



Policy and Procedures

Name of document:

Admission and Financial Policy

Second draft: Date 30 November 2017

1 Approved Authority:

- Parents of kids enrolled in preschool
- Community of the school
- Teaching staff and support staff
- Management

2 Rationale

- To know how to admit children to our centre
- To follow correct procedure in enrolling children at the school
- Inform future parents of their roles, obligations and responsibilities when enrolling at the preschool
- Inform parents of the Code of conduct

3 Forms to be submitted when registering a child at the school

- Application Form
- Indemnity forms
 - Health and safety
 - Taking of photographs for media, social media or marketing
- Road to Health Card
- Birth Certificate of child
- Proof of residence
- Proof of parent's employment or an affidavit stating the parent is unemployed
- Proof of any chronic disease of child
- Reports from previous centre or school
- Completed indemnity form
- ID documents of parents or guardians

4 Time frames for applying a child at Train Kids Preschool Academy

- Parents can apply any time during the year or from June of the previous year, for the next year
- Existing parents should apply in November of the previous year for the next year

5 Inclusions for enrolment at Train Kids Preschool

- All Cultures
- All Races
- All Religions
- Ages - Three months – 6 years
- Children with minor disabilities ; hard of hearing children and speech and language disabilities, children with low vision, Down syndrome and autism can be enrolled
- Children with chronic diseases can be enrolled providing it is disclosed, but HIV AIDS need not to be disclosed, however TB and other notifiable diseases must be disclosed and the parents must provide evidence of treatment in progress
- Non South African Citizens can be enrolled as long as all required documents are submitted
- Languages, only English and Afrikaans

6 Exclusions

- Children with disabilities such as total blindness and deafness are excluded
- Children with extreme physical disabilities and children in wheel chairs, crutches, braces, children with mental illness are excluded and brain injuries
- Children with Epilepsy are excluded

Financial Policy

7 School fees

- A registration fee of R 1500.00 is payable when enrolling the child and will cover items such as one School shirt, photographs, visitors, puppet shows, outings etc. It is not refundable
- The registration fee is payable when submitting the registration form
- School fees are payable monthly for 12 (twelve) months
- Methods of payment of school fees: Only EFT
- School fees are payable by the 3rd of each month
- A 15% discount of the total amount will be offered when fees are paid in full for the year by the end of February.
- Non- payment of school fees: The school accountant will follow this up with the parent or guardian by the 4th of the month.
- In the case of unemployed parents (only parents who were retrenched or lost their employment other than their own cause), grace period of two months can be considered but need to be discussed with management.
- No cash will be kept on the premises and parents are requested not to make any cash payments
- When small amounts of cash payments are made to the school e.g. photos, tuck-shop, it must be in an envelope with the purpose and amount clearly indicated on the envelope

8 School, staff and payments

- All staff will be paid by means of payroll, EFT on the last day of the month
- All purchases will be made by means of a school debit card and only by the owner or the school principal
- All service providers whose services have been approved, will be paid after the invoice has been received by means of EFT
- A parent or staff member can purchase items/food/toys after approval for the school and will be refunded by means of EFT. An invoice must be submitted

9 Procedures for complaints and concerns

- Steps to be taken in case of a complaint or concern by parents or staff members:
 - Discuss the matter with the relevant staff member or a member of the management
 - If not satisfied discuss with a/another member of the management
 - If still not satisfied request a hearing with the management
 - The management may consider to appoint a mediator if the matter is not satisfactory resolved

9 Indemnity

- See point 3 ***Forms to be submitted when registering a child***
- At school – Indemnity Form will be completed by all parents on registration
- New indemnity forms will be issued each time an outing or excursion is planned
- Indemnity form for parents to give permission for photographs to be used on electronic media, newspapers, Face book as well as for marketing
- Illnesses: Indemnity must be issued by parents concerning the disclosure of illnesses, chronic diseases, medication to be administered and allergies or specific conditions of the child
- All assistants and /or employees of the school, shall not be held liable for any injuries sustained and/or damage suffered by our child arising from any cause whatsoever, whilst our child is in the care of the school, whether or not such injury and/or damage are caused by any act or omission of the school, the assistants and/or the employees.
- Signed consent must be given for a child to be subjected to any medical treatment in an emergency situation

10 Expulsion

- Expulsion can be administered:
 - When a child is severely vandalising property of the school or a teacher or staff member
 - When bullying is been detected
 - When a child is severely ill-disciplined
 - When a child causes deliberate bodily harm to another child or person.
 - When a child brings to school any dangerous weapons/ammunition, explosive material, illegal/harmful substances or any pornographic material

11 Register of admission

- The school principal is responsible to keep the register of admission up to date
- The register will be kept in the school safe where the principal will have access to.

12 Termination

- Either the school or the parents may terminate this agreement by 2 (two) full months written notice to the other, in which event, the parents shall remain liable for payment of all fees during such term and the school shall remain liable to provide the service.

13 Non Variation

The agreement constitutes the only and entire agreement between the parties and no variation or consensual cancellation hereof shall be of any force or effect unless reduced to writing and signed by both parties.

14 Relaxation and condonation

Any condonation, relaxation, indulgence or grace on the part of the School shall not in any way be construed as a waiver or novation of its rights in terms of this agreement.

15 Reservation of right to make rules

The School reserves the right to make, change, alter or amend its rules, within reason, from time to time and the Parent agreed to abide by any such rule.

16 Rights and obligations of parents

- In relation to attending school, the parents must ensure that children attend school regularly
- Parents must pay school fees – before 5th of the month
- Parents must drop off and collect children on time
- They must attend and support school functions, parents meetings regularly
- When a T- shirt and windbreaker are designed for the children of the school to wear especially during outings, parents must purchase this as a safety concern and for unity during functions
- In relation to bringing toys and food to school parents must ensure that –
 - Babies` toys are labelled as well as the food
 - Toddlers and young children do not bring any food or toys to school with the exception of a birthday party or celebration which must be arranged with the teacher in advance
- Parents must sign and return tear of slips and/or reports when letters are send home
- All toys, clothes, shoes and properties of all children must be marked with their full name

17 Absenteeism

The principal must be informed before 9:00 if the child will not be attending the school that day

- A doctors note must be provided on return of the child after an illness
- In the case of contagious diseases – a child with a contagious disease will not be allowed to attend the school and can only return with a note from the doctor or clinic indicating that the child is free from the contagious disease
- In the case of a child becoming ill at the school, the parents will be notified and expected to pick up the children within 60 minutes and/or the ill child will be isolated from the rest of the children.
- Children may not be absent without a reason or without informing the school.
- In a case where the child has been absent for longer than two weeks without informing the school, the child will be removed from the register and the deposit paid will be forfeited

Signatures:.....

Date:.....