

Eugene Marais Kleuterskool Kontrak

MISSIE

Die Bestuur van Kleuterskool Eugene Marais streef na die lewering van gehalte diens deur die daarstelling van 'n kindervriendelike fasiliteit waar elke kind veilig, gelukkig en geborge voel en tot sy volle potensiaal en in totaliteit kan ontwikkel en groei deur die begeleiding van opgeleide en ervare personeel.

TOELATINGSVEREISTES

Die kind se ouer/voog moet verklaar dat hulle:

- Die skool se missie onderskryf
- Die registrasie prosedure sal nakom
- Die skoolreëls sal nakom
- Die skoolgeld soos deur die Bestuur vasgestel is betaalbaar voor of op die **3de** van elke maand.
- Kinders by toetred tot die skool nie jonger is as drie maande nie, en nie 7 jaar oud word deur die loop van die jaar nie
- Te alle tye beskikbaar sal wees gedurende die ure wat die kind die kleuterskool bywoon.
- Dat die kind se immunisering op datum is en op datum gehou word.
- Indien die kind 'n aansteeklike siekte het, of met vakansie gaan, en die skool kan bywoon nie, die ouer steeds verantwoordelik is om die skoolgelde te betaal
- Verantwoordelikheid aanvaar om hul persoonlike besonderhede, wat onder meer insluit hul adres, telnr, mediese besonderhede

REGISTRASIE PROSEDURE

- Voltooi van inskrywingsvorm
- Die volgende moet saam met die inskrywingsvorm ingehandig word:
 - Registrasiefooi
 - 'n Afskrif van kind se geboortesertifikaat
 - 'n Afskrif van kind se immuniseringskaart
 - 2 X ID foto's van kind
 - Afskrifte van ouers/voog se ID dokument

BEËINDIGING VAN BYWONING

Die bestuur van die skool behou die reg voor om voortgesette bywoning van 'n kind langs amptelike weë te weier op grond van die volgende:

Ouer:

- Indien 'n ouer nie by die toelatingsvereistes hou nie
- Indien 'n ouer die skoolreëls verontagsaam
- Indien 'n ouer onderling onenigheid veroorsaak en sodoende die beeld van die skool skade aandoen.
- Nie die skoolgelde teen die 3de van elke maand betaal nie.

Kind:

- Indien die kind 'n gevaar inhou vir ander persone in die kleuterskool.
- Indien die kind voortdurend 'n swak invloed uitoefen op ander kinders.
- Indien die kind 'n probleem het wat ander kinders in sy groep se vordering rem. (So 'n kind sal verwys word vir spesiale onderwys/ professionele hulp).

SKOOLREËLS

1. SKOOLTYE:

Kleuterskool ure is as volg ingedeel:

- Dagdiens 6:15 - 17:30 (gewone skool ure)
- **Addisionele ure is ook beskikbaar op aanvraag:**
Vroeg oggend vanaf 5:45 – 6:15
Vroeë aand 17:30 – 18:30

Daar is dus 2 verskillende opsies beskikbaar (soos uiteengesit op die skoolfooie vorm) waaruit 'n mees gepaste keuse gemaak kan word. Dit moet duidelik gemerk word op die kleuter-ouer inligtings vorm.

Alle ure of gedeelte van 'n uur wat u langer as die gekose opsie gebruik is ekstra betaalbaar teen 'n X-bedrag (sien skoolfooie vorm)

Indien daar 'n noodgeval is, moet die skool dadelik in kennis gestel word.

Dagfooie vir buite kinders is ook beskikbaar en moet vooraf gereël word, bv familie wat kom kuier.

2. SKOOLGELDE:

Registrasie gelde: Geen registrasie gelde word terug betaal indien die kind dan nie die skool bywoon vanaf datum wat die ouer op die vorm ingevul het nie

Herregistrasie: Indien jy 'n registrasie vorm ingevul het vir die volgende jaar en die kind kom nie terug nie, sal jy verantwoordelik gehou word vir die eerste maand se paaieiment.

GEEN JAARLIKSE HERREGISTRASIE GELDE IS BETAALBAAR VIR KINDERS WAT ALREEDS IN DIE SKOOL IS NIE.

