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## TERMS AND CONDITIONS 2026

CHILD'S NAME: \_\_\_\_\_

### 1. ENTRY TERMS

We accept children from 3 months up to the age of 6 years. We have a Baby Centre 3 – 15 months, a Toddler class 15 months – 3 years and a pre-school class 3 – 6 years. We are a dual medium, Christian, Montessori school.

### 2. SCHOOL TIMES

Half-day: 06:45 till 13:00 (no lunch)  
Aftercare: 13:00 till 17:30

- **Please ensure that your child arrives timeously for the programme, which starts at 08:00 sharp.** It is very disturbing to the class if a child arrives late. If you are late and circle session is in progress there will be a sign on the gate asking you to wait until circle session is finished. **PLEASE DO NOT DROP OFF LATER THAN 8:30.**
- We can unfortunately not accept any responsibility for children that are dropped off too early or collected late from school. We do however understand that emergencies occur and in such cases you are welcome to contact the school to make the necessary arrangements.
- Please note that children must be collected **BEFORE** 13:00 (half day) or 17:30 (full day). Thereafter you will automatically be invoiced for extra time R120/afternoon/child. If you are later than 15 minutes a R300 penalty will be charged for every 15 minutes. **Please inform the school if you are running late so we are aware. Please note even if you informed the school the penalty fee will still apply.**
- The programme ends at 12:30, please make special arrangements if you wish to collect your child before 12:30. **Please do not pick up between 12h00 and 12h30 as we are busy with story time. If you are early, please wait until 12h30 before you ring the bell.**
- All children must be left with a member of staff on arrival, please tell a staff member if someone else will pick your child up in the afternoon. Please make sure this person's name is on the third party collection form in your child's file. **Please also send a photo of this person to the school's cell phone.**

### 3. HOLIDAYS

- Please note that we will be open during all school holidays except December/January for approximately 4 – 5 weeks. The specific dates will be indicated on the school's year planner.
- We will also be closed on Public holidays, school holidays that are on a Monday or Friday before or after a public holiday and any special school holiday days that are indicated on the school Calendar. These days will be given on the year program in January. We are also closed over weekends.
- There will be no formal school programme during the school holidays but we will run a holiday programme with fun activities for the children at **no extra costs.**
- All meals will be served during the school holidays.
- You have to inform us if your child will attend school during an official public school holiday e.g. the July holiday. **You have to book for holiday care**, staff are being allocated per amount of children attending.
- **We will open at 06:45 and close at 17h00 during the school holidays.**

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#### 4. SCHOOL FEES

- 5 days half-day (6h45 – 13h00) R 3670/month payable for 12 months (includes breakfast and 10h snack, does not include lunch)
- 5 days half-day for 2<sup>nd</sup> and 3<sup>rd</sup> child (6h45 – 13h00) R 3487/month payable for 12 months (includes breakfast and 10h snack, does not include lunch)
- Aftercare (13h – 17h30) R 1000/month (includes lunch and 15h00 snack)
- Aftercare for 2<sup>nd</sup> and 3<sup>rd</sup> child (13h – 17h30) R 950/month (includes lunch and 15h00 snack)
- 4 days (only 15month – 3 year class) (6h45 – 13h00) R 3400 (does not include lunch)
- 3 days (only in the 15 month – 3 year class) (6h45 – 13h00) R 2940 (does not include lunch)
- Lunch per month – R660 (half day children that would like to eat lunch)

##### **Once off / yearly fees**

- Deposit Half day R3670 (once off)
- Deposit Full day R4670 (once off)
- Registration fee R600 (once off)
- Re-Registration fee R550 (yearly)

##### **The equipment fee, meals, and holiday care are included in your monthly fee.**

- We offer a discount to siblings in a family. The 2nd and 3rd children will receive a **5%** discount each on their monthly school fee.
- **A deposit of R3670 half day (3, 4 and 5 days), or R4670 full day is payable with registration which is not refundable but can be used to cover the school fees for your child's notice month.** Please take note that **NO** deposit will be paid back. It can only go towards your last months' school fee.
- **A R600 non refundable registration fee is also payable with your child's application forms.**
- School fees (which are annually calculated by the school) are paid monthly in advance **for 12 months, irrespective of sickness, school holidays, closure due to COVID-19 or any other reason.**
- You will receive a statement via email around the 20<sup>th</sup> of the previous month. Please arrange with the office if you would like to receive a hard copy.
- Please deposit the money directly into the school's bank account by making an **EFT payment BEFORE the SECOND of the new month. Use your child's name and surname as reference.**
- **Please do not deposit cash into the school's bank account.** If you make a cash payment into the school's account, the bank fee will be added to your account. **Please do not hand in any cash at the school unless it is arranged with the principal.**
- **A penalty fee of 10%** will be charged if the school fees are not reflected in the school's account by the **second** and will automatically be added on to the next month's invoice. Your payment needs to show in the schools account by **the second of the new month. If you have a problem at the end of a month it is your responsibility to contact the school and make arrangements.**
- The school fees include food, equipment fees, some stationery and holiday care. The **6 year old children** will need to buy their books and stationery for their final year.
- You have to provide the following stationery at the beginning of the year for the Toddler and 3-6 year classrooms:
  - 1 x Big Pritt glue
  - 1x Pack of paper
  - 1 x Colouring-in book
  - 1 x 12 Pack Colouring pencils in a pencil bag. For the toddlers (15m – 3 year class) crayons might be a better option.
- We will ask for a box of tissues, 6 toilet paper rolls and 2 packets of wet wipes per term/child. Children on nappies will bring 3 rolls of kitchen paper towel instead of toilet paper to sanitise the changing station. Please note the amount of these items might differ from term to term depending on what we need.
- A re-registration fee of R550 per child is payable every year to register for the next year. This fee is used for admin purposes and will not be refunded.
- The school might have a fundraiser during some years. Which you are welcome to contribute.
- School fees will increase annually in January, regardless of when you enroll your child.
- Deposits are non-refundable if a booked place in the school is cancelled after registration.
- School fees are payable in full and are not refundable, even if the child does not attend school for whichever reason.
- Admission to the school may be denied if school fees are not paid in full.

