded in this book for your interest, however parents will still be contacted directly in case of a serious injury or situation. Please request from your teacher if you would like to see the book.
33. We require each parent to send a **healthy snack and beverage** (please place in a sealable juice bottle, NO straws or sachets) for **10am** snack time every day, as well as a **whole fruit** that will be cut to make a fruit salad and shared with the class. Breakfast, lunch, dessert as well as 100% fruit juice, rooibos tea and filter water and two snacks will be provided by the school during the day. (please request for the menu)
34. We kindly ask each parent supplies a **spoon** for the 10am snack if needed.
35. Strictly **NO sweets** are allowed during the week, this causes rivalry amongst peers on Fridays they will receive something sweet.

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36. Please provide **R5** for Baker-Man every **Friday**. A 10am snack is still to be provided on Fridays by parents. We **do not** have Baker-Man during school holidays as well as December. A **roster** will be made for you to know when your child is on duty.
37. A **stationary** and toiletry list will be sent out (**Annexure C**), which is **NOT** included in your fees and must please be purchased for each child within the **first month** of enrolment at our school. Most items are consumables and will **NOT** be returned at the end of the year; stationary that might be left over will be donated to less fortunate organizations. Please also note due to us sharing the stationary between the class we will **not** be able to return stationary if you decide to leave our school prior to the end of the year.
38. Please **label** all your child's/children's belongings clearly, our school or staff will not be held responsible for any **lost or broken** items. A lost property box will be available at the front entrance, if items aren't claimed, it will be **donated** at the end of each term.
39. Outings, special events, guest speakers, photo day or any entertainment, concerts, educational events, uniforms, Friday Baker-Man etc. or any other items that may arise will **NOT** be covered by your school fees and will remain your responsibility.
40. An **annual compulsory photo sheet** will be payable for each student (sample viewable at reception)
41. Breakfast is served promptly at **8am**, no breakfast will be served after **8:15am**.
42. Strictly **NO** toys are allowed at school accept for show & tell or items for our theme table. We will not be responsible for any loss or damage to any items brought onto the school property. Please label all personal belongings clearly.
43. All **bedding and swimming** attire will be sent home on **Fridays** to be washed, please return them by the following **Monday**.
44. Children wishing to join **George Swim School** for swimming lessons as an extra mural will receive a **10% discount** on normal fees.
45. The Parents/Guardians acknowledge that they are aware of the **swimming pool** situated on the premises of the School. The pool is enclosed and is not accessible to the children except during their swimming lessons where a competent swimming instructor is supervising them. One on one swim lessons are **NOT** included in your monthly fees and can be arranged during school time at an extra cost.
46. Unless you notify the School in writing to the contrary, you consent to your child participating, both on and off the School premises, in **all** activities, including extra mural activities, outings and/or entertainment, as well as to your child **travelling** to and from the above-mentioned activities. Safe for any gross negligence on the part of the School, the School is **NOT** responsible for any loss, injury, death and/or damages resulting from the above-mentioned activities or any other activities and you indemnify the School against any claims in that regard.
47. 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.
48. 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.

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49. 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.
50. We strictly do not supply **nappies, wet wipes or nappy bags** for any child still on nappies. Make sure this is supplied daily.
51. **R 1200** registration fee is payable on enrolment of each child as a once off payment. This is **not refundable** and cannot be discounted.
52. **R400** registration fee per child, once off is required for Aftercare enrolments.
53. Daily fees are only applicable for **visitors** during holiday time; a registration fee is not applicable.
54. 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.
55. If you leave our school and return within **6 months** a registration fee will not applicable.
56. We have four fee structures available, **Half day, Half day including lunch, full day** and **aftercare. no** discount on fees will be given for children that attend **less** than 5 days a week.
57. Fees paid via EFT must reflect in the **Little Farm Pre-Schools** bank account before the last working day of the month. Fees not received by the **7th** of the month, without prior notice given by who is responsible for payment, will attract a **2% penalty fee**. Please make a point to pay on time, its most stressful to pay staff and expenses on time without parent's cooperation in this regard. Strictly **NO** cheques will be accepted. If transfers or monies/cash deposited into our bank account reflect **bank charges**, it will be added to your account and remains your responsibility.
58. Payment made in **cash** must please be in a clearly labelled envelope and placed in our **fee box**, please request a **receipt** as proof of receiving. **NO** cash/monies should be given to any staff member at any time, no exceptions. Only our receptionist will accept money. We will not be held responsible for any monies lost or stolen when given to any other staff member.
59. 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 and is not **refundable**.
60. Siblings qualify for a **10%** discount on their monthly fees, this does not include aftercare children.
61. **Reports** of your child's progress will be compiled in the **2nd and 4th** term.
62. A basket will be available for **lost property**; items will be **donated** after every term if not claimed.
63. 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.
64. 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 that you will be leaving. You will then be liable for the following years, **January fees**.
65. Parents/Guardians are **jointly** liable for school fees, irrespective of their marital status or relationship.

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66. The School reserves its right to terminate this Contract with the Parents/Guardians on **20 (twenty) business days'** notice should the Parents/Guardians and/or the Child breach the terms contained herein.
67. **Social media**, including Facebook, Twitter, the internet, and Print media, are utilized extensively. Unless notified to the contrary in writing, consent is granted for photographs which may include your child to be utilized on the website, in the press, or on Facebook.
68. 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.
69. **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.**
70. 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 fallings and will 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.
71. **Extra Murals offered this year**; (not Included in the fees):
- | |
|------------|
| Swimming |
| Ballet |
| Playball |
| Music kids |

(For fees of the above-mentioned activities, please enquire at reception for forms)

72. Any **alteration** to the Terms and Conditions or Agreement will void the application, and the Child **will not** be accepted to the School.
73. The Parents/Guardians hereby hold himself/themselves **liable** as co-principal **debtors** to the School for the due fulfilment of all the terms and conditions as well as the fee schedule of this contract and the due payment of all fees and other amounts whatsoever that may become due by virtue of this contract.
74. In the event of **George Little Farm Pre-school** instituting **legal proceedings** against the Guardian or Parent, or taking any steps to enforce the **George Little Farm Pre-schools** rights or in terms of the agreement, the Guardian or Parent shall be obliged to pay the cost of such proceedings on a scale as between Attorney and own client.

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Indemnity

All persons entering the premises or attending the **George Little Farm Pre-School & Nursery** do so entirely at their own risk. Staff /owners shall under no circumstances be held responsible for any accident, injury, death, loss or damage by fire, theft or any other loss that may occur on the premises.

No relaxation of any of these terms by **George Little Farm Pre-School & Nursery** and Bonita Mellon / the staff for any reason whatsoever shall be a waiver of her rights, nor will it constitute a variation of the terms of the agreement.

The Guardian / parent hereby chooses as his / her domicilium citandi et executandi the address given on the Enrolment Form.

I Parent/guardian of:
.....(childs name) Signed
at:(Place)

on this: (Date) day of:(Month) 20.....

I have read and fully understood the above terms & conditions (Annexure B) and agree to abide by them all from **1-72**, at all times as well as pay all fees and amounts due. Both parents/guardians are liable for monies payable regardless of marital status or current relationship.

Parents/Guardians Signature:

Witness 1:

Witness 2: