



BEST BUDDIES

CONDITIONS OF ENROLMENT

WELCOME

The Principal and staff welcome you and your child/children to Best Buddies. The school was established on the 1st April 1986. During this time, we have built up an excellent reputation through offering good and loving care for the children at our school.

Our teachers and staff are well qualified and well trained to assist your child/children with the necessary tools to develop socially, emotionally, physically, creatively and intellectually.

Our curriculum provides an excellent foundation and is the equivalent of the CAPS Program (Curriculum and Assessment Policy Statement) which is now being used within all Preschools and Educare Centres.

In order for our school to continue to run efficiently, it is important for parents to read and understand the following points:

CHILDREN'S REQUIREMENTS

1. A bag which can hang up on the hooks provided in the classrooms.
2. A complete change of clothing.
3. Disposable nappies & one pack of wet-wipes where necessary per month.
4. Bottles and dummies where necessary.
5. All personal belongings must be marked. The school will not be held responsible for unmarked clothing that is lost.

HOURS

1. The school opens at 7.00 a.m. and closes at 5.30 p.m.
2. Unless there is an emergency, a penalty of R10.00 per minute will be charged for collections after 5.30 p.m.
3. Best Buddies will be closed on all public holidays and for approximately 3 weeks over the Christmas/New Year period. Parents will also be advised timely of any additional days when the school will be closed.
4. Half day children must be collected between 12.45pm and 1.00pm. If however children are not collected during this time, their fees will be converted to our full day rate.

FEES

1. All fees are payable in advance, by the 1st of each month.
2. The School retains the right to revise fees when necessary.
3. Refunds are not made for any absence, sickness or holidays, this also includes the time when Best Buddies closes for approximately 3 weeks over the Christmas and New Year period.

REFUSAL OF ADMISSION

1. **Best Buddies reserves the right to cancel the enrolment and refuse admission to any child whose parents have not paid in full, their child's school fees at the previous school or playschool.**

MEDICATION / ILLNESS

1. All medication must be handed to a teacher in the mornings and not left in your child's school bag. Please ensure that medicine is clearly marked and that the administration instructions are clear.
2. **Sick children, or children with contagious diseases cannot be accepted at the school. If your child becomes ill during the course of the day, you will be informed, and either be requested to collect your child; or to make an appointment for your child to see a Doctor.**
2. If your child has a fever, parent's permission will be required before ANY medication is administered. If however we cannot contact you - medication will be administered and recorded appropriately and communicated to you.
3. All vaccinations must be up to date.

Please Initial this clause _____

INJURIES

1. Best Buddies takes every possible precaution to ensure the safety of the children. However, accidents do occur and depending upon the seriousness of the accident, we will either telephone a parent or the parent will receive a letter.
2. Should an emergency arise whereby neither parent is available, the school will use a doctor/dentist in Hout Bay. The parents will be responsible for payment of the account.
3. All Best Buddies staff are 'First Aid' trained.

TOYS

1. Children may not bring toys to school.
2. 'Toy Share Day' is on Friday when children may bring a suitable toy to school. Skateboards, roller skates, glass ornaments etc. are not acceptable and dangerous, and therefore may not be brought to school. Toy guns, toy knives or any toys which are used as weapons, will be confiscated.
3. Please ensure that your child's toy is suitable and appropriate.

FOOD/SWEETS

1. Best Buddies provides nutritious cooked breakfasts and lunches. In addition morning and afternoon refreshments with sandwiches / fruit are provided.
2. Unless your child is on a special diet, please do not allow your child to come to school with food and sweets.
3. If your child has a birthday and you would like a party at the school, please speak to your child's teacher in order to make the necessary arrangements.

PHOTOS

1. Best Buddies reserves the right to use photographs and videos of your children taken at Best Buddies Educare Centre for marketing purposes and for Social Media purposes.
2. I grant Best Buddies full rights to use photographs and videos of my child for the school Bulletin, newspaper adverts and also on Social Media. No names will be used.

Please Initial this clause _____

COLLECTION OF CHILDREN

1. Only parents may collect children. Best Buddies will not allow your child to be collected by anyone unless we have written permission from a parent.

KARATE / PLAYBALL / LITTLE LEADERS

1. Extra Mural activities are offered at the school. These classes are held on a weekly basis and the cost is in addition to school fees.
2. Please note that the 'Little Leaders' program is now inter-curricular and included in the school fees for the Bunnies and the Lions classes.

CHILDREN'S THEATRE

1. At least once every month, children's theatre is brought to Best Buddies. The entertainment is excellent and enjoyed by everyone. Fees for these shows are covered by the funds from the "My School" account. **We urge all parents and other family members to apply for as 'My School' card at Best Buddies to help raise the necessary funds.**

CHANGE OF ADDRESS OR PERSONAL DETAILS

1. Any change of address, work address and telephone numbers must be reported to the principal immediately when applicable.
2. ***If you are unable to answer your phone during working hours, please set up your 'voicemail service' so that in an emergency, we can leave a message for you.***
2. Any change in marital status or guardianship must be advised in writing especially where restraints are in force.

NOTICE

1. **Two** full calendar month's written notice is required to remove your child from the school, or payment in lieu thereof will be required. The deposit paid upon enrolment will be used towards the last month that your child is at Best Buddies Educare Centre.

Please Initial this clause _____

GENERAL

1. In order for the school to be run efficiently and to avoid any misunderstandings, we request parents who have any queries or problems, to discuss these with your child's teacher or to speak to the Principal without delay.
2. It is very important to keep our neighbours happy and we therefore request that you please park in an orderly fashion in front of the school, do not block driveways, and refrain from hooting.
3. Our gates, walls and doors are not "jungle gyms", please do not allow your child/children to climb, hang or swing on the above items.

COVID19 PROTOCOLS AND PROCEDURES

1. All children's temperatures will be taken in the morning during drop-off and logged accordingly. If a child's temperature exceeds 38 degrees, they will not be allowed to attend school and additional protocols will be discussed with parents.
2. Parents will be required to answer the screening questions honestly every morning. This too will be logged accordingly.
3. Parents will not be allowed to take their child to their class. After a successful screening, a teacher or assistant teacher will take your child to their class.
4. Parents will also be required to wait at the screening station to collect children in the afternoon. Once again, a teacher or assistant teacher will bring your child to you upon collection.
5. All adults and children will be required to wear masks when dropping off and collection your children daily.
6. All adults and children will be required to sanitize their hands at the sanitizing station at the front door before proceeding to the screening station.
7. During the remainder of this year, the front gate will remain locked at all times and parents need to ring the bell to gain access to the school. Please be patient in this regard and allow enough time during drop-off in the morning and pick-up in the afternoon for us to complete all the necessary procedures.

Please Initial this clause _____

In order for the school to be run efficiently and to avoid any misunderstandings, we request parents who have any queries or problems, to discuss these with your child's teacher or to speak to the Principal without delay.

Once again, we welcome you and your family to Best Buddies Educare Centre, we hope that our association and friendship will be a long and happy one.

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