



Treasure Tots

Pre-School - Nursery School
- Alberton -

Biblical Values

Character Building

Quality Education

STUDENT APPLICATION FORM - Account Purposes -

Child's Name : _____

Child's Age : _____

Class Assigned : _____

Date Starting : _____

TREASURE TOTS PRESCHOOL

Alberton

Times:

6:00 - 18:00

FOR OFFICE USE ONLY:

Application Accepted : _____

Principal Signature

All Required Documents Attached : _____

Signatures On All Required Pages : _____

Accounts : _____

Date Started : _____

Child's Name : _____

Child's Class : _____

INITIAL APPLICATION FEES CHARGED

1 st Child		
2 nd Child		
3 rd Child		
Registration Fee		Once off – Non-refundable
Initial Full Month		Monthly Fee
Initial ½ Month		
Part Month		Pro-rata Monthly fee – If applicable
Aftercare		Monthly ACA Grade 1 - 8
Development Fund		Monthly
Stationery Pack		Once off per year
Toiletry Pack		Once off per year
R.R. Test		
Mid-Year Tests – Grade 00 & Grade R		
Co-ordination Test – Grade R		
PACES – Grade R		Monthly
Workbook – Grade 00		X 2 for the year
Hat		Once off per year
Golf Shirts – Grade R (x 5)		Once off per year
T-Shirt – Grade 00		Once off per year
Total		

PERSON RESPONSIBLE FOR PAYMENT OF ACCOUNT *Required Information

I hereby agree to a credit check on my name & confirm that the details below are filled in to the best of my knowledge

I am the Parent of the child :

I am the guardian of the child :

Name of Paying Parent / Guardian : _____

Identity Number : _____

Physical Address of Paying Parent / Guardian : _____

Postal Address of Paying Parent / Guardian : _____

Name of Place of Work of Paying Parent / Guardian : _____

Physical Work Address of Paying Parent / Guardian : _____

Contact Details : (w) _____ (h) _____ (c) _____

Email Address : (w) _____ (h) _____

Do you : Own your place of residence

Rent your place of residence

Name & Surname of Landlord : _____

Landlord Contact Number : _____

How many years have you lived at the above property : _____

Signature of Paying Parent : _____

FINANCIAL AGREEMENT:

In recognition of the acceptance of my child / children (name/s)

• _____
into Treasure Tots during the academic year, I do hereby agree to pay the following:

1. An admission, **registration and application fee (non-refundable)** of R _____ is payable upon confirmation of acceptance.
2. A Re-enrolment fee is charged annually on confirmation from parents / guardians that their child / children will be returning the following year to Treasure Tots. A Re-Enrolment letter & form will be conveyed to the parents during the 3rd Term. Please check the latest Pricelist on our website – www.treasuretots.co.za
3. **School fees** as per monthly invoice issued from January to November, **are payable in ADVANCE before the SECOND of each month**. These fees **will not** include the cost of the required Pace's, school photo packs, testing done during the year, etc... which will be charged separately each month. The school fee will be increased annually (**generally January each year**).
Payment of school fees is not subject to presentation of a statement.
4. Any new Applications received from the Month of August will be **liable for December fees**.
5. **Three calendar months** written notice is required for Grade R / 0 learners and **one calendar month** written notice is required for Nursery School learners of intention to remove any child or children from **TREASURE TOTS PRE-SCHOOL – NURSERY SCHOOL ALBERTON / MODDERFONTEIN** is required. **No Notice will be accepted for October, November or December. Fees will be due during this period.**
 - *I understand that the fees for the **three months' notice period (grade R / 1 / 2 / 3)** or **one month (nursery school)** will be required even if the student leaves the school before the notice period expires.*
6. **Any Notice** received **after** the deadline given on Re-enrolment forms **will be** subject to December Fees as Notice.
7. Invoicing will be issued approx. the 20th of each month (depending on weekends).
8. Payments are due by the **2nd of each month** (reflecting in Treasure Tots Account). The First Letter of Reminder / SMS / Email for late payments will be sent out on the **3rd of each month**. A Second Letter of Reminder / SMS / Email will be sent out on the **4th of each month** for accounts still outstanding. A Letter of Suspension / Email will be issued by the **5th of each month** for those who have not made payment by this date.
 - *I understand that, should the required fees not be paid by the due date, (2nd of each month), that after written notification – the School Financial Board reserves the right to suspend my child / children from attendance till the fees are up to date. If suspension is issued more than 3 times a year to an individual family, Treasure Tots reserves the right to terminate their contract with said family with immediate effect and hand the outstanding fees over for collection.*
9. Should an account be in arrears and you would like to make a payment arrangement, an AOD (Acknowledgement of Debt) form will be forwarded to you for completion.
 - a. Please note that 2% interest will be levied on the outstanding amount on your Account per month.
 - b. R100 admin fee will be levied for late payment per month.
 - c. An AOD (Acknowledgement of Debt) form or emailed arrangements may only be accepted twice annually.
10. R50 will be credited to your account if your payment appears in our bank account **before month end**. This does not apply to the first Statement of the year or the final Statement of the year. Please do not deduct your own R50 discount for early payment. The Accounts Department will allocate your R50 discount monthly as it is earned.
11. R65.00 Development Fund will be charged each month per family to enable upgrades & repairs.
12. If payment is made from the 1st until the 2nd of the month, no credit is given.
13. If payment is made after the 3rd, a R100 admin fee will be reflected on your next Invoice.
14. Please note that you, the parent / guardian will be held responsible for any fees / charges incurred for collection of any outstanding fees.
15. Note – If prior arrangements have been made for payment of account in arrears with the Financial Board or Accounts Department - No fine will be levied.
16. Note – Dates of Financial letters / Invoicing may vary due to weekends & public holidays.
17. Please collect your child by 18:00 (**Alberton**); 17:45 (**Modderfontein**). Parents arriving any later will be **charged a levy of R200.00 per 30 minutes or part thereof**. If a parent is late more than 3 times in a term, the child may be suspended from Treasure Tots.

I, _____ the legal parent/guardian of _____,

have read and understood **TREASURE TOTS PRE-SCHOOL / NURSERY SCHOOL** Financial Agreement as laid out above. I agree to abide by the Financial Agreement. I understand that the failure to do so may result in necessary action being taken as determined by the Board.

FATHER / GUARDIAN'S SIGNATURE : _____ **DATE** : _____

MOTHER'S / GUARDIAN'S SIGNATURE : _____ **DATE** : _____



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STUDENT APPLICATION FORM

Child's Name : _____

Child's Age : _____

Class Assigned : _____

Date Starting : _____

TREASURE TOTS PRESCHOOL

Alberton

Times:

6:00 - 18:00

FOR OFFICE USE ONLY:

Application Accepted	:	<input type="checkbox"/>	_____	Principal Signature
All Required Documents Attached	:	<input type="checkbox"/>	_____	
Signatures On All Required Pages	:	<input type="checkbox"/>	_____	
New Child Starting Form	:	<input type="checkbox"/>	_____	
Added to Class list	:	<input type="checkbox"/>	_____	
D6	:	<input type="checkbox"/>	_____	
Kidsoft	:	<input type="checkbox"/>	_____	
Email	:	<input type="checkbox"/>	_____	

CONDITIONS FOR ADMISSION

PLEASE NOTE:

THE FOLLOWING CONDITIONS MUST BE MET FOR THIS APPLICATION TO BE SUCCESSFUL

1. Complete & return the Application Form with all the required documents.
Legal documents required if a child is living with guardian(s) and not the parents.
 - Copies of both Parents / Guardians identity documents
 - Copies of identity documents of those who are authorised to fetch your child
 - Copy of child's birth certificate
 - Copy of child's immunization card
 - Copy of Medical Aid Card
 - Last Report from the child's previous school
 - Previous schools Details
 - Attached Reference Form completed and returned by Previous School
 - 2x ID / Passport size photos of the child if 3 months to 5 years old
 - 5x ID / Passport size photo's for those turning 6
 - Proof of Residence
 - Current Salary Slip of Paying Parent
 - **Foreign Pupils – (Both Parents are Foreign Nationals)**
 - Diplomatic Status – Letter from employer stating parent's employment.
 - Certified copies of valid diplomatic passport & Study Permit
 - Non-SA Citizens – Parents are to provide certified copy of their SA residence permit and / or work permits.
 - Certified copies of passport.
2. A successful credit check
3. Space available in required age-group
4. You will be notified via sms / email / telephonically whether your application has been successful or not.
5. **PLEASE NOTE** : **No Payments to be made until your child's place is confirmed by Principal or Vice-Principal.**
6. **Availability is subject to change without prior notification.**

Once you have been notified that your Application has been successful, a non-refundable registration fee is required as confirmation that your child will be attending Treasure Tots Preschool.

- Registration Fee of R1.500.00 is required for 18 months to 5 Years
- Registration Fee of R2,000.00 is required for our Babies & Grade R Children

THE APPLICATION PROCESS WILL BE UNSUCCESSFUL DUE TO THE BELOW FACTORS

- Required documentation not provided
- Reference form from previous school not received
- Required age group is full
- An unsuccessful credit check



We kindly request that the present school return this form on completion to info@treasuretots.co.za

REFERENCE FORM
To be filled out by present school

Name of Learner: _____ Present Grade : _____
 Present School : _____ Date of Birth : _____
 Number of years at present school : _____

GROSS MOTOR DEVELOPMENT

FINE MOTOR DEVELOPMENT

SPEECH & LANGUAGE DEVELOPMENT

SOCIAL & PERSONAL DEVELOPMENT

OVERALL DEVELOPMENT

CONCENTRATION

Poor Average Good Excellent

PARENT INVOLVEMENT

Poor Average Good Excellent

SCHOOL FEES

Poor Average Good Excellent

- Is the Learner fully toilet trained? _____
- Has the learner been referred to a Psychologist / Occupational Therapist / Speech Therapist? If so, please state the outcome of the assessment: _____

If we accept this learner, is there any relevant information you would like drawn to our attention?
 If so, please specify : _____

Principal's Signature : _____

Date : _____

School Stamp

FAMILY INFORMATION

CHILD'S DETAILS

Child's Surname:		Child's Date of Birth:	
Child's Names:		Child's Preferred Name:	
Child's Place of Birth:			
Child's Residential address:			
Child's Postal address:			
Child's Sex:	MALE	FEMALE	
Child's I.D. Number:		Home Language (s):	
Child's Nationality:			

FATHER'S DETAILS

Surname of Father / Guardian:		Father's I.D. Number:	
Name of Father / Guardian:			
Father's Residential address:		Father's Postal address:	
Unit Number :			
Street Number :			
Father's Work address:			
Father's Email address:			
Telephone No:	(H)	(W)	(CELL)
Marital Status:	Married	Divorced	Single
		Separated	Deceased

MOTHER'S DETAILS

Surname of Mother / Guardian:		Mother's I.D. Number:	
Name of Mother / Guardian:			
Mother's Residential address:		Mother's Postal address:	
Unit Number :			
Street Number :			
Mother's Work address:			
Mother's Email address:			
Telephone No:	(H)	(W)	(CELL)
Marital Status:	Married	Divorced	Single
		Separated	Deceased

MEDICAL INFORMATION

Family Physician?	
Telephone numbers:	
Parent/Guardian's Medical Aid:	
Medical Aid Number:	
Emergency Hospital Preference:	
Does your child have any physical defects or allergies? If yes, please specify:	
Has your child received immunisations:	
Does your child have any Medical issues or concerns that we need to be aware of?	
If yes please specify:	
Any accidents or operations?	
List illnesses that your child has had:	

DOES YOUR CHILD HAVE FREQUENT:

Earache?		Colds?		Fever?		Sore throats?	
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CHILD'S PERSONAL INFORMATION

Custody / visiting arrangements:			
If your child is adopted, at what age was he / she adopted?			
Is your child aware of the adoption?			
Are there other members in the household? If so list name and relationship?			
Is your child toilet trained:		What word is used to go to the toilet?	
Describe assistance needed?			
Does your child nap?		What time does your child go to bed at night?	
Does your child have any special fears?			
Are there any foodstuffs or drinks your child should not have?			
Do you have concerns about any particular aspects of your child's development?			
How much television does your child generally watch each day?			
What are your child's favourite activities?			
What does your child enjoy doing with his mother?			
What does your child enjoy doing with his father?			
Does your child play well alone?		In groups?	
Are there other playmates in the neighbourhood?			
If so, with what age does your child usually play?			
What is the method of behaviour control used in your home?			
Has your child had group play experience?			
Has someone cared for your child besides the family?		If so, please specify:	

REFERENCES:

Has your child gone to day care or pre-school before?		Tel:	
Where?		Contact Person:	
Please describe previous experiences:			
Reason for leaving previous school:			
What do you expect to be included in your child's pre-school programme?			
How did you hear about this school?			
Reasons for choosing this school?			

CHURCH AFFILIATION

Are you attending a church?		Name of church?	
Does your child attend Sunday School?			

**PERSONS AUTHORISED TO PICK UP YOUR CHILD
- OFFICE NEEDS A COPY OF THESE PERSONS ID's – IF NOT PARENTS -**

Name	Relationship (Daddy, Mommy, Granny, Uncle, etc...)	Phone Numbers

PERSONS TO BE NOTIFIED IN CASE OF EMERGENCY

Name	Relationship (Daddy, Mommy, Granny, Uncle, etc...)	Phone Numbers

AGREEMENT:

I have read the information furnished and agree to insist that my child/children submit to the programme, academic and disciplinary regulations and all other requirements instituted by the Administration and carried out by the Principal and Faculty. I hereby declare that the above information supplied is correct.

FATHER / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

MOTHER'S / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

WITNESS SIGNATURE : _____ **DATE :** _____

CHARGES TO ACCOUNT:

I, _____ the legal parent / guardian of _____.

Hereby acknowledge that the following may appear / be charged to my account – PACES; testing; workbooks; school photos; fundraising events, etc... and that I am liable for payment in this regard.

FATHER / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

MOTHER'S / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

GENERAL POLICY:

As a parent / guardian / student of this Christian school, I pledge to uphold the school's standards and will act in a very orderly and respectful manner. I will maintain Christian standards in courtesy, kindness, morality and honesty. I will strive to be of unquestionable character in dress, conduct and all other areas of life.

- All parents are to be fully supportive of **TREASURE TOTS PRE-SCHOOL / NURSERY SCHOOL ALBERTON**, its staff and its policies at all times.
- Parents are to attend parent's evenings.
- Parents are to attend fundraising events and other school functions with their child / children when requested by the school.
- The Prize Giving Ceremony is compulsory to the respective students and parents.
- A record of attendances will be taken at all school functions.
- Students are expected to abide by these standards of conduct throughout their enrolment whether at home, school or elsewhere. Students found to be out of harmony with the school's ideals of work and life may be asked to withdraw whenever the administration determines that it is necessary.

I agree that if a problem / concern arises regarding the school or staff, I will handle the matter through the proper school channels. I will encourage others to do the same.

I agree to abide by the above standards of conduct and other regulations expected of each student / parent of each child enrolled at **Treasure Tots**.

I also understand that the school reserves the right to dismiss students / families who fail to comply with the school regulations, policies or obligations.

FATHER / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

MOTHER'S / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

GENERAL INDEMNITY FORM:

I, _____ the legal parent / guardian of _____.

Agree that I will not hold **TREASURE TOTS PRE-SCHOOL / NURSERY SCHOOL ALBERTON** or any staff member responsible for any loss, damage or injury of any nature to my child / children, except if such loss or damage occurs due to the consequences of wilful misconduct or gross negligence of the school or Treasure Tots Board of Directors or any person acting for or controlled by Treasure Tots.

This applies to during school periods - any outing, fieldtrip or sports event that my child / children will be attending during their schooling career at Treasure Tots Preschool.

FATHER / GUARDIAN’S SIGNATURE : _____ **DATE :** _____

MOTHER’S / GUARDIAN’S SIGNATURE : _____ **DATE :** _____

PERMISSION TO USE PHOTOGRAPHS:

I, _____ the legal parent / guardian of _____.

Hereby give Treasure Tots permission to use photographs of my child / children that may be taken from time to time on the school website, banners, signage on buildings or school vehicles, Facebook page, other social media forms, magazines & newspaper advertisements / articles, brochures, fliers or banners. Treasure Tots will at all times ensure that these photographs portray excellence and are used in good taste.

FATHER / GUARDIAN’S SIGNATURE : _____ **DATE :** _____

MOTHER’S / GUARDIAN’S SIGNATURE : _____ **DATE :** _____



BIRTHDAY PARTIES

Parents, please note that your child cannot have a Birthday Party at school on your child's birthday. You are welcome to send each child in the class a cupcake OR a small square of cake. Please **do not** send party packs / drinks / sweets, etc... We do make a fuss of each child on their birthday in the Class and at Friday's Assembly.

If you would like the class staff to receive a piece of cake or cupcake, we do require that you inform the Teacher or the Office to avoid any misunderstandings.

CHRISTMAS / BIRTHDAYS / ETC...

- a) Parents, the staff of Treasure Tots do really appreciate presents at Christmas and we note that some parents also send birthday gifts for the staff. Thank you, so much for your thoughtfulness and generosity in these areas. It is wonderful to be shown appreciation!
- b) Please do note that we discourage gifts at any other time as this could be misconstrued.
- c) In November, we request donations for our cleaning and outside staff as we would like to bless them for their hard work during the year. We request luxury items such as chips, biscuits, cool drinks, tinned fruit, boxed custard, etc...

EXPLORATORY FRIDAYS

Every Friday we have Exploratory Friday. The children from our 2 turning 3 age-group and up to our TLC Grade 1-3's take part in either a Fun Sensory Baking or Science Activity. This is an excellent learning experience.

FACEBOOK

We are on Facebook. We have a "like" Page as well as a CLOSED GROUP. We place reminders / photos / messages on these pages / groups. With our CLOSED GROUP, we place photos of our Treasure Tots children participating in different activities whether in free play, extra-murals, or class activities. We kindly request that our parents do not "Tag" photos – this is to ensure our children's safety. Family Members may request to join this CLOSED GROUP. Please note that Management accepts or denies requests. If we have not been informed of a certain family member who would like to join or we do not recognize a person, their request will be denied.

D6 SCHOOL COMMUNICATOR

Treasure Tots Preschool uses the D6 School Communicator to keep parents up to date. We request that each parent download the D6 School Communicator onto their phone or desktop and then select 'Treasure Tots' from the drop list. Dates to make note of, upcoming events, etc...will be uploaded onto the D6. You will also receive alerts and reminders from Treasure Tots via the D6 School Communicator.

STATIONERY & TOILETRY PACKS

For our children aged 18 Months and up to our TLC Grade 1-3 children - a Stationery & a Toiletry Pack is charged to your first Invoice. This is a once-off fee charged every year. We do not request for parents to bring toiletry items such as sunscreen, toilet paper, tissues, etc... or any stationery items as we take the hassle out of Back to School shopping and buy in bulk reducing the cost to you, the parent, with the items supplied.

TOYS

- a) During the term, we strongly discourage you from allowing your child to bring toys to school.
- b) Toys get broken, cause fights and go home with other children! This can cause disruptions to the day and heartache. Many toys are also dangerous if broken, as small parts can be swallowed. During the Holidays, games or bigger toys Eg. Dolls, prams, and larger cars, may be brought at your own risk. **(Please Note (a) above)**

CHILDREN'S BAGS - (Please Mark Clearly)

We require each child to bring their own bag to school daily.

Please place a spare set of clothes in a plastic packet in this bag. Dirty clothes, jerseys, jackets, shoes, etc... will be placed in the bag. Your child's communication book will also be sent home in the bag daily.

MARKING OF YOUR CHILD'S PROPERTY

Please ensure all of your child's clothing, shoes, jackets, bag, etc ... are clearly marked with their **Name and Surname**.

COMMUNICATION BOOK

Each day your child will have their communication book in their bag. Please read this book and sign when necessary. This book will tell you of the lessons and theme needs for the week. There is also a chart reflecting how your child ate and about toilet training if your child is a toddler. You are welcome to write in this communication book. For example – Clear Medication instructions / Please check for lost property / My child had a bad night, etc....

ALLERGIES

Please keep the school informed of any allergies that your child may suffer from. We keep an up to date ALLERGY list in each class, kitchen, and office.

FOOD

a) Babies (3 months to 18 months)

Babies are welcome to eat from our kitchen should you, the parent, so decide. You are also welcome to send purities / porridge, etc... and are requested to convey your instructions to the Staff in writing via your child's communication book.

b) Toddler to Grade 00 (the year they turn 5)

Treasure Tots has an excellent, nutritious menu for our children - with healthy portions. We respectfully request that you **do not** send any food or drink snacks to school with your child / children.

Reason: Children do not always understand why some children can have yoghurt, fruit, sandwiches, sweets, chips, etc... This causes fights and hard feelings. It also causes disruptions at meal times and is particularly unsafe when children snack during afternoon play as unsupervised eating can lead to choking.

c) Grade R - TLC Grade 3

Grade R – TLC Grade 3 children need to eat a healthy breakfast at home and to bring a snack for 9:50 & 11:50. This snack needs to contain things like brown bread sandwiches / fruit / yoghurt. The odd biscuit is fine. **NO** sweets / cold drinks / chips for morning snack please.

SAFETY

Parents, our children's safety is of the utmost importance. **As such we have a few simple rules for all to follow :**

a) Clothes

Parents, please do not dress your children in **superhero or wrestling clothes**. Children cannot always distinguish between reality and fantasy. We have had numerous incidents of children "acting out" what they see on T.V. when dressed in superhero & wrestling clothes. These games, or acting out are often dangerous and children do get hurt. There is a growing trend world-wide for preschools to ban the wearing of these clothes for these very reasons. This rule also applies to the school bags with superhero / wrestling printed on.

b) Clipboards

- **Sign in / out clipboards:** Each class has a signing in and out form on a clipboard in the foyer. We require whoever drops and fetches a child to sign on the clipboard in the appropriate column.
- **Parents only to sign:** Parents or caregivers are the only ones who are allowed to sign children in / out. **Please do not send children to fetch children.**
- **Medication:** Medicine must be placed in the fridge and instructions for administration written out in the communication book. If you have not written instructions in the Communication Book, we **CANNOT** administer the medication to your child. If you have forgotten to write instructions, we will phone you and ask you to email or fax **WRITTEN** instructions which will then be glued / stapled into the Communication Book.

*If you do not send written instruction, we cannot administer any medication.

Medicine must be placed in a clear plastic packet in the Medicine Fridge in the Kitchen. The clear packet must be marked with the Child's Name, Surname and Class Name. If medicine is found to be in the Medicine Fridge without a clear plastic packet – one will be issued and charged to your account (R5 each).

- **Minor Incidents:** Any minor incidents from afternoon shift will be noted on the clipboard and the time recorded. Any incidents where a child has more than scrapes / cuts / etc... Treasure Tots' Staff will phone parents to inform them.

c) Sending Strangers to fetch your child / children

In the event of you or your usual replacements not being able to fetch your child / children, we require you to:

1. Phone and inform Treasure Tots as to who will fetch your child / children and give us a code word (e.g. your I.D. number or the person's full name, etc...)
2. Should we not recognize your voice on the phone or if we are in any doubt as to your identity, we could

ask you for details such as your I.D. number. This is purely to ensure your child's safety.

d) Front Door Gate and Inter-leading Gates

Please **always** close these gates after you. Also be aware of other children and ensure another child does not slip out the gate with you and your child.

e) Car Park Driving

We strongly request that all parents / transport companies drive **Slowly (10km per hour)** and with extreme caution in our car park. We have small children who could easily run in front of your car! To avoid any accidents, please **drive with extreme caution, care and SLOWLY!**

f) Children's Car Seats

Please ensure that your children are strapped in before you drive!

g) Late Fines (After 6:00pm)

Parents, please note that Treasure Tots Alberton closes at 6:00pm. We respectfully request that you fetch your child / children by 6:00pm.

REASONS:

1. The children that are left late do get anxious and they do understand and realize that their parents are late. We would like to avoid this anxiety.
2. Our ladies need to get home to their own families.
3. It gets darker earlier in the evenings as winter approaches.
4. If you are the last parent to pick up a child and it is dark, it would be appreciated if you could give the ladies a lift down the road. Thank you.

ACCOUNTS

Invoices detailing what will be charged for the coming month are sent out around the 20th of each month. Statements detailing received payments and Invoices raised will be sent out a few days afterwards.

a) Payments

Account payments are due by the 2nd of each month at the Latest. This payment is an upfront payment for the month to come, E.g. you pay for January by 2nd January latest.

****Note:**

- The Financial Board will issue a 1st Reminder letter to late payers on +/- the 3rd of each month.
- 2nd Reminder letters to late payers is issued +/- the 4th of each month.
- A suspension letter is issued on +/- the 5th of each month to those account payments still outstanding.

*****NOTE: Dates may vary due to the weekends or public holidays**

b) Arrears

NB: Should your account be in arrears, and should you wish to make payment arrangements with the Financial Board, the following is required:

A written notification of your plan to be submitted to the Financial Board via financialboard@treasuretots.co.za.

- Please address this letter: **"For attention The Financial Board"**
- Please date your letter and sign it.
- Ensure that your payment plan is clearly laid out with projected dates of expected payments.
- Please note that should you fail to keep your late payment arrangements, your child / children will be suspended till full payment is made.

c) Half and Full Day Grade R, 1, 2, & 3's

Half day is till 2:00pm. Children who stay after 2pm will be part of Aftercare (Full Day Care) and will be required to pay an Aftercare fee. Full Day fees entitle a child to afternoon care during the school term and full day care during the holidays (this means all meals in the afternoons & during Holidays). Children who do not attend Aftercare (Full Day Care) are not entitled to stay after 2pm during the term, nor can they attend holiday club. Pricelists are available at the office.

d) Changing from Half Day to Full Day

If you need to change from: Half day to Full day or vice versa; from two to three days to full time, etc... Please fill in a "Change of Attendance Option" form at the office. This will enable the Accounts Department to adjust your account accordingly.

e) Invoices / Newsletters

1. Monthly Invoices and Newsletters are emailed directly to you. Please ensure the office has your current email address.
2. Keep your Invoice / Newsletter, etc... for future reference or queries.

f) Fines For Late Pick Up

Parents, please note that Treasure Tots closes at 6:00pm. We respectfully request that you fetch your child / children by 6:00pm. *(See **SAFETY**)

1. Should you be unavoidably late, please do phone the office 011 869 3419 and let the ladies know.
2. A **fine of R200 for every half hour or part thereof** will be levied for any late pickups. This will be reflected on your monthly invoice.
3. Please sign the **L**
4. **ate Pick Up Register** when you fetch your child.
5. The fines are paid over to the ladies as overtime pay at month end.
6. If you are the last parent to pick up a child and it is dark, it would be appreciated if you could give the ladies a lift down the road. Thank you.

OFFICE / FINANCIAL QUERIES

- a) You are welcome to email our Accounts Department for any **Financial / Account queries** accounts@treasuretots.co.za.
- b) **Regarding any General school procedures or class issues** not resolved with class teacher, Please contact the Principal on principal@treasuretots.co.za or 011 869 3419
- c) You are welcome to contact Admin on admin@treasuretots.co.za or 011 869 3419:
 1. If your little one is sick / Granny is visiting, to inform the class teacher of absenteeism, etc....
 2. To find out how your little one is doing, etc...

INCENTIVE PLAN

- a) Accounts paid by the end of the preceding month will have R50 credited to your account if your payment appears in our bank account **before month end**. Please do not deduct your own R50 discount for early payment. The Accounts Department will allocate your R50 discount monthly as it is earned. This does not apply to the first Statement of the year or the final Statement of the year. **EG. R50 Credited** to you (if you pay February account by January 31st, you will be credited with R50 on your account).
- b) If payment is made after the 3rd, a R100 admin fee will be reflected on your next Invoice.
- c) Please note that 2% interest will be levied on the outstanding amount on your Account per month.
- d) If any account is paid between the 1st and the 2nd, no fine will be levied and no bonus given.

ENGLISH MEDIUM SCHOOL

Treasure Tots is an English medium school where all communication with our children is in English. We do have children from many different home language groups. If a child is battling to understand, our policy is to repeat instructions in their home language (where possible) and then in English. (Our staff have a range of home languages, so we can accommodate most children). However, we need a common language to communicate - which is obviously English. As a sign of respect to all our parents, children and staff, we request that English be the language of communication at Treasure Tots Preschool. This will ensure that everyone understands every conversation. By speaking English, everyone present in a room will be part of the conversation and will understand everything happening. This way no one will feel excluded. Thank you for your co-operation in this regard.

SICK CHILDREN

If your child is sick, Treasure Tots requests that you please keep your child at home. Little children quickly pick up infections / illnesses from each other. I am sure that any child would also be more comfortable at home or with granny, etc... should this be possible.

DISCIPLINE

- a) Treasure Tots policy is to be consistent with discipline, e.g.: If little Johnny smacks someone three times today, he'll sit out three times today. Children only sit out for the time they are in age. Eg. Tommy is 3 – he will sit on the "Thinking Chair" for 3 minutes.
- b) We have a policy of informing parents when a child is struggling with listening to instructions; socializing; coping with activities, etc... This feedback can be given verbally, but is also written in your child's communication book. By working closely with each parent we can often effectively train children in areas of difficulty.

NB: REMEMBER that training a child is a long term project that is successful when done in love and with consistency and does not happen overnight. Please do not get discouraged if your child's communication book reflects these incidents regularly.

PARENT MEETING / NOVEMBER

- a) We encourage all parents to attend these important and informative functions.
- b) If your child is involved in Prize Giving, it is really vital that you bring your child and stay and watch. Thank you for your interest and support.

FUNDRAISERS

a) Concert / School Productions

This is one of our big fundraisers for the year. Tickets are sold to defray costs and parents are asked to help with costumes. A lot of time and effort goes into our concerts, and a lot of fun and learning takes place. Please do join us for this **Big** event.

b) Bake Sales / Mother's Day / Father's Day / Grandparent's Day / Spur Evenings, etc...

These are our other fund raisers for the year. There are many costs involved in up keeping the school and maintaining our standards. The monies raised with these annual events are used for these extra costs. We rely on you, our parents, for help.

CLOTHING / SHOES – PLEASE MARK ALL ITEMS CLEARLY

a) Grade R Uniform

1. Treasure Tots requires our Grade R children to wear a uniform which is issued from the office. This uniform consists of Different coloured Golf Shirts worn On different days (list is given at the beginning of the year).
2. An aqua blue winter jacket for cooler weather.
3. Suitable long pants or shorts. Eg. Denim.

b) Suitable Clothing

1. Please ensure you send spare clothes in your child's bag. Please also send a plastic packet for dirty clothes.
2. When weather is rainy or cool, please ensure your child has a jacket or jersey. A spare warm top or jersey should also be sent in your child's bag for when the weather unexpectedly turns cold.
3. On cold days children need to wear shoes / takkies and socks.
4. Parents please do not dress your children in superhero or wrestling clothes. Children cannot always distinguish between reality and fantasy. We have had numerous incidents of children "acting out" what they see on T.V. when dressed in superhero & wrestling clothes. These games or acting out are often dangerous and children do get hurt. There is a growing trend world-wide for preschools to ban the wearing of these clothes for these very reasons. This rule also applies to the school bags with superhero / wrestling printed on.
5. Please make sure that when the girls wear dresses, that a pair of shorts is on underneath.

c) Arrive Dressed

Children need to arrive dressed for the day. It is difficult for staff to change children from pajama's into day clothes when they have other children needing attention.

COMMUNICATING WITH TEACHER

- a) Please feel free to note class queries in your child's communication book.
- b) Make an appointment to see your class teacher (Please do not chat at length to your teacher during class time as the teacher needs to supervise her class. A teacher cannot have a lengthy chat to a parent and control a group of children at the same time).

"To look is one thing. To see is another. To understand what you see is a third. To learn from what you understand is still something else. But to act on what you learn is all that really matters." - **Dr. Bruce Wilkinson**

I, _____ the legal parent / guardian of _____,
Have read and understood **TREASURE TOTS PRE-SCHOOL / NURSERY SCHOOL** rules and regulations. I agree to abide by these rules and that my child, who attends Treasure Tots Preschool will adhere to these rules. I understand that the failure to do so may result in necessary action being taken as determined by the board.

FATHER / GUARDIAN'S SIGNATURE : _____ **DATE :** _____

MOTHER'S / GUARDIAN'S SIGNATURE : _____ **DATE :** _____