

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 2019

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

Once off Registration fee: R1 050 FNB Menlyn (Prinsies en Prinsessies)

Annual developmental fee: R1 100 Cheque Account 62375060440

Babies: R3 290 Branch : Menlyn 252445

Toddlers: R3 020 **Please use name and surname of child as reference**

Grade RR learners: R3 300 - Payable over 11 months

Please note that there is no difference between half day and full day fees.

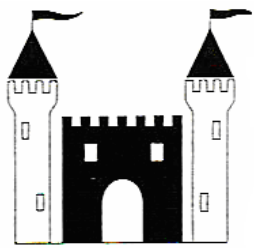
Please do not send a proof of payment. Payments are verified directly from the bank statement.

Method of payment

An internet transfer and cash are accepted as methods of payment. We kindly request that you do not deposit cash into the account, due to high banking charges.

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 child _____ of _____
 Home Cell number _____
 Email addresses Mother _____ Father _____
 Home address _____
 Postal address _____

Details of Parents/Guardians

MOTHER

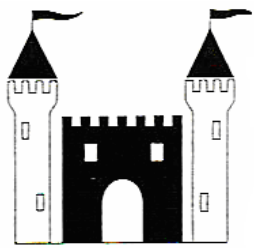
Surname _____
 Nickname _____
 Full names _____
 Title _____
 ID number _____
 Marital status _____
 Home language _____
 Religion _____
 Occupation _____
 Employer _____
 Work number _____
 Home number _____
 Cell number _____
 Home cell no _____
 e-mail address _____
 Home address _____
 Postal address _____

FATHER

Surname _____
 Nickname _____
 Full names _____
 Title _____
 ID number _____
 Marital status _____
 Home language _____
 Religion _____
 Occupation _____
 Employer _____
 Work number _____
 Home number _____
 Cell number _____
 Home cell no _____
 e-mail address _____
 Home address _____
 Postal address _____

Signature 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	_____

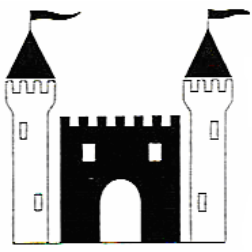
Allergies _____
Chronic illness _____
Child's health and emotional state _____

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.

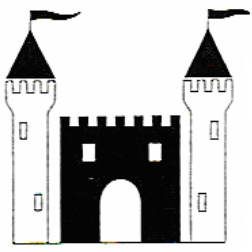
Signed _____ on the _____ day of _____ 20_____

Signature Parent/Guardian

Date

Principal

Date



Prinsies & Prinsessies 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	_____		

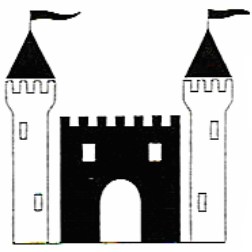
Parent's right to custody:

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 & PRINSESSIES, for such an arrangement to be implemented. PRINSIES & PRINSESSIES 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:

TIME OF CARE:

Parents may bring their child(ren) to school from 06h45 and must collect them no later than 17h15 for 17h30 for full day child(ren) and no later than 13h00 for half day child(ren). An additional fee of R50.00 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:

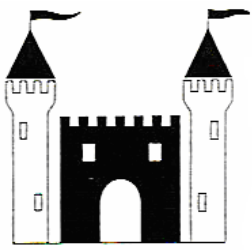
PRINSIES & PRINSESSIES will close annually at **12h00** for school holidays during December and June and will reopen the second Tuesday of each January. (Please refer to the year plan for the dates). PRINSIES & PRINSESSIES will be closed for one week during June each year.

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:

According to the Medicine and Similar Substance Act of 2002, we are not authorized to supply or dispose of any medicine. We may only assist in administering medicine. **Children who need medication, including antibiotics, must be treated at home, until they are healthy enough to return to school, or must at least be treated at home for a period of three days AND OR without fever for at least 24 hours without any medication.** PRINSIES & PRINSESSIES is not authorized to supply and or administer medication, for example fever medication, without permission from the parent(s)/guardian(s). The relative medication register must be completed, with clear instructions from the parent(s)/guardian(s). In the case where a child becomes ill at school, the teacher will phone a parent and gain permission to administer medicine from the pre-signed list (available in the office). It will then be written in the medicine register and must be signed when the parent/guardian collects the child.

