

Miss Muffet

Play Centre

1. HOURS

- (a) The school opens at 7:15 am and closes at 5:15 p.m. Please don't be late fetching your child as this is not fair on our staff.
- (b) Breakfast is served on arrival.
- (c) Our daily program starts at 8:30 am. Kindly adhere to these times to ensure that your child does not feel left out or embarrassed.

2. DRESS

- (a) Children should be dressed in comfortable, preferably old clothes, in which they can play freely.
- (b) Clothes, as well as shoes, should be clearly marked with your child's name.
- (c) It is advisable to send a jersey in your child's bag every day as there could be a sudden change in weather.

3. ILLNESS * MEDICATION * ACCIDENTS

- (a) Please don't send your child to school if he/she is ill as it could be spread to the other children.
- (b) If your child is on medication you may send it along for us to administer, **but with clear instruction as to dosage and times.**
- (c) Medicine must NOT be placed in your child's bag, but handed to the staff member on duty.
- (d) Should your child become ill or be hurt at school, we will immediately phone the parent and request instructions on further treatment.
- (e) Please note that Miss Muffet Play Centre, its owners and staff do not accept any liability or responsibility should an accident occur, or a child be hurt in any manner, whilst at the school or on an outing organised by the school.

By accepting enrolment at the school parents automatically indemnify the school against any such liability. Parents can be assured, however, that every effort will be made and the utmost care taken, to avoid accidents and prevent children from being hurt at school.

4. SUPPLY OF STATIONERY, EQUIPMENT, ETC. NB (This does not apply to the baby class)

Parents are responsible for supplying the following items:

(a) On Enrolment

- 1. Mattress cover (this can be ordered at school - R250.00)

(b) At the beginning of each term: (You can send for all 4 terms at the beginning of the year.)

- 1. 2 x roll toilet paper
- 2. 1 x box of tissues;
- 3. 1 x wet wipes (used for hands and face)
- 4. 1 box **thick** wax crayons (aged 4 -5 years may use retractable crayons)
- 5. wood or project glue (Ponal), please do not buy thin liquid glue as the items that the children need to glue don't always stick with that type of glue.

5. **SWEETS/TOYS**

- (a) Please don't let your child bring sweets, chips, etc. to school as our children are very young and don't understand why they can't have sweets if someone else has them. Please pack in a healthy mid-morning snack e.g. yoghurt, sandwich or fruit.
- (b) When it is your child's birthday you may send along a sweet or cake for the children in his/her class.
- (c) Every Friday one child in the class has a turn to be the Baker man. The Baker man will sell biscuits or cookies, which he has brought from home, to the rest of his/her class. Please send R5.00 to school with your child every Friday.
- (d) Toys brought to school only create problems and we strongly discourage your child from doing so. We cannot accept responsibility for toys that are lost or broken at school.

6. **SCHOOL FEES**

- (a) Fees are calculated and invoiced per term, but may be paid monthly in advance on the 1st day of each month. The full month's fees are therefore payable for December and January although the school will be closed for part of the month during our annual vacation period.
- (b) Fees are payable strictly in advance before the 2nd of each month.
- (c) There is no reduction in fees for absenteeism for any reason whatsoever.
- (d) Fees may be paid directly into my banking account. Miss Muffet Pre-Primary & Play Centre,
First National Bank, account no. 62513399239
Branch code 261050 reference no. (your child's name).

7. **TELEPHONE CALLS TO THE SCHOOL**

Please limit your phone calls to the school to emergency calls only. A teacher being away from her class to answer the phone results in unnecessary disruption of the class routine which ultimately affects your child.

8. **THEMES - PARENT INVOLVEMENT**

Each week we have a different theme or topic of discussion. Please discuss the theme with your child and point out its application in our daily lives or read a story about the theme to your child at bedtime.

9. **DISCUSSION OF CHILD'S PROGRESS PROBLEMS**

Please feel free to discuss your child's progress/problems with his class teacher at any time and please advise us of any change in the home so that we can understand any sudden changes in the child's behaviour pattern.

Please make an appointment to see me personally if there is anything you wish to discuss with me which you feel your child's class teacher is unable to handle.

Welcome to Miss Muffet Play Centre - we know your child will be very happy with us!

MRS MARISA KUMM

PRINCIPAL



APPLICATION FORM

CHILD'S FULL NAME & SURNAME: _____

DATE OF BIRTH: _____ AGE _____ NO OF CHILDREN IN FAMILY _____

RESIDENTIAL ADDRESS: _____

FULL NAME OF FATHER : _____ OCCUPATION _____

OFFICE TEL NO: _____ EMPLOYER: _____

CELL NO _____ HOME NO _____

EMAIL ADDRESS: _____

FULL NAME OF MOTHER: _____ OCCUPATION _____

OFFICE TEL NO : _____ EMPLOYER: _____

CELL NO _____ HOME NO _____

EMAIL ADDRESS: _____ MARITAL STATUS: _____

NAME OF DOCTOR : _____ DOCTORS TEL NO : _____

WHOM TO CONTACT IN AN EMERGENCY OTHER THAN PARENT : _____

_____ TELEPHONE NO: _____

STATE DESIRED ENROLLMENT E.G. HALF DAY/ FULL DAY _____

IS YOUR CHILD ALLERGIC TO ANYTHING E.G. PENICILLIN, ORANGE JUICE, BEE STINGS ETC

IS THERE ANYTHING ABOUT YOUR CHILD THAT YOU FEEL I SHOULD KNOW E.G. DIVORCE, RECENT DEATH IN THE FAMILY, SERIOUS ILLNESS ETC. _____

TWO CALENDAR MONTHS NOTICE IN WRITING WILL BE REQUIRED TO CANCEL THIS CONTRACT.

I, _____ ID NO. _____ AGREE TO ABIDE BY THE RULES AND I INDEMNIFY MISS MUFFET PLAY CENTRE, ITS OWNERS AND EMPLOYEES AGAINST ANY LIABILITY SHOULD MY CHILD BE INJURED OR FALL ILL WHILST AT SCHOOL OR ON OUTINGS ARRANGED BY THE SCHOOL. I UNDERSTAND THAT FEES ARE PAYABLE IN FULL FOR DEC AND JAN.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE. _____

Responsibility for Payment of Fees

I, the undersigned, _____ hereby accept full responsibility for the payment of school fees to Miss Muffet Pre-Primary and play center in respect of (child's name) _____ and understand that fees are payable monthly in advance before the 2nd of the month. I accept further that two month's notice will be required to cancel this enrolment or alternatively, payment of two months school fees in lieu of notice.

Signed at Port Elizabeth on this _____ day of _____

Signature: _____

This portion only needs to be completed if the person paying the fees is not one of the child's parents, or does not live at the same residential address as the child.

Full names: _____ I.D. No. _____

Residential Address: _____

Postal Address: _____

Employer: _____

Employer's Address: _____

Home Phone no: _____ Work phone no: _____

Email address: _____

Relation to child: _____