



# Sugar & Spice

EARLY LEARNING CENTRE



FOR OFFICE USE ONLY:

1. Terms & Condition Letter
2. Enrolment Form
3. Copy of Birth Certificate
4. Copy of Parents I.D. Card
5. Copy of Clinic Card
6. POPPI Form

AGE: \_\_\_\_\_

CLASS: \_\_\_\_\_

FULL/HALF DAY: \_\_\_\_\_

## TERMS & CONDITIONS

Date: \_\_\_\_\_

CLIENT DETAILS:

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Physical Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Details:

Work : \_\_\_\_\_

Home : \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

BUSINESS DETAILS:

Sugar & Spice Early Learning Centre: Reg No: 2017/216654/07

19 Algoa Road, Milnerton, Cape Town, 7441

Tel: 083 668 9733

E-mail: [info@sugarandspiceschool.co.za](mailto:info@sugarandspiceschool.co.za)

**Sugar & Spice Early Learning Centre**

**Directors:** V J Meredith ♥ L Pienaar ♥ D M van der Merwe ♥ J Pienaar



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During the interview the following points were discussed and explained in detail to the client. The client is aware and has accepted the terms and conditions of the school, Sugar & Spice Early Learning Centre.

Based on this agreement the school will then make a choice in accepting or declining the application.

## NURSERY PLACES AND BOOKINGS:

The Nursery School must receive a signed and fully completed application form before a place can be considered.

## REGISTRATION FEES AND DEPOSITS:

A non-refundable fee is required upon booking a place. This is payable at time of registration.

Mother's initials: \_\_\_\_\_ Father's initials: \_\_\_\_\_

## FEES AND INVOICES:

Nursery School fees are payable in advance by bank transfer before or on the 1<sup>st</sup> day of each month.

All invoices will be sent out at least three days prior to the 1st of the month. If invoices have not been received by the 1st it is the responsibility of the parent to inform the Nursery School.

Any late payments received after the 7th will incur admittance refusal.

School fees must be paid for, regardless of whether the child attends. No refunds will be given for school days missed due to holidays or illness. Failure to meet payments will result in the termination of the Nursery School place and in such circumstances the parents will not be entitled to a refund of any fees.

Fees for December are charged in full.

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## HOLIDAYS:

The Nursery School closes every year for plus minus four weeks during the Christmas and New Year period (dates to be advised). Parents have to make their own arrangements during this period.

A sixty day (60 day) written notice is required if you wish to take your child out of the Nursery School.

The Nursery School offers a reduction in fees if you enrol more than one child with us.

School fees will be increased annually and parents will be informed by the latest in October of the year preceding the planned increase of what the new fees will be.

## HOLIDAY PROGRAM:

A fee will only be charged if an extra expense has occurred for full time registered children. All other children participating in the holiday program will a breakdown of expenses above their daily fee.

Entertainment, guest performers and extra activities are to make the school holidays fun and exciting.

## FUNDRAISERS:

Fundraisers are compulsory for all parents to support and to take part. From time to time the school will have fundraisers and we would greatly appreciate if parents participate. During this time parents will have the opportunity to build into the school and the community.

## OPERATING HOURS:

Sugar & Spice is open from 06:30 to 18:00pm Mondays to Fridays.

If you are late collecting your child from the Nursery School, a late collection charge of R 100.00 for every 5 – 30 minutes may be imposed and hereafter for every 5 minutes R50 will be added to the penalty – this is at the discretion of the Nursery School.

Please be punctual.

## TOILETRIES:

A list of toiletries will be sent out at the beginning of each term as the need arises for your child's needs.



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## NURSERY SCHOOL CLOSURE:

The Nursery School is open as specified on the Official Nursery School Calendar. If there are any amendments to the Calendar, these will be communicated as early as possible.

## BEHAVIOUR MANAGEMENT:

We may require parents to withdraw or remove their child from Nursery School in the event that the Principal considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate Nursery School staff being spoken to in an abusive or threatening manner by parents, child minders or children. Such behaviour may result in the termination of a Nursery School place.

## PERSONAL PROPERTY AND BELONGINGS:

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery School Staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending the Nursery School. It is the parent's responsibility to name and clearly label all items of clothing.

We suggest that all toys, books or other equipment are left at home.

## TERMINATION / CANCELLATION / CHANGE:

We require sixty (60) days' notices, in writing, should you wish to terminate your Nursery School contract for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable.

Two calendar month's written notice (by no later than the 1st day of the month) is required of your intention to withdraw your child from the Nursery School. The onus is on you to ensure that we receive notice timeously. If we do not receive it timeously, for whatever reason, your notice period will only start on the 1st of the following month.

However, **notice cannot be given** for the end of November or December. The only exception is for Grade R going to Grade 1.

In all other circumstances the Nursery School will give you thirty (30) days' notice, in writing, should we wish to terminate a Nursery School place for any reason.

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## LIABILITY:

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery School being temporarily closed or the non-admittance of your child to the Nursery School for any reason, this applies to absence due to sickness and holidays. We accept no responsibility for children whilst in their parents care on Nursery School premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavours to keep parents and / or children's property in good order.

Liability for damage of such property is excluded except where caused by our negligence.

## ABSENTEES:

Please inform us telephonically or via WhatsApp if your children are ill and/or will not be attending the Nursery School.

## ACCIDENTS AND ILLNESS:

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form or case reports.

For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the Nursery School to contact the parents, but failing this, we are hereby authorized to act on behalf of parents and authorize necessary treatment. We may also ask parents to withdraw their child from the Nursery School, if we have reasonable cause to believe that they are, may be suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery School may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery School if their child is suffering from any illness, sickness or allergies before attending the Nursery School.

Any children who show signs of the above-mentioned symptoms will be taken to the school's quarantine room and parents will also be immediately notified to pick them up.

We have a realistic attitude to the needs of working parents, but we reserve the right to contact parents if their child becomes ill during Nursery School hours.

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## MEDICATION / ILLNESS:

Under no circumstances will any medication be administered to any children on the school grounds.

If your child needs medication they should not be at school.

## VITAL INFORMATION:

Please bring any changes regarding home address, work address, change of legal guardianship due to divorce or remarriage, telephone numbers etc. to the attention of the Nursery School as soon as possible.

## WEBSITE / FACEBOOK:

We have a website and other online advertising, the main platform being Facebook in which we advertise the Nursery School, as well as publish photos of some events that take place from time to time. Information and photographs or videos of staff, children, parents etc. will be published for viewing on the internet.

## SECURITY:

Under no circumstances will the child be allowed to leave the Nursery School with anyone unknown to Nursery School staff, unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery School will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery School.

A list of responsible adults who are authorized to collect the child should be given to the Principal.

## LICE:

We have a very strict lice policy, if your child is found to have live lice they will need to be collected as soon as we notify you. Most shampoos do not kill nits (eggs); these will unfortunately need to be removed with a comb or better yet your fingernails to get rid of them. It is a 2 week process to get rid of them entirely as nits hatch regularly. If you have started the treatment, we will use our discretion regarding the amount of nits left in the hair to decide whether your child will need to be sent home again or not. It is in the best interest of everyone that these rules are followed.

Please note that it is the parent's responsibility to check your child's hair regularly for lice although we do random spot checks during the week.





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## GENERAL INFORMATION:

Parents are requested to inform the Nursery School of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery School of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery School of any changes to all information kept in the Nursery School.

The school will also not be providing any lunch to children during the current lockdown period. All lunch and snacks are to be provided in a sealed zip locked bag that has been wiped down and sanitized. Any changed will be communicated at a later time.

## AGREEMENT:

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery School. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time.

Two months' notice will be given of any changes made.

Mother's initials: \_\_\_\_\_ Father's initials: \_\_\_\_\_

## **SUGAR & SPICE ADMIN TEAM**

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