



LETTER OF CONDITION

ABOUT US

Thank you for your interest in Adorable Kids Exclusive Pre-school. Our goal is to create a warm, nurturing environment in which a child can develop positive self-image, successfully making the transition from home to school and so discover that learning can be fun. We provide a place where children have the opportunity to learn and grow, and where they can understand themselves in their world. At Adorable kids we believe that a lifetime of learning begins with a single moment of wonder. Whether you are a returning family or are enrolling your child at Adorable Kids for the first time, your child's love for learning will start here.

CCTV SURVEILLANCE

Our school has CCTV surveillance throughout.

STAFF

Our Teachers are qualified, First Aid trained and uniformed.

Educational program

We at Adorable Kids strive to give our children the best Academic educational program which is suited to the different stages of development for each group.

Curriculum offered Age 2 - Day by Day programme

2-3 years Day by Day programme

3-5 years Day by Day programme

5-6 CAPS

EXTRA-MURAL ACTIVITIES

Extra Mural activities are an essential part of the Adorable Kids Pre-School programme. We believe these activities go a long way to nurturing various tools and skills, that aid and accelerate a child's development.

These activities are offered by external service providers and you will deal directly with them.

These are done at school during school hours, and do not affect the educational programme for the children attending such activities.

Please enquire about these at the school.

School fees

A non-refundable registration fee of R1000.00 is payable for all new children. Please insist on a receipt if paying cash. This amount covers all our administration costs.

- Our full day school fee is R2500.00 per month. A 5% discount is given if there is a sibling at the school.
- 2.5% discount is given on school fees paid in full for the year, on or before the 28th of February.
- Our half day school fees is R2300.00 per month.
- School fees are payable monthly in advance and in full by the 1st of every month. I consent to the use of a debit order and for the collection thereof, unless other arrangements are made with FLAVIA CRAFFORD.
- If school fees are not paid in full by the 7th of the month we accept a penalty fee of R100 to be added to my invoice.
- Should your fees NOT be paid we reserve the right to ask you to leave your child at home, until such time as fees are paid. If these fees are not settled by the following month, we will ask you to remove your child so that we can fill their place with another child on our waiting list, and fees be paid up.
- **PLEASE NOTE: full school fees are payable for your child, even if he/she is absent for a period of time.**
- Parents need to understand from the onset that it is absolutely essential that they commit themselves to the payment of School Fees on a monthly basis. The school relies on these monies in order to continue to maintain the high standard which is practiced at the school (please carefully peruse the accompanying letter regarding School Fees)

- **December is to be paid in full on the 1st of Dec.**
- **Adorable Kids is registered with TPN Credit Bureau.** Adorable Kids Pre-School may perform a credit search upon registration.
- Notice is to be given in writing(1 calendar months' paid notice)
- Our banking details are as follow :
Flavia Crafford
First National Bank
Account number: 62374287920
Branch Code: 258624
Reference : Childs name and surname

Other requirements

The following items are also required, when your little one attends our school

- **Twice a year**
6 x Tissue boxes
8 x toilet paper
5 x liquid hand wash
1 x sun screen
one ream of photocopy paper
- **Babies**
disposal nappies (6) if needed
wet wipes
bum cream
- **Once up**
you will get a stationary list from your class teacher at the beginning of the year.

Change of address and phone numbers.

In the event of change of residential/work address or telephone number/s , parents are to notify the school immediately in writing as soon as possible. This is in the event of us needing to contact you in the case of an emergency.

School hours

Our school opens at 7:00 every morning and closes at 18.00. We urge you to please drop your child off not later than 8:30 as we serve breakfast at that time. Late arrivals are disruptive and your child will miss out on some valuable teaching.

LATE COLLECTIONS

Please collect your **child** on time. If a parent cannot collect their child on time, please advise the school. A late fee of R60 per half hour will be charged.

Dropping off of children in the morning

When dropping your child off at school, please accompany him/her to school and sign the register. Please do not leave your child at the gate. This is a serious instruction and needs to be heeded in order to safeguard your little one.

Please drop your child, reassure them, and leave. Your child settles a lot easier.

Permission to take children from school

No person except those whose details are on the enrolment and emergency forms will be allowed to collect a child from school. Parents must notify the school in advance if someone different is to collect their child from school .

Meals

We provide breakfast and lunch. Please provide your child with a healthy mid-morning snack and afternoon snack.

BREAKFAST 08H30

SNACK 10H00

LUNCH 12H00

SNACK 15H00

Please provide Healthy snacks: - i.e., small sandwich, biscuits, fresh or dried fruit, baked chips and yoghurt.

Illness and medicine.

When your child is sick it is advisable for him/her to stay at home until he /she is fully recovered. Please inform your child's teacher if your child is absent from school for more than two days. If your child is still taking medicine when he/she returns to school, please give written instructions with the medicine to your child's teacher . Mark all medicine clearly.

December and public holidays.

The school usually closes mid-December for +- 15 days so that all our staff can enjoy their well-deserved annual break. During the course of the year we are open except for Saturdays, Sundays and Public Holidays

Kind regards

FLAVIA CRAFFORD

OWNER

NAME OF PARENTS:_____

SIGNATURE:_____

DATE:_____

PLEASE INITIAL EACH PAGE TO SIGNIFY YOU HAVE READ AND AGREE TO THE SAID CONDITIONS.