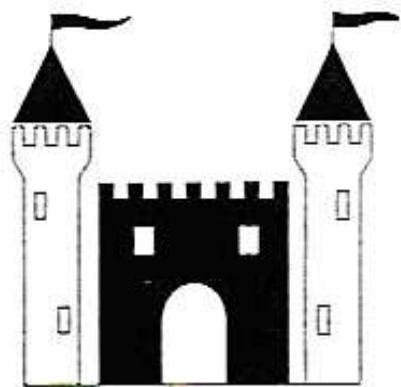




Prinsies & Prinsessies Private School

Tel: 012 347 8923

ppkleuterskool@gmail.com

c/o Konkiep & Kenega Str.
Erasmuskloof

Dear Parents,

We would like to welcome you and your child to PRINSIES & PRINSESSIES PRIVATE SCHOOL. In the interest of your child, we undertake to provide you with our best service. With this in mind, we kindly request that you carefully read the content of the following forms, complete and sign them, as a requirement for the acceptance of your child to PRINSIES & PRINSESSIES.

Attached please find the following forms:

PAGE 1 ENROLMENT FORM

PAGE 2 DETAILS OF CHILD

PAGE 3 PERMISSION FOR PHOTOS, WHATSAPP GROUP & POPIA LEGISLATION

PAGE 4 MEDICAL DETAILS

PAGE 5 CERTIFICATE OF EXEMPTION

PAGE 6 AUTHORIZED PERSONS TO COLLECT CHILD(REN)

PAGE 7 - 8 SCHOOL RULES

PAGE 9 LIST OF MEDICATION AVAILABLE IN SCHOOL

PAGE 10 - 12 FEES

PAGE 12 - 13 DISCIPLINARY POLICY

PAGE 13 ACCEPTANCE TO PAY SCHOOL FEES

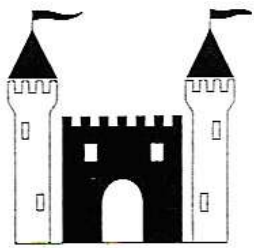
PAGE 14 SIGNING OF AGREEMENT

PAGE 15 - 16 BIRTHDAYS, BREASTFED BABIES & DEALING EFFECTIVELY WITH SEPERATION
ANXIETY INFORMATION PAGE

PAGE 17 - 18 PRIVACY POLICY

Thank you for the trust you have placed in us regarding the care and development of your child.

AMANDA VILJOEN and RITA VAN ASWEGEN
MANAGEMENT



Prinsies & Prinsessies Private School

ENROLMENT FORM

Full name(s) of child _____
Date of Birth _____
Registration date _____
Date of arrival _____
Date of departure (office use) _____

Previous School _____ Contact number _____

Fees for 2027 (Meals and snacks included)

Deposit: One month's fee (refundable with two months' notice)

Once-off Registration fee R1 800

Annual Developmental fee R1 780

Babies R5 150

Toddlers R4 870

Half day fee R4 430

FNB Menlyn (Prinsies & Prinsessies)

Cheque Account 62375060440

Branch: Menlyn 252445

Please use name and surname of child as reference

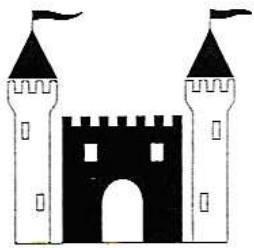
Please do not send a proof of payment - Payments are verified directly from the bank statement. Please use your child's name and surname as reference

Method of payment

An internet transfer and cash are accepted as methods of payment.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Details of child

Nickname of child

Full names of child

Sex

Current age

Date of birth

Child's ID number

Home language

Children in family

Home Cell number

Home address

child _____ of _____

Details of Parents/Guardians

MOTHER

Surname

Nickname

Full names

Title

ID number

Marital status

Home language

Occupation

Employer

Work number

Cell number

e-mail address

Home address

Postal address

FATHER

Surname

Nickname

Full names

Title

ID number

Marital status

Home language

Occupation

Employer

Work number

Cell number

e-mail address

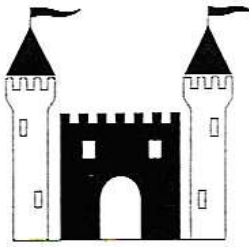
Home address

Postal address

I, _____ hereby confirm that the above information is correct and true.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Permission to use photographs

Full name of child _____

Date of birth _____

I/we understand and accept that from time-to-time formal and informal photos and/or videos are taken of the school as well as of the children, and that these photos and or videos are to be used by PRINSIES & PRINSESSIES, ONLY for school publication reasons, either as electronic or printed media, including the year book, photo DVD, Concert Video as well as screening photos and or videos on our Television in the foyer. As far as/in terms of the school being in control of using photographs and videos, we would like to assure you that it will be done in good taste and utmost professionalism. NO SOCIAL MEDIA PUBLICATIONS WILL BE MADE WITHOUT ADDITIONAL CONSENT.

Permission to use WhatsApp

Our main communication method is via the WhatsApp application. Important notices are passed on in this way and they serve as communication between the Class Teacher and parents. **Please indicate who should be placed on the class group/s.**

MOTHER ☐

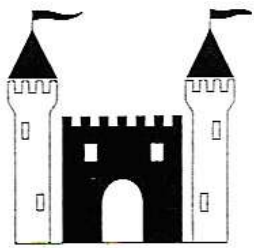
FATHER ☐

POPI Legislation

Prinsies & Prinsessies Private School values the personal information of our children, parents and staff. We have all our measures in place to comply with the POPI Legislation. Prinsies & Prinsessies Private School uses an external accounting company, "POWERFIN". There is a contract in place between PRINSIES & PRINSESSIES PRIVATE SCHOOL and POWERFIN to ensure that all information is considered and treated as sensitive and confidential. POWERFIN meets all the requirements as prescribed in the POPIA Legislation.

Signature of Parent / Guardian

Date



Prinsies & Prinsessies Private School

Medical Details

Full name(s) of child _____
Date of birth _____

Alternative persons to phone during an emergency, when you are not available

Name & Surname	_____	Name & Surname	_____
Relationship	_____	Relationship	_____
Home number	_____	Home number	_____
Work number	_____	Work number	_____
Cell number	_____	Cell number	_____

Details of your Medical Practitioner

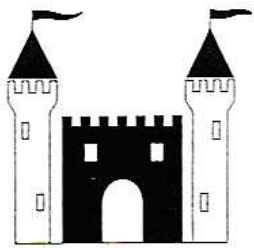
GP	_____	Telephone number	_____
Pediatrician	_____	Telephone number	_____
Dentist	_____	Telephone number	_____
Allergies _____			
Chronic illness _____			
Child's health and emotional state _____			

Person accountable for medical bills

Full names and Surname _____
Address _____
Medical Aid _____
Medical Aid number _____

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Certificate of Exemption

Full name(s) of child _____

Date of birth _____

Authorization to treat in an emergency

In an emergency, where parents, and/or relatives and/or alternative persons cannot be traced, I hereby authorize the principal and/or staff members of PRINSIES & PRINSESSIES, to take the above mentioned child to receive treatment at a Doctor or Hospital, on my behalf. This authority also includes the completion and signing of permission forms.

Care and Transport

I, _____, ID number _____ hereby exempt the principal and staff members of PRINSIES & PRINSESSIES, from any damage or loss, suits, claims, actions, liability, costs and expenses that may arise as a result of losses and or damage to the above mentioned child and or child(ren)'s property, and any injuries that may incur during attendance at the above premises and on outings, as arranged by PRINSIES & PRINSESSIES.

I, _____, the parent/guardian of _____ hereby give permission for my child(ren) to go on all outings that the school may arrange. I also exempt the staff of PRINSIES & PRINSESSIES, and the school Management from any claim or loss that may arise as a result of such an accident.

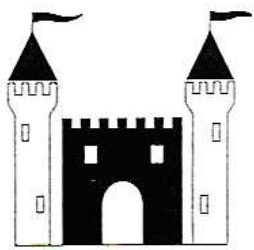
Signed _____ on the _____ day of _____ 20_____

Signature Parent/Guardian

Date

Principal

Date



Prinsies & Prinseessies Private School

Details of persons with authorization to collect the above mentioned child(ren)

Full name(s) of child _____
Date of birth _____

I, _____ Parent / Guardian of _____
hereby give permission that he/she may be transported by the following persons:

Father's full name and surname _____
Mother's full name and surname _____

And the following persons:

Name and Surname	_____	Relation	_____
Telephone number	_____	ID number	_____
Address	_____		

Name and Surname	_____	Relation	_____
Telephone number	_____	ID number	_____
Address	_____		

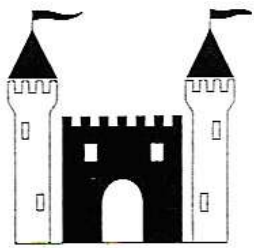
Parent's right to custody:

If a parent, for whatever reason, loses custody, or custody is in any way restricted (i.e. by way of an order of court etc.) it is the responsibility of the parent with full custody, to provide the legal documentation and court orders to PRINSIES & PRINSEESSIES, for such an arrangement to be implemented. PRINSIES & PRINSEESSIES will not be held responsible if a child is released to a parent who for whatever reasons has no custody rights.

Signed _____ on the _____ day of _____ 20____

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

School Rules

Full name(s) of child _____

Date of birth _____

Memorandum of agreement between PRINSIES & PRINSESSIES and Parents/Guardians of the above mentioned child(ren) who are cared for

Management and staff members of PRINSIES & PRINSESSIES, at your request, agree to care for your child, from _____ 20____ only in the provisions of this agreement and the rules that may be revised from time to time. Year planner dates will be included in this contract. **The following rules are therefore kindly brought to your attention and must be met and signed for:**

PRINSIES & PRINSESSIES is a school with Christian norms and values. However, no special concessions can be made for the practice of other religions during school hours.

TIME OF CARE:

Parents may bring their child(ren) to school from 06h45 and must collect them no later than 17h00 for 17h30 for full day child(ren) and no later than 12h45 for half day child(ren). An additional fee of R100.00 per half hour or part thereof, will be payable to PRINSIES & PRINSESSIES should these time limits not be adhered to. This fee is immediately payable to the Assistant on duty. A R1000 penalty may be raised if a child is collected after hours more than 3 times.

DAYS OF CARE:

Your child(ren) will be cared for from Monday to Friday. We will not be open on public holidays, weekends, or during single workdays between public holidays and weekends.

HOLIDAY CLOSURE:

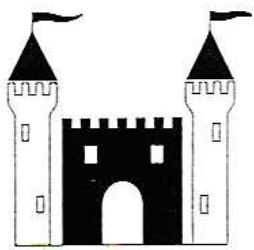
PRINSIES & PRINSESSIES will be closed for one week during June/July each year. PRINSIES & PRINSESSIES will annually close at **11h30** the day before the Easter weekend, for school holidays during June and December and will reopen the second Tuesday of January. (Please refer to the year plan for the dates).

DISCLAIMER: CARE AND TRANSPORT:

Care and transportation is at the sole risk of the parent(s) and the parent(s) hereby indemnify PRINSIES & PRINSESSIES (owners and employees) of any claim which may arise from the care and transport of your child(ren) as well as participation in outings.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

School Rules (continued)

Full name(s) of child _____

Date of birth _____

STAFF:

Parents/Guardians that are approached by staff members of PRINSIES & PRINSESSIES, or offer any staff member employment, accept responsibility for any loss or damage as a consequence to the school.

CONTAGIOUS DISEASES:

Home care is recommended if your child(ren) has a contagious illness. Please notify the school if your child(ren) is sick. If your child(ren) has any allergies, a doctor's note must be submitted.

The rule regarding medication is therefore as follows: Children on antibiotics or any other prescribed medication must be cared for at home until the child is healthy enough to return to school AND OR is fever-free for 24 hours without any fever medication. No child may therefore be sent to school with a fever or fever medication. No medication, such as fever medication, may be given to children by PRINSIES & PRINSESSIES of their own accord.

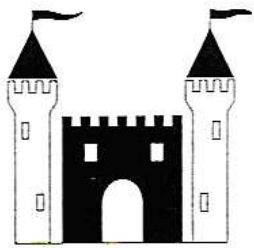
According to the Medicine and Similar Substance Act of 2002, we are not authorized to supply any medication. If your child becomes unwell at school, the teacher will notify you by telephone, after which you must come and collect your child from school.

Please administer vitamins at home.

The management must be informed immediately if your child has a contagious disease such as mumps, chicken pox etc. If an infectious disease has been identified in a number of children, a medical practitioner may be asked for advice and the school may be closed for a few days in order to have the appropriate people to disinfect the school. A report will be made available for viewing.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

List of Medication available in the School

The following is a list of medication available at Prinsies & Prinsessies and may be used in an emergency to treat minor wounds.

- Dettol
- Savlon
- Plasters
- Cotton wool
- Arnica
- Lavender oil
- Tea tree oil
- Vanilla (for bruises)
- Mercurochrome

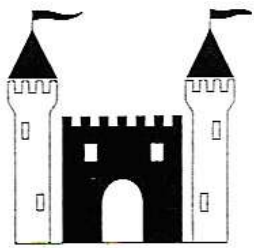
All infants under the age of 2 years, must please have painkillers and/or fever medication in their daily bag. This medication will only be used for your baby. No medication, such as fever medication, may be given to children by PRINSIES & PRINSESSIES of their own accord.

