



1. SCHOOL HOURS

The school will be open from **07h45**.

The school closes daily at **13h00**.

Children will not be allowed to leave the school premises with anyone other than that person specified by the parent/s.

Children must be accompanied to the classroom by an adult and then handed over to a member of staff. Children may not be dropped off at the gate and it may not be expected of children to walk to school alone or to walk to a waiting vehicle alone.

2. SCHOOL TERMS

The Nest school terms and holidays will be in line with the Western Cape Department of Education. There are four terms per year. We are closed for all school holidays.

A term calendar will be provided.

3. SCHOOL FEES

A once off R3500 non-refundable enrolment fee.

This includes admin and stationery. If your child does not end up attending for any reason the deposit is non-refundable as placements are often kept when there is a waiting list.

• 5 Day a week option:

Per month: The year is divided into 12 payments.

1 payment per month of **R3500 x 12 months** January to December regardless of starting dates in January or break up dates in December or school holidays.

• 3 Day a week option:

Per month: The year is divided into 12 payments.

1 payment per month of **R3300 x 12 months** January to December regardless of starting days in January or break up days in December or school holidays.

• Aftercare fees are R1520 per month including meals until 5pm

The effective management of the school is dependent on the fact that payments of school fees by parents must be maintained and paid on time.

Penalties: fees paid later than the 3rd of the month will be regarded as overdue and a penalty of R200 per day will be charged.

If fees are overdue legal proceedings will be instituted to recover the outstanding debt.

Banking details:

FNB current account: M Foster

6286 809 0532

Branch code 250 655

4. TERMINATION OF CONTRACT

We remind you that one term's written notice is required if a parent/s decide to remove their child from the school. It is expected that a full **term's notice** must be given on the first day of the term preceding the term the child will be leaving the school. This must be given to the principal via email or in writing. If this is not complied with the parent/s will be held responsible for the balance of the term's fees.

5. SNACK TIME

Each child is to bring along their own healthy packed lunch.

Please note: no fizzy drinks, chocolate, sweets etc.

NO NUT PRODUCTS OR EGGS ARE ALLOWED AT SCHOOL DUE TO ALLERGIES.

6. BIRTHDAYS

Try and keep sugar to a minimum! Parties are always a fun time for kids. Treats/ cake may be sent to school to be shared.

7. FUNDRAISING

You will not be expected to fundraise.

8. PARKING

The school is situated in a residential area, and it is therefore important that the parent park showing respect to residents of the area.

9. OUTINGS

We do not go on outings as we find the children are a little young at this stage!

10. ABSENTEEISM AND ILLNESS

Please advise the school of the reason for your child's illness. This is in everyone's interest. It is advisable to keep your child at home until the child has completely recovered from the illness which caused him/her to be absent. The cycle of infection and re-infection will then be broken by strict adherence to this policy. If your child has an infectious disease, we will be able to advise other parents, who may then be vigilant in terms of identifying symptoms in their own child. Immunization against Poliomyelitis and tuberculosis (BCG) is compulsory by statute.

11. MEDICATION

The staff will administer **NO** medicine, except in the case of a child requiring chronic medication.

12. REPORTS AND FEEDBACK

I am always available to meet with parents should you have any problems.

Please refrain from discussing any child in his/her presence or in the presence of other children.

13. TOYS AND PERSONAL BELONGINGS

Please ensure all personal belongings are clearly marked.

The school accepts no responsibility for lost/missing items.

The children may not bring any toys, pets, or live animals to school.

14. CLOTHES

Children must wear comfortable clothing that is easy to wear (going to the toilet). Please note we try to protect your little one's clothing to our best ability, let your child wear older clothes if you do not want paint or stains on an outfit.

In winter, children must have a pair of outdoor shoes (gum boots etc.) and indoor shoes (slippers / slip on shoes).

15. CHILD REQUIREMENTS: Please ensure that the following items are at school daily.

- Wide brimmed sun hat to protect the ears and neck area.
- Sun block must be applied before the child comes to school.
- Change of clothing and underwear.
- Keep a light long sleeve top in the bag for cooler days.
- Nappies, bum cream (if not potty trained) and sensitive alcohol-free wet wipes.

16. EMERGENCY DETAILS

These must always be kept up to date. It is expected that parent/s notify the school of ANY changes immediately.

17. ENROLMENT

Enrolment in the school is only confirmed after payment of the deposit.

No indulgence, waiver or relaxation of the Terms and Conditions of this Contract shall be valid unless provided in writing and

signed by the principal.



LETTER OF UNDERTAKING/CONTRACT/INDEMNITY

Both parents are legal guardians of the child and therefore must both sign this form. Please note that if sole guardianship has been granted to the mother or father or any other person in terms of a Court Order, then in such an event the sole guardian must complete this form.

DECLARATION OF PARENTS/GUARDIAN OF..... (full name of pupil)

I, (full name of person responsible for fees)

I.D. number.....

in my capacity as (insert mother, father, or legal guardian as applicable)

of address..... (full residential address)

and I, (full names of person responsible for fees)

I.D. number.....

in my capacity as..... (insert mother, father, or legal guardian as applicable)

of address..... (full residential address)

Hereby accept that, as my above-mentioned son/daughter/ward has been offered a place at the nest school,

commencing on 20.....

The following conditions and undertakings will apply:

1. This will constitute a legal document and forms the basis of a contract between The Nest school here in after referred to as ("the school") myself.
2. I hold myself responsible for the payment of the full amount of fees charged by The Nest school in respect of the whole period during
3. which my son/daughter/ward is registered at the Pre-school.
4. Fees are payable on the first day of each month.
5. A full calendar terms notice of withdrawal must be given to the school in writing. Any outstanding fees must be paid before the child leaves the school.
6. Whilst it is understood that the school shall take all responsible care for the safety and welfare of my child/ward, the school shall in no way be held responsible for any damages suffered, as a result of theft, injury or otherwise by the pupil, the parent or any person.
 - a) any activity in which the pupil participates while enrolled at the school.
 - b) any act or omission by a member of the staff of the school or another student enrolled at the school.
 - c) any defect in the condition or state of the premises on which the school is situated, or anything or object belonging to the school or situated on the school premises.
 - d) I hereby indemnify, hold faultless and absolve, the principal, staff, and any parent who has been nominated by the school transport my child/ward, against any claims whatsoever that may arise in connection with loss of, and damage to the property or injury to the person of my child/ward in the course of these activities and/or excursion.
7. The school accepts no responsibility for the insurance of the pupil's possessions.
8. The principal or her nominee is authorized to make any decision, in loco parentis when specific authority cannot reasonably be sought in time in case of an emergency.
9. The principal is empowered to suspend or remove any pupil for any adequate cause judged by her in her absolute discretion that may be considered necessary.
10. Should a pupil be removed from the school by reason of breach of School Rules, the parent shall remain liable for fees due for the full month during which the pupil was removed and if such fees were paid in advance, the school shall not be obliged to refund any portion thereof.
11. I hereby consent, in terms of Section 45(1) of the Magistrate's Court Act Number 32 of 1944, as amended, in respect of any proceedings that may be instituted herein, to the jurisdiction of the Magistrate's Court. Furthermore, should the school institute any legal proceedings for the recovery of any amounts outstanding, I agree to pay all the legal costs and charges on the Attorney/own client scale incurred by the school.
12. I have read and understood the contents of this document; Conditions of Agreement and Acceptance and I regard this as binding.

13. Notwithstanding anything to the contrary by so signing, the parent/guardian consents to this Contract being deemed to have been concluded at the premises of The Nest School, Somerset West.

Dated atthis Day of20.....

FATHER

MOTHER

LEGAL GUARDIAN

PRINCIPAL

ENROLMENT FORM

CONFIDENTIAL

Full name of child Sex Male/Female.....

Preferred Name Date of Birth (Y/M/D)

Position of child in family..... Date of entry to The Nest:

Age at entry

How long will your child stay at The Nest?

Which primary school will your child be attending?

Home Address where child lives.....

Postal Address.....

Home Language/s

How and by whom will your child be brought and fetched to and from school?

.....

Marital Status of Parents: Please circle: Cohabiting/Married/Divorced/Separated/Widowed/Single

Is the child from this marriage/previous marriage/adopted/fostered

.

With whom does the child live?

Other adults living with the family

Relatives and other adults (including domestic employees) who are important to the child.

.....

Who, besides yourself looks after the child?

Food dislikes

.

Food allergies

Any other allergies

.

How are they treated?

Does your child have any medical problems?

Is he/she on any medication at present and if so please give details?

.....

Any family tendencies (e.g. eczema, hay fever, epilepsy, dyslexia, chest or heart conditions, rheumatic fever, cholera, etc.)

.....

Has your child had his/her hearing/sight tested?

If so, please give details and reasons

.....

Underline illnesses your child has had: Measles, German measles, Whooping Cough, Chicken Pox, Mumps,
Please enclose a copy of his/her immunization records as immunization against Poliomyelitis and Tuberculosis (BCG) is compulsory
by state.

Has your child ever been hospitalized? Supply full details

.....

DEVELOPMENTAL HISTORY

Was birth delayed, precipitate or normal?

If there were any complications, please give details

.....

Premature or Full Term

Any feeding difficulties?

When did your child:

SitCrawl..... Walk unaided.....

To what extent can he/she dress him/herself?

Can your child brush his/her own teeth and wash him/herself?

.....

Does your child sleep soundly through the night?

Does your child rest during the day?

Does your child become easily fatigued?

Suffer from night terrors, bed wetting etc.?

How is this handled?

Is your child fully toilet trained?

SPEECH

Any speech difficulties?

Physical?Not speaking by two years.....

Stuttering or stammering Lisp

any other

Treatment, if any of the above

HABITS

Thumb sucking?

Head or body rocking or rolling?

Any other habits?

When does this habit occur as a rule?

How frequently?

How is it treated?

Is there anything that worries you?

Does your child have frequent temper tantrums?

If yes, how do you handle it?

PLAY AND SOCIAL BEHAVIOUR

Which play school did your child attend prior to The Nest?
.....

What type of play does your child enjoy the most?

Does he/she help to put things away?

Does he/she have an imaginary companion?

Does he/she like to be with other children?

What fears does he/she have? (e.g., dogs, doctors etc.)

Is there any emotional behavior that concerns you regarding your child? E.g., jealousy, aggression, rocking etc.)
.....
.....

How have you treated the above difficulties?

.....

How do you think your child will react when he/she enters our school?
.....

Briefly describe your child, supplying information that you feel may be of value to the school in understanding him/her
.....
.....

What knowledge do you have of Montessori education?

.....

Where did you hear about Montessori education and what appealed to you?
.....

Have you ever observed at a Montessori school?

Where?

Anything else you would like to tell us about your child?

.....
.
.....

NB: Please note that it is the parent's responsibility to ensure that this information is always up to date and accurate. Please inform us of any changes in writing.

Prospective Learner Information:

Name of learner: Date of birth: (Y/M/D) Sex: (M/F)

Day address: Code:

Mother's Details:

Full name: Occupation.....

Telephone:(H).....(W).....(C).....

Work address:

Email:

Name of Employer:.....

Address (if different from child): Postal Code:

Father's Details:

Full name: Occupation.....

Telephone:(H).....(W).....(C).....

Work address:

Email:

Name of Employer:.....

Address (if different from child): Postal Code:

Legal Guardian Details:

Full name: Occupation.....

Telephone:(H).....(W).....(C).....

Work address:

Email:

Name of Employer:.....

Address (if different from child): Postal Code:

General Information:

Home language: Religion: Marital status:

Siblings (name/age): Age:

(name/age): Age:

(name/age): Age:

(name/age): Age:

Doctor's name: Phone no: 021-.....

Med Aid Scheme: no.:

Authorized persons to collect child from school (other than the above mentioned):

1. Name: Relationship: Tel:(h).....(w)

2. Name: Relationship: Tel:(h).....(w)

3. Name: Relationship: Tel:(h).....(w)

Emergency Contacts (other than the above mentioned):

1. Name: Relationship: Tel:(h).....(w)

2. Name: Relationship: Tel:(h).....(w)

3. Name: Relationship: Tel:(h).....(w)

Admission Details:

Desired date of admission:

Signatures:

Mother: Date:

Father: Date:

Guardian: Date:

