

# Kleuterskool Eugene Marais



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## APPLICATION FORM AND MEMORANDUM OF AGREEMENT

Between EUGENE MARAIS NURSERY SCHOOL

(Hereinafter referred to as the School)

And

Details of parent/guardian: \_\_\_\_\_

(Hereinafter referred to as the Parents/Guardian)

**A: DATE OF APPLICATION:**

**DATE OF ADMISSION:**

\_\_\_\_\_

\_\_\_\_\_

### **B: INFORMATION OF CHILD**

Surname: \_\_\_\_\_ Full name/s: \_\_\_\_\_

First name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Home language: \_\_\_\_\_ Second language: \_\_\_\_\_

Allergies: \_\_\_\_\_

Please mention all difficulties, including family history, e.g. speech, bad eyesight, etc): \_\_\_\_\_

\_\_\_\_\_

### **C. GENERAL:**

Number of Children in family: \_\_\_\_\_ Ages: \_\_\_\_\_

Who is responsible for drop off in the morning? \_\_\_\_\_

Who will collect the child from school? \_\_\_\_\_

\_\_\_\_\_

Church: \_\_\_\_\_

### **D. EMERGENCIES / MEDICAL:**

Name of Medical Aid: \_\_\_\_\_ Plan: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Name of Main Member: \_\_\_\_\_

GP Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

### **E. APPLICANTS' INFORMATION**

FATHER:

Initials and Surname: \_\_\_\_\_

First name: \_\_\_\_\_



# EUGENE MARAIS NURSERY SCHOOL

## *INDEMNITY AGREEMENT*

I, \_\_\_\_\_(full names)

Parent / guardian of \_\_\_\_\_(child's full name)

Hereby agree that my child may attend any educational school activities and other activities organized by the school, as well as extramural activities.

Although the School will take all precautionary measures to ensure that no physical harm comes to my child when participating in these educational trips and activities, I am aware and agree that participating might sometimes not exclude my child from physical injury.

I undertake to pay all medical costs incurred in the unfortunate circumstance where my child do incur a physical injury, when this injury cannot be attributed to negligent behavior on the part of the School.

I hereby authorize the Head Master or his/her Deputy, the School Supervisor, or the responsible person attending, to act on my behalf, when deciding on medical or surgical treatment, if deemed necessary.



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**MEDICAL INFORMATION**

List of illnesses e.g. epilepsy, asthma, diabetes, etc.

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List of allergies e.g. bee sting, peanuts, penicillin, etc.

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Medical scheme name: \_\_\_\_\_

Medical scheme plan: \_\_\_\_\_

Medical scheme number: \_\_\_\_\_

Name of Main Member: \_\_\_\_\_

Physical address: \_\_\_\_\_

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Home Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Cell Tel: \_\_\_\_\_

Email: \_\_\_\_\_

In the event that Parent / Guardian is not available, please contact the following person:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

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SIGNATURE: PARENT / GUARDING

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DATE

# Kleuterskool Eugene Marais



## Welcome to Kleuterskool Eugene Marais

A place where babies and toddlers lie close to our hearts

Here are many friends to play with  
We learn to love and share

We learn to cut, draw and paste  
We have every opportunity to play and learn, no time goes to waste

When it's time for formal school, we remember what we've been shown  
We have two feet and we can stand on our own!

Kindergarten Greetings

*Address: 705 c/o 5th Avenue and Fred Nicholson Street, Mayville*

*Tel : 012 335 8453*

*Cellphone: 071 471 5659*

*Email address: emkleuterskool@gmail.com*

*Have a look on our web page: [www.emkleuterskool.co.za](http://www.emkleuterskool.co.za)*

# EUGENE MARAIS NURSERY SCHOOL

## MISSION STATEMENT AND ADMISSION REQUIREMENTS

It is the Mission of the Head Master, Teachers, Caregivers and Management of **Eugene Marais Nursery School** to care for your child in a Christian based, child Friendly facility where all our children can feel safe and happy and to develop your child to his/her full potential through the leadership of our fully qualified and experienced personnel.

### ADMISSION REQUIREMENTS:

The parent/guardian must undertake to:

1. Understand and support the School's Mission;
2. Agree that the child will not be younger than three (3) months and older than seven (7) years in the year of his/her admission;
3. Ensure that the child's inoculations are up to date and is kept up to date;
4. Ensure that the child is not suffering from any infectious diseases;
5. Ensure that the child will be delivered at the School in a presentable manner i.e. neat and clean;
6. Be available at all hours during which the child is present at the School;
7. Be responsible for regular updates where personal information is concerned, especially contact numbers and medical information;
8. Adhere to the rules of the School;
9. Pay the monthly fees requirement, as stipulated by the Management of the School, in a timely manner, in advance by the 3<sup>rd</sup> of every month;
10. Follow the under mentioned registration procedures; and
11. Understand that in the case of illness where a child cannot attend the School, or if you take a long holiday, this in no way releases the parent/guardian from the responsibility of paying the school fees in a timely manner.

### REGISTRATION PROCEDURES:

- Please complete the Application Form and Memorandum of Agreement as well as the Indemnity Form.
- The following must accompany your Application Form and Memorandum of Agreement:
  1. Once off registration fee;
  2. A copy of the child's birth certificate;
  3. A copy of the child's inoculation certificate;
  4. 2 x ID photos of the child; and
  5. Copies of the parent/guardian's ID documents.

### TERMINATION OF ATTENDANCE:

The School reserves the right to terminate attendance of your child in the event of the following:

#### **Parents:**

1. If parent/guardian does not adhere to the Admission Requirements at all times;
2. If parent/guardian ignore the Rules of the School;
3. If parent/guardian deliberately spread malicious rumors to cause harm to the image of the School; and
4. If the monthly fees are not paid in a timely manner by the 3<sup>rd</sup> of every month.

#### **Child:**

1. If the child poses a threat to other children of the School;
2. If the child continuously influence other children in a negative manner;
3. If parent/guardian deliberately spread malicious rumors to cause harm to the image of the School; and
4. If the child is not on the same level as his/her peers and thereby causes disruption during class. In this case the school will consult with the parent/guardian to find a suitable professional solution.

## SCHOOL RULES:

### 1. SCHOOL HOURS:

School hours are as follow: Daycare 6:15–17:30 (Normal school hours)

**Additional hours are available on request:**

**Early morning from 5:45—6:15**

**Early evening 17:30 – 18:30**

There are 2 options available (set out on the school fees form) that you can choose from. Your choice must be marked clearly and written on the parent-child information form.

All additional hours or part of an hour that the child stays longer will have an additional fee payable (see school fees form)

In case of emergency, you must contact the school immediately to make arrangements.

Day fees are available but must be booked beforehand, like family coming to visit.

### 2. SCHOOL FEES:

- **Registration fees:** No registration fees are refunded if the child does not start to attend school for the day which you filled out the form
- **Re-registration:** If you filled out a form to confirm that the child will return the next year, and they do not come back, you will be liable to pay the first months payment
- **NO YEARLY RE-REGISTRATION IS PAYABLE FOR THE CHILDREN ALREADY ATTENDING THE SCHOOL**
- **Monthly school fees** must be paid in advance on or before the 3th of every month.
- A **10%** interest fee will be charged weekly on school fees that are not paid on time.
- December is part of the school year. **NO TERMINATION OF CONTRACT** will therefore be accepted for November, as the parent/guardian is liable for payment up until the end of the year (November and December)
- A discount of **2%** will be given to parents/guardians that pay the annual school fees in full in January.
- No discount will be given in the event of illness or injury or holiday. This guarantees a place when your child returns.
- Additional billable hours must be paid in cash when booked.
- No *post-dated* cheques will be accepted.
- **It is not permitted to send money to the school in your child's book or to hand over money to any member of our personnel. The receipt book must be completed, and the money put in the safe, accompanied by a staff member. We will not take responsibility for any money that gets lost.**
- Electronic transfers are the preferred method of payment followed by confirmation of payment via e-mail or fax. Please use reference given, the child's NAME and SURNAME. Send proof of payment via email to the school.
- In case EFT is not an option, you can put the money in an envelope with the child's name and what the money must be used for, with the amount inside. It must be placed in the money safe with a staff member.
- EFT payments do not receive receipts in the book. You will receive a statement per email at the end of each month.
- Please complete the temporary receipt book at the safe, and check in the back of the book for your receipt to ensure that the money was received and used for the right options.
- Management reserves the right to give one calendar month notice to increase the fees for additional hours and extra services.
- When paying the full amount of school fees for the year, no money will be refunded in the case that the child leaves the school during the year.
- Outstanding or late payments will be recovered by the collectors.

### 3. SCHOOL ATTENDANCE:

- **Please complete our Attendance Register for your child every day.** This ensures the safety of the child and clarifies extra needs that your child may have for the day.
- A written notification is required in the event that someone other than the responsible parties, are picking up the child. No child will be able to leave with someone else otherwise. Please present a copy of their ID document.
- **Keep your farewells short in the mornings.** Lingered might upset your child which in turn upsets the group as a whole.
- A one (1) calendar month notice is required when terminating attendance. Please remember that this will not be accepted for November as December forms part of a school year.
- Registration expires yearly and new forms must be filled out for the next year.
- Registrations are done in October, please re-apply each year.
- In case your one month calendar notice is not completed as required, any outstanding fees will be collected through debtors.

### 4. EDUCATIONAL PROGRAM:

- The educational program is followed on a daily basis between 08:30 to 12:00, excluding public holidays and school holidays.
- The **gate will be closed at 08:30.** Please arrive before this time as late arrival disrupts the educational program and slows down your child's progress.
- Term fees are payable, for extra activities like: Outings, tuck shop, bake-and-create etc.
- *Evaluation reports are given bi-annually to children that attended regularly. As evaluation is an ongoing process throughout the term.*
- Gr R learners will receive a report every term.
- **FIRST DAY OF SCHOOL!** Your help is required to make your child feel at home on his/her first day:
  - Please do not arrive before 07:30 on this morning;
  - Parents/guardians should personally arrive with the child and go to the class to meet the teacher
  - Do not linger with the farewells;
  - Greet your child and assure him/her that you will be picking them up later.

