



43 Tambotie Avenue  
Val de Grace  
0184  
Office: 012 804 1200  
Alta: 082 859 1200  
Email: info@bstcampus.co.za

## **RULES & Regulations 2021**

Our goal is to enhance your child's learning process and to create a home from home. The reasons for our success are our Religious believes, dedicated personnel, space and environment.

### **ENROLMENT**

- ✓ Children from 3 months to 5 years turning 6.
- ✓ No child with any contagious children's disease will be permitted.
- ✓ By law, we are not permitted to administer any form of medication to your child, without express written consent from a Parent or Guardian (There will be no exceptions to this rule, as the ramifications are enormous). If your child requires any medication, the form at the back of the Communication Booklet (which is handed to each enrolled child), should be completed and handed to the Teacher upon arrival at the school. Please do not put any medication in your child's bag, we will not take any responsibility.
- ✓ Children suffering from any colds, cough, fever, rash or any infectious diseases must be kept at home until fully recovered. Please inform the school if your child will be absent.
- ✓ Parents of a child that has been diagnosed with any contagious diseases (measles, pink eye, mumps, chicken pox etc.) must please inform the school as soon as possible, so that we may notify the other parents of Baby shoes and Toddlers campus.
- ✓ We ask that if your child may have lice, to please keep them at home until the lice is gone. If any child is found with lice, parents will be contacted to collect their child and may only return once lice is treated.

### **HOUSE RULES**

The school must be informed by 9h00 if any of the following matters are applicable please.

- ✓ Any circumstances at home or school that could affect your child's behavior.
- ✓ If your child will be absent from school.
- ✓ Any change of address, telephone number or doctor.

**If your child visits a therapist, psychologist, etc. the school must receive a copy of the report.**

---

PLEASE INITIAL HERE

### **Notice of Discontinuation**

**One calendar month written notice is required should your child wish to leave the school, or you will be charged for a full month's school fees. November will not be accepted as a notice month. Leaving at the end of November Notice to be given TWO months in advance.**

---

PLEASE INITIAL HERE

## **BIRTHDAYS, SPECIAL OCCASIONS**

- Parents will be allowed to bring cake or birthday snacks to school with the child, and the teacher will make a short time in which the class gets a chance to celebrate, usually afternoon snack time.

## **LIABILITY**

We do our utmost to ensure a safe and secure environment for your child. Neither the school nor the personnel accept any liability unless in the event of gross negligence, for:

- ✓ Any injury your child may suffer on the way to or from school or at the school, during school hours.
- ✓ Any actions by your child after school hours while still on the school property.
- ✓ All children must be placed in the care of a staff member on arrival at the school.
- ✓ Only persons listed on your application form may collect children.
- ✓ All clothing and possessions must be clearly marked. We accept no liability for lost goods.

Any children who are taken and fetched for extra mural activities e.g. swimming during school hours.

\_\_\_\_\_  
PLEASE INITIAL HERE

## **MEALS**

The following meals and snacks are served during school hours:

- Breakfast at 8h00. A child arriving after 8h30 will not be served breakfast.
- Breakfast will either be Oats, Maize meal or Matabella.
- Snacks at 10h00 – Rooibos tea / water or juice and sandwiches.
- Lunch at 11h30 – Menu available in the Kitchen.
- Afternoon snack at 14h45 – Juice, fruit, Chefs delight.
- Please note that parents are requested not to pack in extra snacks / food unless the child will not be able to eat the food, we provide due to food allergies, food intolerances or religious reasons.
- Please inform us of **ANY ALLERGIES!**

## **SCHOOL HOURS**

Monday to Friday 06h15 to 17h30

Without exception, children may only be dropped off after 6h00 and further may only be left in the care of a competent teacher on duty, inside the safe confinement of the classroom and under no circumstances be handed over in the parking area.

- **SATURDAYS 9H00 – 12H00 provided prior arrangements are made at an additional cost of R50 per hour / per child** we will not be open on public holidays, single workdays between public holidays (exceptions may be made).
- If by any chance you going to be late for collection, please notify us so that we can arrange with our staff. A late fee will be charged at R50.00 for every half hour, or part thereof.
- Children may only be fetched by Parents/Guardians or any person/s specified on the enrollment form (No child will be allowed to leave the premises with unknown persons).