- **Maandelikse fooie** is streng vooruitbetaalbaar vir elke maand voor of op die 3de van die maand. 'n 10 % Fooi op skoolgelde sal per week gehef word vir gelde wat uitstaande is
- Desember is deel van die skool jaar en daarom is skoolfooie betaalbaar al verlaat jou kind die skool aan die einde van die jaar (November of Desember)
- 2 % Korting word toegestaan aan ouers wat gedurende Januarie die volle skoolfooie van die jaar betaal
- Geen korting word gegee tydens afwesigheid weens siekte of vakansie nie, aangesien u kind se plek gehou word tot tyd en wyl hy terugkeer.
- Spesiale fasiliteite m.a.w. ekstra ure is kontant betaalbaar by bespreking.
- Geen vooruitgedateerde tjeks sal aanvaar word nie.
- **Geen gelde mag in 'n kind se boek aan ons gestuur word of aan enige personeellid gegee word nie. Dit moet in die geldekluis gegooi word! Ons aanvaar geen verantwoordelikiheid vir geld wat weggraak nie.**
- Vir veiligheids doeleindes verkies ons dat u die skoolgelde elektronies oorbetal, maak seker dis in die regte rekening en onthou verwysing, kind se NAAM en VAN. Stuur per epos bewys van betaling.
- In geval EFT nie 'n opsie is nie, plaas die geld asseblief in 'n koevert, met u kind se naam en die besonderhede waarvoor die geld is daarop, en gooi dit in die geldbussie saam met 'n personeellid.
- EFT skoolfooie se betalings ontvang geen kwitansies in die boekie nie, maar wel 'n staat per epos aan die einde van die maand.
- Voltooi asseblief die kwitansie boekie by die geldbussie en kontroleer u kind se kwitansies en kontrolekaart in sy boek ten einde seker te maak dat ons u geld ontvang het.
- Die bestuur van die skool behou die reg voor om gelde vir addisionele ure en dienste na kennisgewing van een kalendermaand te verhoog.
- Enige vooruibetalings vir skoolgelde sal nie terug betaal word indien die kind vroeër die skool verlaat nie.
- Uistaande of agterstallige gelde sal deur die invorderaars verhaal word.

3. SKOOLBYWONING:

- **Teken u kind asseblief daaglik in en uit** in die “Bywoningsregister” ter wille van u kind se veiligheid, asook vir die tref van die nodige versorgingsreëlings.
- Geen kind sal aan ‘n vreemde persoon oorhandig word sonder die ouer se skriftelike toestemming nie, afskrif van die ID document moet ook getoon word.
- **Hou asseblief die afskeid soggens kort**, aangesien ‘n kind dikwels ontsteld raak indien ‘n ouer te lank draai en gevolglik lei dit tot ontwrigting en ontsteltenis van die hele groep.
- Indien u bywoning permanent wil staak moet u ons asseblief een kalender maand voor die tyd skriftelik kennis gee, (dit geld nie vir November en Desember maande nie!)
- Neem kennis dat aansoeke van kleuters **jaarlik** verval
- Her- aansoeke moet in Oktober vir die volgende jaar gedoen word.
- Indien die skriftelike kennis maand ooreenkoms nie nagekom word nie, sal die uitstaande gelde verhaal word deur invorderaars.

4. OPVOEDKUNDIGE PROGRAM:

- Die opvoedkundige program word daaglik tussen 8:30 en 12:00 aangebied, uitsluitend skoolvakansies en vakansiedae.
- Die **hek sluit 8:30** aangesien ons met die dagprogram begin, dit is steurend as ‘n kind laat inkom en die kind mis dan ook ‘n deel van die program
- *Vorderingsverslaggies word twee maal per jaar uitgereik aan kinders wat die program gereeld bywoon, aangesien evaluering op gereelde en deurlopende basis plaasvind.*
- Gr R leerders ontvang elke kwartaal ‘n verslag.
- **EERSTE SKOOLDAG:** Dit is vir ons van die grootste belang om ‘n nuwe kind te laat tuis voel
- U hulp is egter baie nodig in die verband:
 - ‘n nuwe kind mag nie op die eertse dag voor 7:30 aanmeld nie
 - Bring self u kind in en ontmoet die klas onderwyseres
 - Moet nie die afskeid uitrek nie
 - Groet u kind en sê u sal hom/haar weer kom haal

5. KOMMUNIKASIE:

‘n Aangename klimaat met onderlinge vertroue en samewerking kan slegs geskep en gehandhaaf word deur effektiewe en oop kommunikasie tussen die ouers en personeel.

- Elke kind ontvang **EEN** kommunikasieboek per jaar waardeur ouers op hoogte gehou word van gebeure by die skool.
- Boeke moet daaglik gekontroleer word, en elke briefie moet geteken word sodat ons kan sien u dra kennis van die inhoud.
- Swak kommunikasie lei dikwels tot misverstande en tot vertraging van beplande aktiwiteite.
- Indien u met die bestuur of personeel in verbinding wil tree, rêel asseblief ‘n afspraak wat vir beide van u geleë sal wees.
- Klagtes moet met die betrokke persone of die bestuur opgeneem word, aangesien die diens slegs verbeter kan word indien ons op hoogte gehou word van probleme.
- Geen ouer mag met ander kinders raas of aan hulle slaan nie, klagtes moet met die personeellid aan diens opgeneem word waarna die probleem verder hanteer sal word.
- Probleme rakende u kind, sal sensitief en vertroulik hanteer word.
- ‘n Boete sal vereffen word vir kommunikasieboeke wat verlore raak of verniel om sodoende ‘n nuwe een uit te reik

Goeie kommunikasie is uiters belangrik, aangesien ons as span moet saamwerk wat betref elke kind se vorming en ontwikkeling

6. TELEFONIESE BOODSKAPPE:

- Geen onderwyseres mag tussen 8:20 en 10:30 gekontak word nie.
- U kan 'n boodskap los gedurende hierdie tyd en ons sal terugkom na u.
- **SLEGS IN GEVAL VAN NOOD** sal die Juffrou geroep word.
- Personeel se selfoon nommers is vir persoonlike gebruik, nie om oor skool aktiwiteite te kommunikeer nie.

7. KLERE EN ALGEMENE VERSORGING:

- Kinders moet netjies en goed versorg skool toe kom.
- Alle klere en toebehore moet duidelik *gemerk* wees.
- Die skool voorsien 'n waslap en water glasie vir elke kind, teen R25 per jaar (betaalbaar in Januarie, of sodra 'n kind ingeskryf word)
- Ons aanvaar geen verantwoordelikheid vir klere wat verlore raak nie.
- Maak seker dat al u kind se persoonlike besittings in sy/haar tas is wanneer u vertrek.
- Meld verlore goedere onmiddellik aan om sodoende opsporing te bespoedig.
- Kinders moet verkieslik in ouerige klere skool toe kom, aangesien mors aktiwiteite belangrik is vir 'n kind se ontwikkeling, en klere dikwels verniel in die proses.
- Geen kind word by die skool deur personeel gebad en skoon aangetrek nie.
- Geen kind se wasgoed sal by die skool gewas word nie, behalwe in geval van nood, bv braking.
- Ouers moet self toesien dat kinders netjies is wanneer hulle vertrek, u moet kan sien u kind was besig deur die dag
- Ons vra asb 'n boks sneespapier en toilet papier maandeliks

8. SPEELGOED EN LEKKERNYE:

- Geen speelgoed en lekkernye (slegs indien daar genoeg is om met al die maats in die klas te deel), mag skooltoe gebring word nie, aangesien dit tot onnodige konflik lei.
- Slegs gedurende vakansie tye word speelgoed toegelaat, en dit is op eie risiko, personeel vat nie verantwoordelikheid vir enigiets wat breek of weg raak nie.
- **Alle speelgoed moet duidelik gemerk word!!!**

9. VERJAARSDAE:

- Aangesien 'n verjaarsdag 'n groot gebeurtenis in elke kind se lewe is, is u welkom om vir u kind en sy klasmaats 'n partytjie by die skool te hou.
- Reël asseblief vooraf met sy onderwyseres vir 'n geskikte tyd.
- Geen ballonne, kougom of "sherbet" mag uitgedeel word nie, aangesien dit 'n veiligheidsrisiko inhou.

10. KWARTAAL GELDE:

Babas en Peuters sluit in Hasies: (vanaf 6 maande), Vissies, Wurmpies = R 100 per kwartaal.

Groot peuters en kleuters sluit in: Eendjies, Leutjies, Dino's en Uile = R300 per kwartaal.

- Kwartaal gelde is betaalbaar elke kwartaal (x 4 kwartale), teen die einde van die eerste maand van die nuwe kwartaal.
- Kwartaal gelde sluit in: een instappie per kwartaal, snoepie elke vrydag (ook gedurende vakansies), bak-en-brou elke 2de week.
- Kwartaal 4 se gelde word ook aangewend vir ons jaareindfunksie en afsluiting.
- Dra van skool T-hempies en inhandiging van 'n indemiteitsklaring is 'n vereiste vir meemaak van instappies en ander skool aktiwiteite wat aangebied word.
- **Kinders wie se kwartaalgelde nie gereeld en op datum betaal word nie, sal nie kan deelneem aan enige van die bogenoemde aktiwiteite nie.**

11. MEDIES:

- **Geen kind met 'n aansteeklike siekte mag die skool bywoon nie.** 'n Doktersbrief wat bevestig dat die aansteeklike tydperk verby is, is 'n vereiste wanneer die kind na die skool terugkeer.
- **Geen kind met kopluis** mag die skool bywoon alvorens die probleem opgelos is nie. 'n Personeellid sal saam met die ouer kontroleer dat die probleem wel opgelos is, wanneer die kind na die skool terugkeer.
- Alle medisyne moet gemerk wees en in die medisynekas gebêre word.
- **Die medisyneleër moet daagliks voltooi word**, aangesien geen medisyne aan 'n kind toegedien sal word sonder 'n ouer se skriftelike toestemming nie.
- Geen medisyne mag in 'n kind se tas of hand saamgestuur word skool toe nie.
- Meld allergieë onmiddellik aan.
- Ernstige allergieë versoeke is die ouers se eie verantwoordelikheid en etes en partytjie eetgoed moet self deur die ouers voorsien word vir kind se eie veiligheid. (Vra vir spyskaart in die geval.)

12. ETES EN KOMBUIS:

- Etenstye is as volg :

Ontbyt	7:45
Oggend verversing	10:00
Middagete	12:00
Middag verversings	14:30
Broodjie/ muffin tyd	16:00
Laat-bly verversing	18:15 (slegs vir bespreekde laat-bly kinders)
- Geen etes sal voor of na bogenoemde tye bedien word nie.
- Slegs kos soos uiteengesit op die spyskaart vir elke groep sal bedien word, tensy ingeval van allergieë wat vooraf onder ons aandag gebring is.
- **GEEN OUER OF KIND** word in die kombuis toegelaat nie. Indien u iets vanaf die kombuis verlang bespreek dit asb. met die persoon aan diens.

Dit is ons wens dat u en u kind gelukkig is by ons. Ons maak staat op u positiewe samewerking !!

EUGENE MARAIS NURSERY SCHOOL

MISSION STATEMENT AND ADMISSION REQUIREMENTS

It is the Mission of the Head Master, Teachers, Caregivers and Management of **Eugene Marais Nursery School** to care for your child in a Christian based, child Friendly facility where all our children can feel safe and happy and to develop your child to his/her full potential through the leadership of our fully qualified and experienced personnel.

ADMISSION REQUIREMENTS:

The parent/guardian must undertake to:

1. Understand and support the School's Mission;
2. Agree that the child will not be younger than three (3) months and older than seven (7) years in the year of his/her admission;
3. Ensure that the child's inoculations are up to date and is kept up to date;
4. Ensure that the child is not suffering from any infectious diseases;
5. Ensure that the child will be delivered at the School in a presentable manner i.e. neat and clean;
6. Be available at all hours during which the child is present at the School;
7. Be responsible for regular updates where personal information is concerned, especially contact numbers and medical information;
8. Adhere to the rules of the School;
9. Pay the monthly fees requirement, as stipulated by the Management of the School, in a timely manner, in advance by the 3rd of every month;
10. Follow the under mentioned registration procedures; and
11. Understand that in the case of illness where a child cannot attend the School, or if you take a long holiday, this in **no way releases** the parent/guardian from the responsibility of paying the school fees in a timely manner.

REGISTRATION PROCEDURES:

- Please complete the Application Form and Memorandum of Agreement as well as the Indemnity Form.
- The following must accompany your Application Form and Memorandum of Agreement:
 1. Once off registration fee;
 2. A copy of the child's birth certificate;
 3. A copy of the child's inoculation certificate;
 4. 2 x ID photos of the child; and
 5. Copies of the parent/guardian's ID documents.

TERMINATION OF ATTENDANCE:

The School reserves the right to terminate attendance of your child in the event of the following:

Parents:

1. If parent/guardian does not adhere to the Admission Requirements at all times;
2. If parent/guardian ignore the Rules of the School;
3. If parent/guardian deliberately spread malicious rumours to cause harm to the image of the School; and
4. If the monthly School Fees are not paid in a timely manner by the 3rd of every month.

Child:

1. If the child poses a threat to other children of the School;
2. If the child continuously influence other children in a negative manner;
3. If the child is not on the same level as his/her peers and thereby causes disruption during class. In this case the school will consult with the parent/guardian to find a suitable professional solution.

SCHOOL RULES:

1. SCHOOL HOURS:

School hours are as follow: Day care 6:15 – 17:30 (Normal school hours)

Additional hours are available on request:

Early morning from	5:45 – 6:15
Early evening	17:30 – 18:30

There are 2 options available (set out on the school fees form) that you can choose from. Your choice must be marked clearly and written on the parent-child information form.

All additional hours or part of an hour that the child stays longer will have an additional fee payable (see school fees form)

In case of emergency, you must contact the school immediately to make arrangements.

Day fees are available but must be booked beforehand, like family coming to visit.

2. SCHOOL FEES:

- **Registration fees:** No registration fees are refunded if the child does not start to attend school for the day which you filled out the form
- **Re-registration:** If you filled out a form to confirm that the child will return the next year, and they do not come back, you will be liable to pay the first months payment
NO YEARLY RE-REGISTRATION IS PAYABLE FOR THE CHILDREN ALREADY ATTENDING THE SCHOOL
- **Monthly school fees** must be paid in advance on or before the 3th of every month.
- A **10%** interest fee will be charged weekly on school fees that are not paid on time.
- December is part of the school year. **NO TERMINATION OF CONTRACT** will therefore be accepted from 1 November, as the parent/guardian is liable for payment up until the end of the year (November and December)
- A discount of 2% will be given to parents/guardians that pay the annual school fees in full in January.
- No discount will be given in the event of illness or injury or holiday. This guarantees a place when your child returns.
- Additional billable hours must be paid in cash when booked.
- **No post-dated cheques** will be accepted.
- **It is not permitted to send money to the school in your child's book or to hand over money to any member of our personnel. The receipt book must be completed, and the money put in the safe, accompanied by a staff member. We will not take responsibility for any money that gets lost.**
- Electronic transfers are the preferred method of payment followed by confirmation of payment via e-mail or fax. Please use reference given, the child's NAME and SURNAME. Send proof of payment via email to the school.
- In case EFT is not an option, you can put the money in an envelope with the child's name and what the money must be used for, with the amount inside. It must be placed in the money safe with a staff member.
- EFT payments do not receive receipts in the book. You will receive a statement per email at the end of each month.
- Please complete the temporary receipt book at the safe, and check in the back of the book for your receipt to ensure that the money was received and used for the right options.
- Management reserves the right to give one calendar month notice to increase the fees for additional hours and extra services.
- When paying the full amount of school fees for the year, no money will be refunded in the case that the child leaves the school during the year.
- Outstanding or late payments will be recovered by the collectors.

3. SCHOOL ATTENDANCE:

- **Please complete our Attendance Register for your child every day.** This ensures the safety of the child and clarifies extra needs that your child may have for the day.
- A written notification is required in the event that someone other than the responsible parties, are picking up the child. No child will be able to leave with someone else otherwise. Please present a copy of their ID document.
- **Keep your farewells short in the mornings.** Lingering might upset your child which in turn upsets the group as a whole.
- A one (1) calendar month notice is required when terminating attendance. Please remember that this will not be accepted for November as December forms part of a school year.
- Registration expires yearly and new forms must be filled out for the next year.
- Registrations are done in **October**, please re-apply each year.
- In case your one month calendar notice is not completed as required, any outstanding fees will be collected through debtors.

4. EDUCATIONAL PROGRAM:

- The educational program is followed on a daily basis between 08:30 to 12:00, excluding public holidays and school holidays.
- The **gate will be closed at 08:30**. Please arrive before this time as late arrival disrupts the educational program and slows down your child's progress.
- Term fees are payable, for extra activities like: Outings, tuck shop, bake-and-create etc.
- *Evaluation reports are given bi-annually to children that attended regularly. As evaluation is an ongoing process throughout the term.*
- Gr R learners will receive a report every term.
- **FIRST DAY OF SCHOOL!** Your help is required to make your child feel at home on his/her first day:
 - Please do not arrive before 07:30 on this morning;
 - Parents/guardians should personally arrive with the child and go to the class to meet the teacher
 - Do not linger with the farewells;
 - Greet your child and assure him/her that you will be picking them up later.

5. COMMUNICATION:

Cooperation and trust is the foundation of good communication between parents/guardians and the personnel of the school.

- Each child will annually receive **ONE** book for communication purposes, wherein parents/guardians will be informed of what is happening at the school.
- Please ensure daily control of the book by signing any notifications so that we are aware that you are informed.
- Bad communication can lead to confusion and delays in planned daily activities.
- Please set up a meeting at a mutually convenient time with the school or Teacher, if you are unhappy or unsure of anything.
- Problems relating to your child must be handled in a mutually confidential and sensitive manner.
- Please direct your initial query at the responsible Teacher and if, after that, you are not satisfied a meeting can be scheduled with the Management as well.
- Please do not reprimand any child that is not your own. If you are unhappy with any other child's behaviour, please take this up with his/her Teacher.
- A fine is payable to replace the communication book in case it is lost or badly damaged.

Good communication is essential between all parties to ensure the well balanced progress of your child.

6. TELEPHONE MESSAGES:

- Teachers are not available between 08:20 to 10:20 (during class times)
- You can leave a message; it will be attended to as soon as class time is over.
- Only in case of emergency will the Teacher be called out of her class.
- Teacher's cell phones are for private use only, not for communication regarding any school activities.

7. GENERAL HIGIENE AND CLOTHING:

- Please present your child in the mornings in clean, weather appropriate clothing.
- Please ensure that all items of clothing are clearly **marked** as we take no responsibility for any loss
- We will provide a face cloth and drinking cup for each child, with a R25 fee payable in January or as soon as the child is registered.
- We take **NO RESPONSIBILITY** for lost items.
- Make sure that all personal belongings are in the child's suitcase before you leave.
- Please inform us immediately if an item is missing so we can find it.
- We have a "lost and found" bin that we empty out once a month for the needy. Check regularly if you are missing something.
- Do not send your child to school in clothes that are not supposed to get dirty. We often engage in activities that require some messing about, which is important for the child's development.
- No child will be bathed and dressed at the school.
- No child's washing will be done at the school. Only in event of for example vomiting will we ensure the cleaning of his/her clothing.
- You are responsible for cleaning your child in the afternoon if you find it necessary. There must be evidence of a good and fun day at school.
- We ask a monthly contribution of tissues and toilet paper please.

8. TOYS AND SWEETS:

- No toys or sweets are allowed. It leads to conflict and eventually tears
- Children from, or older than 12 months, receives Tuck Shop on Fridays. We use the term fees for this.
- Only during holidays do we allow the children to bring some toys from home, but is strictly not our responsibility for any loss or damage

9. BIRTHDAYS:

- A birthday is a big deal in a child's life. You are welcome to have the birthday party at the school.
- Please organize in advance with the Teacher beforehand.
- Do not send balloons, sherbet or chewing gum as this poses a health risk.

10 TERM FEES:

Babies and small toddlers included: Hasié klas (from age 6 months), Vissies, Wurmpies = R100 per term.

Big toddlers include: Eendjies, Lions, Dino's and Uile = R300 per term

- Term fees are payable every term (x 4 terms), at the ends of the month of that term.
- Term fees include: one in activity per term, tuck shop every Friday (also during holidays), bake and create every two weeks.
- Term 4 fees are also use for our year end function.
- Our school T-shirt and indemnity form is a requirement to participate in in activities and other activities that the school will present.
- Those whose term fees are not paid up to date, will not be able to participate in abovementioned activities.

11. MEDICAL ISSUES:

- **No child with an infectious disease may attend the School.** A doctor's letter is mandatory as proof that the disease is over and it is safe for others when your child returns.
- **A child with head lice may not attend** our school. The Teacher, together with the parent/guardian will check and confirm the problem is resolved, before the child is allowed back at school.
- **Medicine:** If your child requires medicine the medicine register must be completed daily and the medicine must be put out of reach in the medicine cupboard. No medicine will be administered if the medicine register was not completed.
- Do not send medicine to school in your child's suitcase or by hand.
- Report any allergies immediately.
- Any serious allergies will be the parent's responsibility and special or other food especially on party days must be send from home, for the child's own safety. (In this case, please ask for a menu.)

12. FOOD AND KITCHEN:

- **Meal times:**

Breakfast	07:45
Midmorning snack	10:00
Lunch	12:00
Mid afternoon snack	14:30
Muffin/ bread snack	16:00
After hours meal	18:15 (only for those who booked beforehand)

- No food will be served outside of the times listed.
- The food will be prepared according to a children's age-appropriate menu, unless the parent/guardian informs the school in advance of any food allergies.
- **NO PARENT/GUARDIAN OR CHILD** is allowed in the kitchen. If you require anything from the kitchen please discuss it with the responsible person on duty.

It is our wish that you as parent and child will be happy here at our school. We count on your positive cooperation!!