

Rules

Regulations

Hours of Operation:

- Clever Cats provides full and half day care for children from the age of 24 months until five years. • We are open from 6:30 am until 6:00 pm daily with the exception of public holidays and for three weeks during December holidays.
- Half day hours extend from 8:00 am until 12h30 pm.

Absence:

- If your child will not be attending on any given day, you are requested to please call the school between 8:00am and 9:00am.

Admission:

- Admission is on a first come, first serve basis with first option given to those requiring full day care and families with one or more children already enrolled in the school.
- Receipt of a **completed registration form** and **payment of registration fee** is required **Before** admission into Aristokids can be finalised.

Monthly Fees & Payments:

- A once off, **non-refundable** registration fee of R750.00 is required upon registration for each child.
- Fees are payable **in advance** via electronic transfer or direct deposit on or before the last working day of each month.
- No cash will be received or accepted on site.
- **No refunds** will be allowed for periods during which the child is not in attendance at the school, either due to illness, or school holidays.
- Fees will increase by **10%** annually, effective from the **1st of January** each year.
- If no acceptable prior arrangements have been made, and fees remain outstanding by the 15th of the month, the child's place will not be reserved for the following month, and first option will be given to children on our waiting list.
- The fee for half day care is **R1900.00** per month.
- The fee for full day care is **R 2350.00** per month.
- The fees include snacks, meals, stationary and supply items required for each child per month, and no additional payments/ donations towards these are required.

Clothing and Personal Items:

- Parents are requested to mark **all clothing and personal items**, as the school cannot take responsibility for lost or misplaced items with the number of children in our program, as we are unable to memorise what each child has brought with them each day.
- Any toys brought from home should also be clearly marked, and is brought to school at parents' **own risk** and understanding that there is a possibility that these toys may be broken or lost at school.
- No toys that simulate weapons of any kind will be allowed.

Health Policy:

- Immunisation card is to be handed in at the school upon registration.
- A copy of medical aid card & medical aid details are to be provided to the school upon registration.
- Children with fevers, diarrhoea and vomiting should not be brought to school, and if while at school, a child develops any of the above symptoms, the parents will be contacted immediately to collect the child without delay.
- All medication brought from home must be handed to a teacher **directly**, and **not** left in the child's bag.
- The instruction for consent for the administration of medicines must be completed by the parent, including specific dosage. Forms with dosage of "as needed", will not be accepted.
- Medicines will be administered by the class teacher, and a register will be completed containing dosage administered and times that medicines were given.
- Readmission to the school after any childhood communicable disease shall only be done with written confirmation from a medical practitioner.

Emergencies:

- Superficial wounds and scrapes shall be cleaned, disinfected and covered.
- A full medical aid box is kept on site for the treatment of minor injuries.
- Although every effort is made to prevent accidents, if one should however occur, the child will immediately be referred to the Durbanville/Cape Gate Medi- Clinic for the necessary treatment.

Discipline:

- Positive reinforcement will be used to encourage good behaviour and clear limits will be set for all children.
- In the case where a child is unable to remain within the set limits, after positive encouragement and reminders, time out will be used to encourage cooperation. The guideline for time out is generally one minute per year of age of the child. Serious or repeated problems with behaviour or discipline will be documented and reported to the child's parents.
- Parents are encouraged to comment and participate positively in the discipline of their children.

Termination:

- Termination of services requires written notice of **one calendar month**, received on the **last working day** of the preceding month.
- Should no notice be given, one month's fees will be paid in lieu of notice.
- Termination of services may be effected by the school due to parent behaviour which is detrimental or abusive to either children or staff of the school, lack of payment or disregard of the school rules and policies.
- **No notice will be accepted for the end of November for any child who will not be returning the following year if the child has been in attendance at the school for more than two months on the date of intended notification (last working day of preceding month). If notice is given for the 31st of November for any child that has been in attendance at the school for three or more months on the 31st of November, you are still liable for full payment of December fees.**