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- Full day children will be charged R480 for a bed. This is then your property. The school will provide a mattress to sleep on.
- **December & January payments**  
You will receive an invoice at the end of November for December and January's school fees. For January's school fees, you have to make a double EFT payment before 3 December. Please hand in proof of payment at school or email [karin@carefreekids.co.za](mailto:karin@carefreekids.co.za). **Unfortunately no electronic payments paid at the end of December for January will be accepted, due to everyone being on holiday and paying school fees always seems to slip everyone's mind.**

#### **Banking Details**

Carefree Kid's Montessori Centre,

FNB

Brooklyn Branch no: 250655

Cheque account no: 63102241378

**Please use your child's name and surname as reference. Not the invoice number.**

#### **5. EXTRA MURAL ACTIVITIES**

- All the extra mural activities will be invoiced separately by the responsible person. Please do not pay these activities fees into the school account.
- The activities namely Play ball, Dance, Music, Construction Cubs and EQ4kids are optional and extra.

#### **6. NOTIFICATION PROCEDURE**

- If your child is leaving the school, **one calendar month from the 1<sup>st</sup> of a month to the 30<sup>th</sup>/31<sup>st</sup> of the same month; written notice** is required **before** the beginning of the notice month.
- No deposit will be paid back. It can only be deducted from your notice month's school fees.
- **The deposit will be forfeited if the above condition is not met and you will be liable to pay a full month's school fees before your child leaves the school.**
- Please take note that **November cannot be your notice month** if your child is not returning in January, December must be your notice month or October.

#### **7. PARKING, DROP OFF AND COLLECTING**

- Parking is available in front of the school's garage or on the paving in front of the school. Please do not park in front of the neighbour's entrances. Please save space when you park and refrain from using more than one parking space.
- It is the parent's responsibility to see that the child does not leave the premises unattended when being dropped off or collected.
- Please say goodbye to your child before leaving, **keeping this as brief as possible. A drawn out farewell will upset your child. Please encourage your child to walk in by himself and to carry his/her own belongings.**
- Please hand your child to the teacher on duty in the foyer or at the gate.
- **Please keep the gate closed when dropping off or picking up. The sliding gate and the outside gate must be closed at all times. Please make sure that the outside gate is locked before you walk away in the afternoon.** The magnet on the outside gate will release for 4 seconds after the button has been pushed by a teacher. Please make your way to the gate as fast as possible please do not linger.
- **Please press the bell when you collect your child.** Please be patient, we will open the gate as soon as possible, remember we are working with little children and our hands are sometimes occupied. Push the gate when the teacher presses the button. Walk in and collect your child at the glass sliding door or gate.
- Please clear the parking area as soon as possible at pick up and drop off times, to prevent parking problems.
- Please do not have lengthy discussions with the staff during drop off or pick up time. If you have any concerns regarding your child please schedule an appointment, during this appointment we can discuss your child at length.

#### **8. INTERVIEWS**

- Parents are welcome to make an appointment with us at any time to discuss their child. Your child is very important to us and we would like to discuss him/her with you in a relaxed manner. It is unfortunately not possible to have long conversations in the morning or afternoon before or after school as we will be busy preparing for the day or presenting lessons. Bits of information, for example, like that he/she did not have a good night is however important to us. If there is more to be said you are also welcome to send a message to the school.

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## 9. CLOTHING, TOYS AND EXTRA'S

- Please provide an **extra set off marked clothes, a hat and something warm** in your child's school bag. The bag will go home every day please check if there are dirty clothes in your child's bag and replace it with clean clothes. Also replace the nappies that have been taken out of your child's bag if he is still wearing nappies.
- Toddlers are very creative so purple socks with red pants are most welcome. Please ensure that your child wears old comfortable clothes that can get dirty. Pants are better than a dress.
- If your little girl is wearing a dress, **please put shorts** on underneath.
- Super hero or fantasy clothes e.g. superman cloaks or fairy dresses, plastic high heel shoes or crowns are unfortunately not allowed at school as, especially boys, are inclined to become that super hero, and for their own safety, should rather not wear it.
- Please dress your child in pants which is easy to pull down and up especially when they are potty training.
- As a precaution and safety measures please do not let your child wear bangles and necklaces.
- Please pack nappies, wipes, bum cream and nappy bags for those that are still wearing nappies.
- **No toys/sweats may be brought from home as this causes conflict and a lot of tears. Please also NO toys in their pockets or bags.**
- If you discover the school's property at home please be so kind to return it.
- **ALL PERSONAL BELONGINGS MUST BE MARKED CLEARLY.**
- You will be asked to provide the following once a term, at the beginning of each term: 1x box of tissues, 5 toilet rolls and 2 x packet of wet-wipes for faces. The children wearing nappies will supply 4 kitchen paper towels instead of the toilet rolls.

## 10. LUNCH AND REFRESHMENTS

- **Breakfast will be served to all children from 07:00 to 07:45.** If you drop off later than 7:45 please make sure that your child had breakfast before he is dropped off at school. The menu is available via email please ask the principal if you would like to receive it. It is also on our website for your perusal.
- All the children will receive a morning (10:15) snack e.g. a sandwich and fruit. The aftercare children will receive a cooked meal for lunch (12:45) and an afternoon snack (15:15).
- If your child is enrolled for half day and you would like them to have lunch, there will be a monthly fee of R640 on top of your school fees. Lunch for the aftercare children is included in their aftercare school fees of R1000/month.
- **Please do not allow your child to eat while arriving or departing, this is for safety reasons. NO gum please.** No sweets or treats or lunch boxes are allowed.
- **Children with allergies need to provide their own substitute for the food that they are not allowed to eat e.g. gluten free bread if they are allergic to wheat. Please discuss this with the principle before packing their food.**
- **There is a difference between an Allergy and a Food intolerance / preference. If your child has special dietary requirements due to a food intolerance like lactose or gluten or a preference due to religious or personal reasons like vegetarian or Halal, please communicate this to the teacher. We are willing to support you in any way that is possible within the school's abilities.**
- **Babies must bring their own bottles, milk and food until they are able to eat lunch with the other children.**
- Baby food and snacks for the day. All meals have to be ready to eat (thus peeled, cut and prepared as needed as well as marked)
- Bottles with the correct amount of water in plus the measured formula, for the day (plus one extra)

## 11. SLEEP TIME

- The younger children will sleep when tired.
- The full day children will have a nap in the afternoon from 13:15 to 15:00. You have to purchase a bed from the school at R480.00; you are responsible for taking it home on Fridays, for washing it over the weekend and bringing it back on Monday. We do not have extra beds so please do not forget the bed on a Monday. The school does have mattresses that the children also sleep on. Please send an extra blanket during the winter months.
- Babies need to bring their own blankets on Mondays. The blankets will be sent home on Fridays to be washed. If it needs washing before Friday, we will send it home and you can send a clean blanket the next day.

**12. ILLNESS**

- Please do not allow your child to come to school if he/she has a fever or a contagious illness, a runny nose or a cough. If you are asking the teacher to phone, you if your child is not 100% during the day, your child most probably must not be at school.
- **Please inform us via Whatsapp that your child will not be at school that day.**
- **Please read the Health Policy to familiarise yourself with the health rules in our school.**
- If you send your ill child to school, the school will contact you to fetch your child. If your child starts to feel ill at school we will call you to come and pick him/her up. We will keep your child in the office where he/she will lay down till you come and collect them.
- **If your child vomited, had a runny tummy or ran a temperature, etc. they need to stay home for 24hours. They also have to be symptom free for at least 24 hours without medication before they can return to school.**
- **Please note that a thick yellow runny nose is also contagious as well as Tonsillitis.**
- **Please note that NO Medicine is allowed in a child's schoolbag.** Please hand this to a teacher and sign the medicine register. No medicine will be administered to your child if you did not write it in the medicine file.
- **Only prescribed medicine will be given to your child. No vitamins or medicine bought over the counter etc.**

**13. VISITORS**

- Sometimes we will receive visitors e.g. puppet show, etc. You will receive information on when and who is visiting the school well in advance.
- **The fees for these shows will be added to your account before or after the show, +- R25 – R40/child depending on the visitors.**

**14. BIRTHDAYS**

- You will please send a small present to school for your own child.
- You can send one treat for each child to school e.g. a chomp, fruit kebab etc. Please **NO party packs and big birthday cakes.**
- You also have to prepare a poster with photos of your child's timeline. We will have a birthday circle for your child usually on their birthday date.

**15. THEME LETTERS**

- **This is a very important letter that is whatsapped on a Monday during the school term.**
- All communication that is important from the school's side will be in this letter. Please make sure that you **read this letter** every Monday to make sure you know what must be handed in or what is happening during that specific week at the school.
- **If you did not receive the letter on a Monday please inform the school.**

Signed at PRETORIA on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE (Father/Guardian)

\_\_\_\_\_  
SIGNATURE (Mother/Guardian)

\_\_\_\_\_  
SIGNATURE PRINCIPAL