We will obtain telephonic authorization from a parent before any pain and or fever medication is administered to a child. This medication will only be used when a child becomes ill at school. It will then be written in the medicine register, and the parent/guardian needs to sign the register when the child is collected.

We urge parents to collect their child from school within 30 minutes, whenever a child has a fever.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Full name(s) of child _____

Date of birth _____

Fees

SCHOOL FEES:

The monthly school fees are payable strictly in advance and must be paid on or before the third day of each month. I, (parent/guardian of the above-mentioned minor) confirm that all school fees in respect of care of my child(ren) are payable to PRINSIES & PRINSESSIES and if I should refuse to meet the agreement, I will be held responsible for any interest on the owed money, legal costs (Attorney and client) and/or collection commission, arising from the failure to pay school fees.

METHOD OF PAYMENT:

Internet transfers and cash are accepted as methods of payment. If you prefer to make an electronic payment, please use your **child's name and surname** as reference. Cash payments are to be handed to the receptionist in the School office, in order for a receipt to be issued immediately.

REGISTRATION FEE:

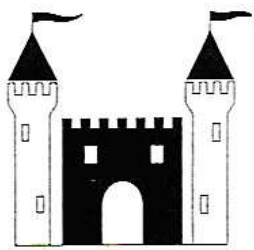
A once off, non-refundable registration fee is payable on the signing of this agreement. Once the agreement has been signed, the parent/guardian is responsible for a month's fee, whether or not the child(ren) attend PRINSIES & PRINSESSIES, or if the application is cancelled before the child(ren) start care at PRINSIES & PRINSESSIES.

RE-REGISTRATION:

An annual re-registration fee will be levied each October, for the following year. The re-registration fee will be the difference between the deposit paid and the following years' school fees. This is in order to keep deposits up to date. The registration fee will be refundable with the deposit with two months' notice.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Fees (continued)

Full name(s) of child _____

Date of birth _____

INCREASE IN FEES:

Parents acknowledge that fees are subject to change and will be regarded as fees to be paid and agreed upon in this agreement.

DEVELOPMENT FUND:

A development fund is payable at the beginning of each year, in January when the schools reopen. This fund is to cover administrative costs, as well as supplementing and replacement of educational toys. If you register your child after June, the development fund will be worked out on a pro-rata basis.

DAY FEE:

When a child is registered as a half-day toddler, and the parent or guardian wishes to make use of the facility to have the child stay in the afternoon for additional care, a day fee of R350.00 is payable.

ABSENCE, ILLNESS, CONTAGIOUS DISEASES, OR VACATION:

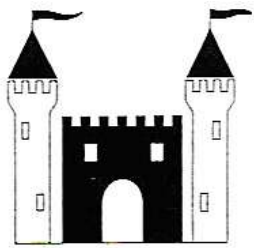
No discount will be given when a child is absent due to illness or vacation, or interruptions due to school holidays. The parent(s)/guardian(s) agree to remain liable for the full fee (as if the child(ren) attended school) for the full 12 months period. The parent(s)/guardian(s) agree not to give notice during November as to whether or not the child will be returning to our school or if he/she will for any reason be leaving. The last date on which notice of discontinuance of attendance can be accepted, is on **01 September, for the end of October**. Unfortunately there can be no exceptions to this rule. Should you require clarity on the issue, please do not hesitate to discuss this before the signing of the agreement.

COLLECTION FEES / LATE PAYMENTS / CHEQUES:

Collection costs of an additional R100.00 per day is payable if the payment of fees for the care of your child(ren) is received later than the seventh day of any month. Bank charges due to cheque(s) returned by the bank, will be the responsibility of the parent/guardian, as well as the R100.00 late payment fee per day. If fees are still outstanding by the 15th of the month, the school will have the authority to terminate the attendance of your child. This could result in cancellation of the contract and forfeiture of your deposit.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Fees (continued)

NOTICE OF DISCONTINUATION OF ATTENDANCE:

Written notice of your child's intention of leaving the school must be given with **two calendar months** in advance. The fee for the last month is payable in full, even if the child does not return (for whatever reason). The deposit is refundable with **two calendar months'** notice and will be used as the last months' fee. November will not be accepted as the last month of the contract and December will be charged at full. PRINSIES & PRINSESSIES reserves the right to take care of child(ren) on their premises.