\_\_\_\_\_  
PLEASE INITIAL HERE

## What your child must bring

### Babies

- 5 disposable nappies per day
- 3 sets of clean clothing
- Enough CLEARLY MARKED bottles with sterilized water for the day and enough formula milk powder.
- Babies own nappy rash cream if needed
- 2 cotton nappies (SPOEGDOEK) - (not for toddlers)
- 1 properly marked blanket (*to be sent home every 2<sup>nd</sup> weekend for washing*)
- 1 properly marked hairbrush
- Hat clearly marked for the sun
- Water bottle clearly marked
- **Quarterly**: 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues
- **Yearly** :1 Ream of A4 paper

### Baby Toddlers

- ✓ 5 disposable nappies per day
- ✓ 3 sets of clean clothing
- ✓ Enough CLEARLY MARKED bottles with sterilized water for the day and enough formula milk powder.
- ✓ Babies own nappy rash cream if needed
- ✓ 1 cotton nappies (SPOEGDOEK) - (if still required as a comforter)
- ✓ 1 properly marked blanket (*to be sent home every 2<sup>nd</sup> weekend for washing*)
- ✓ 1 properly marked hairbrush
- ✓ Hat clearly marked for the sun
- ✓ Water bottle clearly marked
- ✓ **Quarterly**: 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues
- ✓ **Yearly** :1 Ream of A4 paper

### Toddlers and Seniors

- ✓ 1 properly marked suitcase – not bigger than 30cm x20cm x30cm
- ✓ 1 small blanket clearly marked (*to be sent home every 2<sup>nd</sup> weekend for washing*)
- ✓ 1 pillow with pillowcase, clearly marked (*to be sent home every 2<sup>nd</sup> weekend for washing*)
- ✓ Clothing if the weather should change, e.g. jersey or t-shirt
- ✓ 1 properly marked hairbrush
- ✓ Hat clearly marked for the sun
- ✓ Water bottle clearly marked
- ✓ **Quarterly**: 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues
- ✓ **Yearly** :1 Ream of A3 paper

# School fees 2021

## SCHOOL FEES

- **School fees are paid monthly in advance and must be paid by the 2<sup>nd</sup> of each month.** *Please remember that internet transfers between two different banks usually take two working days.*
- No deduction of fees will be given for illness, holiday or part of a month. If you neglect to pay before or on the 2<sup>nd</sup> of each month any negotiation regarding special fees will be forfeited.
- **A penalty fee of R10 per day** will be charged on payments made after the 2<sup>nd</sup> of the month, to recover administration costs.
- **The school holds the right of admission to refuse any child whose school fees are not paid by the 5<sup>th</sup> of each month.**

\_\_\_\_\_  
PLEASE INITIAL HERE

**An Enrolment fee of R1500,00 is payable on Admission and acceptance – please note that the enrolment fee is non-refundable with cancellation.**

**Please note that notice for all enrolled children expires in September. Therefore, all parents must re-apply for the next year and all registration fees for the next year being R500 which must be paid for the following year usually this will be added to the October account.**

**10% discount will be given should you wish to pay your fees for the full year (12 months) in advance.**

Families of 2 or more.

From there on a 10% discount will be deducted from basic fees.

Should you fail to pay your school fees for the month and not have any prior arrangement, you will forfeit your registration fee at the end of the unpaid month and our services to your child will be suspended with immediate effect. Your name and amount owed will be reported to our Attorneys, who will recover any outstanding monies on our behalf. Any costs arising from the collection of the outstanding fees are payable by the person responsible for the account. Should you wish for your child to continue attending Baby Shoes & Toddlers Campus, you would then have to re-apply for a space and pay a new admission fee.

Full day:        06h00-17h30                            (Sleep time 12h00 – 14h00)

**PLEASE NOTE: A penalty fee for anyone who is late to collect their child/children will be charged (R50.00 per half hour, or any part thereof), this will be added to the month end bill.**

3 months to 18 months =        R3200.00 per month  
19 months to 5 years    =        R3000.00 per month

### Progress report

- Progress reports will be given twice a year, [mid-year and year-end]. This will provide a clear understanding of where your child is academically and where your child will need improvement.

### Communication

- Minimal communication will be allowed between parents and the teachers, unless there is an emergency.
- We prefer all communication to be entered into the "Communications Booklet" provided or to go through email ([info@bstcampus.co.za](mailto:info@bstcampus.co.za)) Calls will be allowed to the office at any time 082-859-1200 or (012) 804-1200.

### Register

- All parents will be required to **sign their child in and out of school every single day**, this is for safety purposes and will be mandatory.

### Potty training and toilets

- Teachers along with the parents will help with potty training, a consistent approach along with encouragement is the key to accomplishing this milestone.
- A Teacher will monitor the children always.

**Please initial here**

## **DECLARATION**

I \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_,  
Hereby declare that I have read and that I understand the "Rules & Regulations" of Baby shoes and Toddlers Campus. I accept them and will abide by them.

Name of Parent / Guardian \_\_\_\_\_ Signature \_\_\_\_\_

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

\_\_\_\_\_  
**Xené van Staden**  
**(Bachelors Degree in Education**  
**University of Pretoria, 2008)**  
**PRINCIPAL**  
**BABYSHOES & TODDLERS CAMPUS**