

**RULES & REGULATIONS**

Arrival & Departure Times Children are received personally from 06:30 to 08:00. Please note that children may not be left at the gate but must be handed over to the person on duty.

Departure times are from 16:00. Children are not sent to waiting cars, but must be fetched personally. Parents are requested to be on time, not be late, as it upsets a young child terribly if all the other children leave and he/she is kept waiting.

**REFRESHMENTS & FOOD**

Children will have breakfast, morning snack and Lunch at school. Parents to provide Afternoon snack for their Kids (i.e. Fruits such as banana, apples, grapes etc.). No sweets, chips or toys may be brought along. The school will not be answerable for any loss of toys, or any other form of jewellery that is brought by your child. Parents are kindly requested to phone if a child will be absent and provide reason.

**CLOTHING**

2– 5 years Old: parents are requested to see to it that young children wear clothes in which they can play comfortable and can be dirtied. A child must bring changing clothes as the day's work may include playing with paint, sand and mud, and smart clothes may prevent a child from taking part in these important activities

4months – 2 years Old: we use pampers until your child is being potty trained. Note: All items of clothing must be clearly marked in a suitable bearing the child's name on the outside. If there are items that does not belong to your child, please bring them back do not keep them.

**BIRTHDAYS**

A birthday is a great event in a child's life and others may love to share in it. Parents may arrange beforehand to bring refreshments on this day. The birthday is for the class the child attends and a parent must get the number of children as to know how many are they for preparations.

**MEDICATION**

If a child is still under medication, please give a child the first doze at home. The second one will be given at school after lunch. Do not put the medicine in the bag, rather give it to the teacher to avoid breaking of medicine or the danger of drinking the medicine.





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## FEES

Fees are payable on the 1st of each month and not later than the 5th of every month. Fees are payable a month in advance. No refunds will be made for absence. One month written notice is required if a child is taken away from the day care center. We are open the whole year and December month until the 15th of December. If you go on holiday, you are to pay on that month as we still have to pay our teachers.

Signature of Person Responsible for Paying Fees: .....

*Kindly Sign and return to the office*