Only written notice will be accepted, please send to ppkleuterskool@gmail.com or ane@powerfin.co.za. No verbal notification from staff members will be accepted.

DISCIPLINARY POLICY

The school has CCTV cameras in the classrooms. Only management has full use and access of the CCTV cameras and footage. Footage will not be given as any means to identify or prove behavioral issues or any other reason, to any person outside of the Management of Prinsies & Prinsessies. This is to ensure the privacy of other learners.

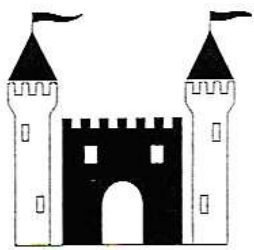
The following process will be followed, should we identify a behavioral problem (for example biting) or any other disciplinary problem:

In the case of general, **not serious behavior** (such as when a child takes toys from another), the teacher, or any other member of Prinsies & Prinsessies will kneel down to the child's eye-level and explain in a loving manner that the behavior is unacceptable. The child will be asked to say sorry to the other child. Possible "think time" (time out) may be given. The process is completed.

In the case of **less serious behavior** (such as biting or hurting someone as a first offence), the teacher will follow the same process as in the not serious behavior and discuss it informally with the parent(s)/guardian(s). The parent will be requested to sign a discussion register. If the behavior improves, the process is completed. If the behavior does not improve, it will be treated as serious behavior.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

DISCIPLINARY POLICY (continued)

In the case of **serious behavior** (for example persistent bullying, persistent biting and or any other serious behavioral problems that may be encountered) the teacher will follow the process of not serious and less serious behavior. After three notes in the discussion register, the behavior will be referred to Management. The parent(s)/guardian(s) will work with Management and the class teacher to find possible solutions to change behavior positively. The behavior will be monitored for a period of two weeks and if no behavioral changes occur, another meeting with Management and the teacher will be scheduled. A list of proposed therapists will be provided to the parent(s)/guardian(s) and therapy may be required if the behavior does not improve in a reasonable agreed period. If the parent(s)/guardian(s) refuse intervention/evaluation/therapy, Prinsies & Prinsessies will retain the right to terminate the contract with immediate effect, on the basis of protecting the interests of the child, other children and staff of Prinsies & Prinsessies.

Acceptance to pay School fees

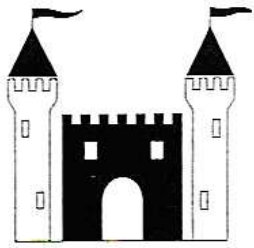
Full name(s) of child _____

Date of birth _____

I, _____, parent / guardian of _____
_____ ID number _____ hereby acknowledge paying school fees on or before the third day of each month. I confirm that all school fees in respect of care of my child(ren) is payable to PRINSIES & PRINSESSIES and if I should refuse to meet the agreement, I will be held responsible for any interest on the owed money, legal costs (Attorney and client) and/or collection commission, arising from the failure to pay school fees.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Signing of Agreement

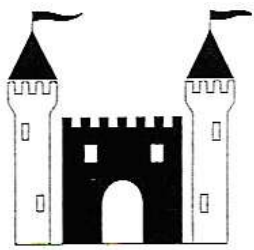
I, _____ parent / guardian of _____ understand the contents of the agreement and agree to the full requirements of the rules of PRINSIES & PRINSESSIES.

I accept the full implications and responsibilities of the rules and fees payable to PRINSIES & PRINSESSIES, as well as the donations or contributions set out in the agreement. I acknowledge that the fees and any donations to the school will be the school's sole property.

Signed _____ on the _____ day of _____ 20_____

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Birthdays

A birthday is a big event in a child's life and parties are encouraged. Parents (family and guardians) are more than welcome to attend parties at school. Please ensure that if you choose to send something to eat, it should be enough for the whole group. Ideally it should be pre-packed in containers.

Breastfed babies

What a privilege to have a breastfed baby! Dear Mommy, because you love your baby so much and want the best care for your baby at our school, we request that your baby should be able to drink from a bottle. If your baby cannot drink from a bottle, we cannot offer the optimal care for your baby. Therefore, the Management reserves the right to refuse your baby for care.

Deal effectively with Separation Anxiety

Ask yourself the following:

- Were there any changes in routine or environment?
- Did he/she experience any trauma?
- Is there conflict or tension in the family?
- Does he/she feel safe and cared for at all times?

Tips for dealing with separation anxiety

- Have **PATIENCE** with your child.
- Send a **COMFORTING ITEM** with him/her to school.
- **PREPARE** him/her for the day: what to expect to happen during the day and when he will see you again.
- Never leave without saying **GOODBYE**, but keep it short. Assure him/her that you are coming back.
- **KEEP YOUR ROUTINE.**
- Get a **PROFESSIONAL's** opinion if necessary.

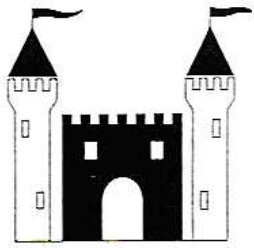
Why I bite my friends

Small children have not yet learned how to communicate their needs and emotions effectively, thus they might bite or pinch their friends to give them the message that they are not approving of the current situation. In most of these cases the child is feeling angry, frustrated, irritated or even overly excited. They have a feeling that needs to be expressed - now!

A few reasons why children bite their friends

- In most of the cases a friend did something the child didn't approve of and the child sends his friend a message by biting (or pinching) him. He gets his friend's attention for sure!
- Children thrive on structure and routine. When there is a chaotic environment, he feels as if everything around him is out of control and he might seek a way to get rid of his anxiety and discomfort.
- Overstimulation makes children feel irritated and tired which can also cause a child to behave inappropriately.
- Leaving your child with nothing to do leads to boredom and as you know, 'boredom is the devil's new playground'.
- When a child is experiencing stress due to changes in the family, trauma or any other reason, he might bite a friend to redirect his own frustrations, anger or sadness.
- Diet also plays an important role in children's behaviour. A child eating too much sugary foods and carbohydrates gets irritated easier.
- Tiredness and hunger makes a child feel irritated, which is enough reason to lash out towards the person closest to him or her.
- There are instances where children use biting to manipulate and test the boundaries.

To read the complete article visit www.childtherapist.co.za



Prinsies & Prinsessies Private School

Privacy Policy

POLICY STATEMENT:

PRINSIES & PRINSESSIES PRIVATE SCHOOL is responsible for the collection and processing of infants, toddlers and or their parent/s and or guardians' personal information. It is our policy to store information of every baby, toddler and or toddler attending PRINSIES & PRINSESSIES PRIVATE SCHOOL safely in a file and in a locked cabinet. Learning information must contain specific information about a baby, toddler and by implication, this personal information is required.

The purpose of this policy is to promote the protection of personal information and to ensure that the privacy of every baby, toddler and their parent/s and or guardians is protected, subject to justifiable restrictions.

This policy prescribes that file information be kept in line with the "Protection of Personal Information Act of 2013" as well as other relevant South African legislation. This policy only covers the personal information of each baby, toddler and their parent/s or guardian/s.

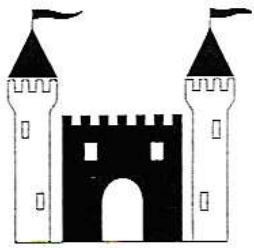
LEGAL PROCESSING OF PERSONAL INFORMATION:

PRINSIES & PRINSESSIES PRIVATE SCHOOL will legally process personal information to ensure that every baby, toddler and their parent/s and or guardians' right to privacy will not be violated, which includes the following:

- * Only process personal information where permission has been given by parent/s or guardian/s, so the entry form will be considered sufficient in this clause.
- * The processing of personal information will be limited to the intention for which it is intended.
- * Personal information will only be stored for as long as necessary. The period is determined by the purpose for which the personal information is processed.
- * Not to process any personal information for a different purpose for which it was collected.

Signature Parent/Guardian

Date



Prinsies & Prinseessies Private School

Privacy Policy continues

SECURITY AND GUARANTEES:

PRINSIES & PRINSESSIES PRIVATE SCHOOL will take the following measures to ensure that personal information is kept and secured:

- * By putting in place appropriate organizational measures to prevent any personal information being lost, destroyed or unauthorized accessed.
- * To identify any and all possible risks, internal or external, of how personal information, owned by PRINSIES & PRINSESSIES PRIVATE SCHOOL, can be obtained.
- * Regular investigations will be conducted to ensure that the security measures for this personal information are adequate and implemented.
- * All documentation regarding personal information in the file information of each baby, toddler and / or toddler is stored securely in a closed cabinet with only specific and / or limited staff having access to the cabinet.

Signed at _____ on the _____ day of _____ 20____

Signature Parent / Guardian