### 5. COMMUNICATION:

Cooperation and trust is the foundation of good communication between parents/guardians and the personnel of the school.

- Each child will annually receive **ONE** book for communication purposes, wherein parents/guardians will be informed of what is happening at the school.
- Please ensure daily control of the book by signing any notifications so that we are aware that you are informed.
- Bad communication can lead to confusion and delays in planned daily activities.
- Please set up a meeting at a mutually convenient time with the school or Teacher, if you are unhappy or unsure of anything.
- Problems relating to your child must be handled in a mutually confidential and sensitive manner.
- Please direct your initial query at the responsible Teacher and if, after that, you are not satisfied a meeting can be scheduled with the principal or manager as well.
- Please do not reprimand any child that is not your own. If you are unhappy with any other child's behavior, please take this up with his/her Teacher.
- A fine is payable to replace the communication book in case it is lost or badly damaged.

**Good communication is essential between all parties to ensure the well balanced progress of your child.**



## **6. TELEPHONE MESSAGES:**

- Teachers are not available between 08:20 to 10:20 (during class times)
- You can leave a message; it will be attended to as soon as class time is over.
- Only in case of emergency will the Teacher be called out of her class.
- Teacher's cell phones are for private use only, not for communication regarding any school activities.

## **7. GENERAL HIGIENE AND CLOTHING:**

- Please present your child in the mornings in clean, weather appropriate clothing.
- Please ensure that all items of clothing are clearly marked as we take no responsibility for any loss
- We will provide a face cloth and drinking cup for each child, with a R25 fee payable in January or as soon as the child is registered.
- We take NO RESPONSIBILITY for lost items.
- Make sure that all personal belongings are in the child's suitcase before you leave.
- Please inform us immediately if an item is missing so we can find it.
- We have a "lost and found" bin that we empty out once a month for the needy. Check regularly if you are missing something.
- Do not send your child to school in clothes that are not supposed to get dirty: We often engage in activities that require some messing about, which is important for the child's development.
- No child will be bathed and dressed at the school.
- No child's washing will be done at the school. Only in event of for example vomiting will we ensure the cleaning of his/her clothing.
- You are responsible for cleaning your child in the afternoon if you find it necessary. There must be evidence of a good and fun day at school.
- We ask a monthly contribution of tissues and toilet paper please.

## **8. TOYS AND SWEETS:**

- No toys or sweets are allowed. It leads to conflict and eventually tears
- Children from, or older than 12 months, receives Tuck Shop on Fridays. We use the term fees for this.
- Only during holidays do we allow the children to bring some toys from home, it's our responsibility for any loss or damage

## **9. BIRTHDAYS:**

- A birthday is a big deal in a child's life. You are welcome to have the birthday party at the school.
- Please organize in advance with the Teacher beforehand.
- Do not send balloons, sherbet or chewing gum as this poses a health risk.

## 10. TERM FEES:

- Term fees are payable every term (x 4 terms), at the ends of the month of that term.
- Term fees include: one in activity per term, tuck shop every Friday (also during holidays), bake and create every two weeks.
- Term 4 fees are also use for our year end function.
- Our school T-shirt and indemnity form is a requirement to participate in in activities and other activities that the school will present.
- Those whose term fees are not paid up to date, will not be able to participate in abovementioned activities.

## 11.MEDICAL ISSUES:

- **No child with an infectious disease may attend the School.** A doctor's letter is mandatory as proof that the disease is over and it is safe for others when your child returns.
- **A child with head lice may not attend** our school. The Teacher, together with the parent / guardian will check and confirm the problem is resolved, before the child is allowed back at school.
- **Medicine:** If your child requires medicine the medicine register must be completed daily and the medicine must be put out of reach in the medicine cupboard. No medicine will be administered if the medicine register was not completed.
- Do not send medicine to school in your child's suitcase or by hand.
- Report any allergies immediately.
- Any serious allergies will be the parent's responsibility and special or other food especially on party days must be send from home, for the child's own safety. (In this case, please ask for a menu.)

## 12. FOOD AND KITCHEN:

### • Meal times:

Breakfast	7:45
Midmorning snack	10:00
Lunch	12:00
Mid afternoon snack	14:30
Muffin / bread snack	16:00

- No food will be served outside of the times listed.
- The food will be prepared according to a children's age-appropriate menu, unless the parent/guardian informs the school in advance of any food allergies.
- **NO PARENT/GUARDIAN OR CHILD** is allowed in the kitchen. If you require anything from the kitchen please discuss it with the responsible person on duty.

**VERY IMPORTANT: PANDEMIC LOCKDOWN:** If such circumstances arise , 50% School Fees are still payable every month.

**It is our wish that you as parent and child will be happy here at our school. We count on your positive cooperation!!**