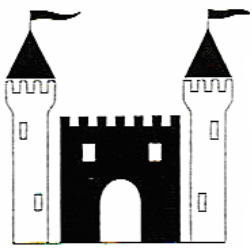
Please inform the school if your child(ren) has any allergies, accompanied by a doctor's letter.

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

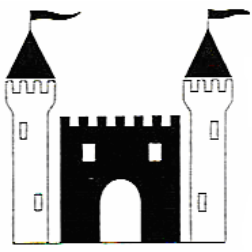
List of Medication available in the School

The following is a list of medication available at Prinsies & Prinsessies and may be used in an emergency to treat minor wounds and/or fever. 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 come within 30 minutes whenever a child has a fever. There may be times that the listed medication may not be available. Kindly provide on a daily basis, to all children under the age of 2, a bottle of pain and/or fever medication in their daily bag. This will be used for your child only.

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

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Full name(s) of child _____

Date of birth _____

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.

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.

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:

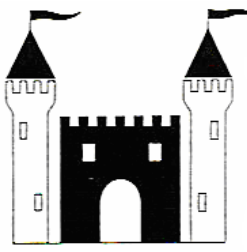
An annual re-registration fee will be levied each October, for the following year. The re-registration fee will be the difference between the deposit paid and the following years' school fees. This is in order to keep deposits up to date. The registration fee will be refundable with the deposit with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

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.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

Fees (continued)

Full name(s) of child _____

Date of birth _____

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.

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.

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.

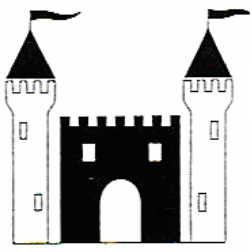
NOTICE OF DISCONTINUATION OF ATTENDANCE:

Written notice of your child's intention of leaving the school must be given at least 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.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

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:

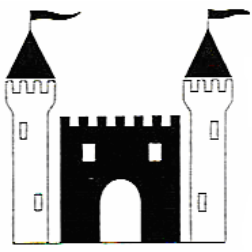
In the case of general, **not serious behavior** (such as when a child takes toys from another), the teacher, or any other member of Prinsies & Prinsessies will kneel down to the child's eye-level and explain in a loving manner that the behavior is unacceptable. The child will be asked to say sorry to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

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.

Signature Parent/Guardian

Date



Prinsies & Prinsessies Private School

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 legal costs or collection costs arising from the
failure to pay school fees.

Signature Parent/Guardian

Date

Signing of Agreement

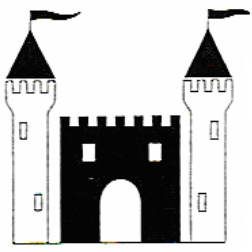
I, _____ parent / guardian of _____ understand
the contents of the agreement and agree to the full requirements of the rules of PRINSIES &
PRINSESSIES.

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

Permission to use photographs

Full name of child _____

Date of birth _____

I/we understand and accept that from time to time informal photos are taken of the school as well as of the children, and that these photos are to be used by Prinsies & Prinsessies, only for school publication reasons, either as electronic or printed media, including the year book, photo DVD, as well as advertisement and website of the school. As far as/in terms of the school being in control of using photographs, we would like to assure you that it will be done in good taste and utmost professionalism.

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.

Wietske Boon: Play Therapist, www.childtherapist.co.za, wietske@childtherapist.co.za
AECYC (Association for the Education and Care of Young Children): www.vvos.co.za,
vvosinfo@tiscali.co.za

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

Wietske Boon. Play therapist; 0824114015; wietske@childtherapist.co.za;
www.childtherapist.co.za