

RULES & TERMS & CONDITIONS OF THE CENTRE

HOURS: 07:00-17:30. Late fees of R2 per minute will be charged to parents who fetch their children late.

Children must be escorted from their cars to their playrooms and handed over to their teachers in the mornings and again from their playrooms back to their cars when they are fetched. Children are not allowed to leave the school premises by themselves at any time whatsoever. PLEASE CLOSE THE GATE BEHIND YOU AT ALL TIMES.

THE SCHOOL WILL BE CLOSED ON PUBLIC HOLIDAYS & DEPARTMENT OF EDUCATION MANDATED CLOSED DAYS

PARKING: Parents are to park on the paving in front of the school only, not using any of the neighbour's verges.

No parking will be allowed in the road as to avoid obstructing traffic. Please do not park on the grass.

CLOSURE IN DECEMBER: We close annually on the second week of December at 12:00 (Friday) and reopen the second Monday in January (unless it is a public holiday). **Relevant dates to be advised annually.**

REFRESHMENTS: We provide breakfast (8:00), sandwiches (10:00) and lunch (12:00). Babies to provide own milk and bottles, baby porridge or Purity sufficient for the day. A healthy 14:00 snack for older children to be provided by parents.

FRIDAYS, CHILDREN ARE ALLOWED TO BRING SWEETS, CHIPS & CHOCOLATES FOR 14:00 SNACK.

NOTICE OF ABSENCE: Please phone us if your child will not be at school. Children with minor ailments (coughs, sinus etc.) will be cared for at the school. **ANY CONTAGIOUS ILLNESSES OR GASTRO ENTERITIS CANNOT BE CARED FOR AT THE CENTRE. Children with nits and lice will not be allowed to attend school.**

CLOTHING: ALL CLOTHING MUST BE CLEARLY MARKED! Please send a blanket for naptime during autumn/winter and an extra set of clothing in case of mishaps or change in weather.

School t-shirts will be made available to order once a year - no uniform is compulsory.

MEDICATION: Place all medicines in a plastic container, clearly marked with your child's name and instructions.

Please hand it to the class teacher - **no medicine will be administered without clear instructions from an adult.**

INJURIES: Parents will be informed of any injuries during school hours upon collection of the child. Should it be a more serious injury, parents will be contacted via telephone immediately. Please advise the school of any injury your child obtained while NOT in our care. The centre is not liable for any injuries sustained whatsoever.

INDEMNITY: By signing below, the parent/guardian of said child, indemnifies and holds harmless, Cotswold Educare & Pre-Primary, the staff and/or owners of 409 Cape Road, Cotswold, Port Elizabeth, in respect of harm or injury to said child whilst in the care of Cotswold Educare & Pre-Primary or being transported from various venues and/or any predetermined destination/outing. I hereby waive and abandon any claim of loss, damage or injury caused by negligence and/or breach against any of the above-mentioned parties arising out of the care and supervision or transportation of my child.

SOCIAL MEDIA: Parents/Guardians of the child agree not to publish or post any malicious, defamatory and/or derogatory comments regarding the School, Principal or Staff on any social media platforms.

FEES: PAYABLE IN ADVANCE WITH AN ANNUAL INCREASE EFFECTIVE FROM JANUARY EACH YEAR.

This is a fee paying school, no subsidies are received from DOE. 10% INTEREST CHARGED ON LATE PAYMENTS.

BANKING DETAILS:

Cotswold Educare and Pre Primary PTY LTD

BANK: First National Bank

BRANCH CODE: 261050

BRANCH: Newton Park

ACCOUNT NUMBER: 62871919000

REFERENCE: YOUR CHILD'S NAME

TWO MONTH'S WRITTEN NOTICE REQUIRED ON THE FIRST DAY OF THE MONTH OR FEES IN LIEU OF NOTICE ARE PAYABLE. NOTICE WILL BE EFFECTIVE FROM THE DATE OF LETTER RECEIVED (I.E. IF LETTER IS DATED 1 APRIL, YOUR LAST DAY WILL BE 2 MONTHS FROM THAT DATE OR FEES IN LIEU OF NOTICE ARE PAYABLE).

WE DO NOT ACCEPT NOTICE IN THE MONTH OF OCTOBER (FINISHING END OF NOVEMBER). DECEMBER FEES ARE COMPULSORY.

Fees are calculated for the year and divided into 12 equal monthly payments. No reduction is given for the month of December. If a child's admission is terminated for December, his/her place will automatically be filled.

There is no reduction in fees for absenteeism. We do not offer any half-day discounted rates.

IN CASE OF DIVORCE, IT MUST BE NOTED THAT THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR COLLECTION OF FEES FROM EITHER PARENTS. Both parents will be held responsible for school fees.

An annual stationery fee is compulsory.

I, _____ (FULL NAME & SURNAME) hereby understand, agree & accept the rules of Cotswold Educare & Pre-Primary. **RIGHTS OF ADMISSION RESERVED.**

WE HEREBY UNDERTAKE TO PAY SCHOOL FEES MONTHLY IN ADVANCE, WE ACKNOWLEDGE THAT IF WE DO NOT KEEP UP WITH PAYMENTS THAT I WILL BE HANDED OVER TO A DEBT COLLECTOR FOR RECOVERY OF SCHOOL FEES AND THAT ALL COSTS INVOLVED FOR RECOVERY OF OUTSTANDING SCHOOL FEES OWED TO COTSWOLD EDUCARE & PRE-PRIMARY WILL BE CHARGED TO MY ACCOUNT.

SIGNATURE OF PARENT/GUARDIAN (1)	NAME & SURNAME IN PRINT	DATE:
SIGNATURE OF PARENT/GUARDIAN (2)	NAME & SURNAME IN PRINT	DATE: