

Hilltops Pre- School Conditions of Acceptance



**CONDITIONS OF ACCEPTANCE**

GENERAL:

1. The school is open to children from the age of 18months – 6 years, subject to approval by the partners.
2. The educational program will be in accordance with the latest educational practice and be based on a firm Christian foundation.
3. The school opens at 07h15 and closes at either 12h15 or parts of the afternoon for aftercare. Late pick up of children (later than 3:30) needs to be arranged privately with the aftercare teacher. **The school is not responsible for children left at the school outside these hours.**

FEES:

1. Fees are payable strictly in advance before the 5<sup>th</sup> of each month.
2. If someone other than the parent/s is responsible for the fees they will be required to co sign this document.
3. Should your child not attend school for any reason during the month, there will not be a reduction in fees.
4. Fees are payable for 11 months of the year, January to November. No fees will be rendered for December and the school will adhere to Government Holidays where applicable.
5. We require 1 terms written notice should you wish to withdraw your child from the school.
6. If fees are outstanding your child will not be able to attend the school.
7. Penalty fees will be levied in the event of your child being left at school outside the agreed hours. (R50 per 10 minutes or part thereof after arranged hours)

HEALTH:

1. We require a copy of your child’s immunization certificate for our records.
2. First Aid will be administered in the case of minor ailments, but should a doctor be required, parents will be notified immediately.
3. NO medication is to be put in a child’s suitcase. It must be HANDED TO A TEACHER for safe keeping and so that it can be recorded in the medicine register.

The parents hereby agree to abide by these rules.

I, \_\_\_\_\_ (Please print name) have read the conditions of acceptance and agree to abide by these conditions.

Days attending the school: (please tick the relevant days)

Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_