



ENROLLMENT AGREEMENT

COURTRAI 2024

In order to register and enroll your minor child at Kinder Ark, you will need to read, understand and accept Kinder Ark's policies as per this enrollment agreement.

1. ADMISSION POLICY

1.1 All children are welcome at KINDER ARK, regardless of race, religious denomination, or medical condition. Each child and their needs will be assessed and accommodated individually as far as possible, considering the day-to-day functioning of Kinder Ark.

1.2 When registering your child/children at Kinder Ark, you need to do the following:

- a) Visit our website at www.kinderark.co.za
- b) Follow the APPLICATION TAB
- c) Click on NEW ENROLMENT
- d) Complete the online application form.
- e) Receive confirmation of enrolment via e-mail
- f) Payment of the enrolment fee of R600.00 (Six Hundred Rand) as well as the deposit equal to one month's school fees.

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- 1.3 No child will be admitted if a parent fails and/or refuses to provide all the required information.
- 1.4 During the annual month of June, enrolment applications for the next academic year will become available. Current learners must also enroll for the following year.
- 1.5 After enrollment of current learners, siblings of current learners will receive preference in enrolment.
- 1.6 To secure your child's space for the following year, in addition to the application, we require a **non-refundable deposit** of one month's school fees (equal to the year your child is applying for), and the yearly registration fee of R600.00 (Six Hundred Rand). If the required payments are not successfully made, your child/children's application will be regarded as incomplete.
- 1.7 The aforementioned deposit will be applied as the school fee for the first month of enrollment. Payments made as part of the registration process are **NON-REFUNDABLE**.
- 1.8 If you have more than one child you wish to enroll at Kinder Ark for each specific year, a separate enrollment process should be followed for each individual child, and the prescribed payments must be made per child.

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2. **SCHOOL HOURS**

2.1 Kinder Ark provides half-day care, full-day care, and holiday care:

Half-day care: 07:30-13:30

Full-day care: 07:30-17:30

2.2 Holiday care:

Holiday care is provided during certain weeks of the WCED school holiday periods. Please consult your Kinder Ark year planner to make sure of the specific dates, as Kinder Ark closes for certain weeks of the year. No additional fees are charged for holiday care.

2.3 Our daily program starts at 08:30. Please be punctual.

2.4 A late pick-up fine of R20.00 (Twenty Rand) per child will be charged for every 10 (ten) minutes after 17:30 (after 13:30 for half-day learners) that we must care for your child/children.

3. **FINANCIAL INFORMATION**

SCHOOL FEES

3.1.1 Half Day: R3 700.00 per month, payable for 12 months of the year (2024)

3.1.2 Full Day: R4 500.00 per month, payable for 12 months of the year (2024)

(all payments are per child)

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- 3.2 If yearly payments are made before 31 January of each year, a discount of 5% will be awarded on the year's school fees.
- 3.3 **School fees must be reflected in Kinder Ark's bank account by the 2nd day of each month. If school fees are outstanding by the 15th day of any month, Kinder Ark will have the right to refuse your child/children access to the school and terminate the enrolment agreement, as per the termination policy.**
- 3.4 No discount will be given if a student is absent due to illness, holiday, or arrangements. In addition, parents are liable to pay the full school fees during the school holiday periods, irrespective of whether your child/children attend the holiday care program.

BANKING DETAILS:

ACCOUNT NAME: Kinder Ark EDMS. Bpk

BANK: CAPITEC BUSINESS BANK

BRANCH: COMMERCIAL SUITE SOUTH

CODE: 450905

TYPE OF ACCOUNT: CURRENT

ACCOUNT NUMBER: **1050713710**

- 3.5 Ensure that proof of payment of the registration fee and the deposit to **accounts@kinderark.co.za**. Use your child's name and surname as reference. An account number will be provided to you after your first payment has been made.

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4. TERMINATION OF ENROLLMENT AGREEMENT

4.1 TERMINATION BY A PARENT / LEGAL GUARDIAN

In the event of a parent / legal guardian wanting to terminate the enrolment agreement with Kinder Ark, the following process needs to be followed:

- 4.1.1 Should you wish to remove your child/children or withdraw your child/children's enrollment application from Kinder Ark, you are required to provide us with 1 (one) full **calendar month's written notice**. Failing to abide by this aforementioned obligation timeously will result in you being liable for a payment of 2 (two) months' school fees, payable within 10 (ten) days of your child/children leaving Kinder Ark.
- 4.1.2 If a parent wants to terminate the enrollment agreement during November of a year, the full school fees for November and December of that year will be due and payable before the 2nd of November.
- 4.1.3 The enrollment agreement can be terminated at any time through the end of September of each year without incurring the aforementioned penalty. (the last day of the child/children at school will then be the 31st of October). **No exceptions will be made.**

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4.2 TERMINATION BY KINDER ARK

4.2.1 In any of the following situations, Kinder Ark reserves the right to terminate the enrollment agreement immediately::

4.2.1.1 in the event of Kinder Ark being unable to accommodate a specific child's medical needs due to accessibility or additional education support.

4.2.1.2 in the event of non or late payment of the school fees for more than 2 months (in a six-month cycle).

4.2.1.3 in the event of a parent or a child not adhering to the policies set out in this agreement, specifically the disciplinary policy, health policy, meal policy, attendance policy and daily schedule.

4.2.1.4 if any grievances cannot be resolved.

4.2.1.5 any other reasonable event or reason justifying termination of the enrollment agreement.

4.2.2 In the event of Kinder Ark terminating the enrollment agreement, the parent/legal guardian will be given one month's written notice by way of e-mail. The child/children will not be allowed on the Kinder Ark premises after this period has lapsed. School fees are payable for the month during which the child/children leave Kinder Ark.

5. HEALTH POLICY

5.1 ILLNESS

5.1.1 Kinder Ark cannot accommodate or permit children with contagious illnesses and communicable diseases such as flu, chickenpox, etc.

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5.1.2 A child's normal temperature is 36.5 degrees Celsius. No child is allowed at school if his / her fever is more than 38.0. **You must keep your child/children at home until the fever has passed naturally for at least 24 hours (without administering medication).**

5.1.3 No medicine will be administered at school (aside from epi-pens for allergies). **If children are using antibiotics, the course must be completed before they return to school.** Only once their course is complete are children certified to return to school. If antibiotics are administered for a non-contagious illness, your Healthcare Provider must provide the school with a written note declaring that other children are not at risk.

5.1.4 In the event of your child getting a fever at school, we will contact you if your child's temperature reaches 38.0 degrees Celsius. You must then fetch your child from school promptly.

5.1.5. In case of an emergency and the staff is unable to reach the parent or the legal guardian, the Doctor listed on your emergency contact form will be called and treatment will be obtained. If the situation is life threatening, the child will be taken to Paarl Medi-Clinic.

5.2 INJURY AT SCHOOL

5.2.1 In the event of any serious injuries on the school grounds, you will be informed as soon as reasonably possible, and your child's teacher will discuss treatment with you.

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5.2.2 In case of an emergency and the staff is unable to reach the parent or the legal guardian, the Doctor listed on your emergency contact form will be called, and treatment will be obtained. If the situation is life-threatening, the child will be taken to Paarl Medi-Clinic.

5.3 **You must therefore update your information regularly for our staff to reach you and for Kinder Ark to be aware, at all times, of any injuries, allergies or medical conditions your child/children might have.**

6. DISCIPLINARY POLICY

6.1 All students' behaviour is observed and recorded daily.

6.2 Children will not be allowed to disrupt the learning of other children. If your child's behaviour becomes a problem in class or on the playground, the following process will be adhered to:

6.2.1 record will be kept of your child's behaviour for a period of one month.

6.2.2 you will be made aware of the behavioural problems by your child's Teacher.

6.2.3 the Teacher will arrange an in-person meeting with the parents/legal guardian to discuss possible intervention or the referral to a professional to address the child's needs.

6.2.4 meetings are to take place in a team format with more than one staff member present.

6.2.5 if intervention is refused or not administered as prescribed or the child's behaviour does not change over a further 2 (two) month period (to such an

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extent that other students are hurt or prejudiced), your child can no longer be accommodated, and the enrolment agreement will be terminated.

6.3 Children will always be treated discreetly, with dignity, respect and a positive discipline style are used.

6.4 Shaming at Kinder Ark is unacceptable and will not be condoned.

6.5 Any form of harm to children at Kinder Ark is unacceptable, whether in physical, mental, or emotional form. Kinder Ark does not believe in corporal punishment; children are disciplined according to their emotional development, as far as possible, in the following manner:

6.4.1 the child will first be positively encouraged, failing which.

6.4.2 the child will be removed from the environment to calm down.

6.4.3 the child will be assisted in processing an event.

6.4.4 the parents/legal guardians will be contacted/informed after school hours.

6.4.5 if there is no change in behaviour or a specific event occurs repeatedly, further intervention is compulsory.

7. **GRIEVANCE PROCEDURE**

GRIEVANCES BETWEEN KINDER ARK AND PARENTS / LEGAL GUARDIANS ARE TREATED WITH THE FOLLOWING PROTOCOL:

7.1 Class assistants are not to discuss grievances with parents/legal guardians.

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- 7.2 Daily grievances can be brought up with Teachers, who can then bring them up with the parents or legal guardians.
- 7.3 If a grievance cannot be settled via telecommunication between parents/legal guardians and Teachers, followed by an in-person meeting, it will firstly be escalated to the school principal and then to the director of Kinder Ark.
- 7.4 At least two staff members must be present at any meeting between parents/legal guardians and Teachers, including any meeting with a School Principal or the Director of Kinder Ark. Formal minutes of these meetings will also be recorded.
- 7.5 At Kinder Ark, we are aimed rather to resolve problems. Teachers/Principals and parents/legal guardians must all first endeavour to find a resolution to any grievance/problem that might arise. If a mutually suitable resolution cannot be found, both parties have the right to terminate the enrolment agreement.

8. INDEMNITY

- 8.1 All parents/legal guardians of children enrolled at Kinder Ark will familiarize themselves with our classrooms, playgrounds, and surrounding areas.
- 8.2 All parents/legal guardians allow their child/children to enter the Kinder Ark and use the facilities on the premises at their own risk.
- 8.3 It is recorded that Kinder Ark has taken reasonable and necessary precautionary measures to ensure the safety of any person entering the Kinder Ark premises.
- 8.4 Should there be any unforeseen incidents or injuries obtained on the Kinder Ark premises (including the parking lots), Kinder Ark and any of the governing bodies, teachers, staff, temporary help, extra-mural assistants, and any volunteer will not be held responsible for any form of loss or damage.

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9. COMMUNICATION

9.1 Kinder Ark makes use of CHILDCLOUD as an administrative system. Your child/children must be registered on CHILDCLOUD, failing which you will not receive your child/children's progress reports. The progress reports are automatically generated by the system based on observations made in respect of your child/children throughout the year. The progress report can be viewed on your child's CHILDCLOUD profile. Progress reports are generated in the month of June and December.

9.2 Kinder Ark cannot provide a progress report if children are only enrolled in the 4th term.

10. LANGUAGE AND TEACHING METHODS

10.1 Classes are presented in Afrikaans or English, depending on the child's preference.

10.2 Learning-based play is conducted in micro groups according to Teacher/child ratios and is also presented in the child's chosen language (English or Afrikaans). Learning-based play is done on a rotational basis to ensure exposure to all areas of development.

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11. SCHOOL HOLIDAYS: INFORMATION AND DATES

- 11.1 Kinder Ark holidays are clearly marked on the year planner. The Year Planner is published on CHILDCLOUD.
- 11.2 Kinder Ark will be closed on Public Holidays and any days proclaimed as school holidays during a school term. Kinder Ark is only open for certain parts of WCED school holidays.
- 11.3 Kinder Ark will be closed in December of each year for about 4 (four) weeks. The closing period will be from one week after the WCED schools close until the WCED schools open in January or as otherwise notified.
- 11.4 During the winter holiday (June/July), Kinder Ark will be closed for a period of 2 (two) weeks. Specific dates will be published in the Year Planner.
- 11.5 Kinder Ark is open during the April and September WCED school holidays.

12. DROP OFF AND PICK UP

- 12.1 Children must be taken by the person leaving them at Kinder Ark to his/her own Teacher/class assistant.
- 12.2 If someone other than the parent/legal guardian is fetching your child from Kinder Ark, you must notify your child's class Teacher in writing before the third party collects the child.

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- 12.3 Written communication can be sent by way of letter, WhatsApp, text message or e-mail. Please provide the Teacher with a photo and the ID number of the person collecting your child.

13. ATTENDANCE

- 13.1 The Kinder Ark daily program starts punctually at 08:30, without exception. Please ensure that your child/children are on time.
- 13.2 When your child is absent from school, please notify your child's Teacher before 10:00 on the day. You must state the reason for being absent (the onset of most childhood illnesses is fever. In this way, we can control an infection more effectively because we can identify symptoms in other children earlier).
- 13.3 Children who are often absent from school (more than 20 days a term) may not receive a progress report.
- 13.4 Kinder Ark **does not allow parents/adults on the premises between 13:30 and 15:00** (15:30 if you would like your child to eat the afternoon snack).

14. CLOTHING

- 14.1 **All clothes and bags must be clearly marked with your child's name.**
- 14.2 Kinder Ark will not be liable for any damage to clothes or loss of clothes.
- 14.3 Mondays are Kinder Ark T-shirt Day; please ensure that your child/children wear their blue Kinder Ark t-shirts on Mondays.

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14.4 We have a “NO HATS, NO PLAY” policy at Kinder Ark; please remember to keep your Kinder Ark hat at school or return same to the school.

15. MEALS

15.1 Breakfast is served between 07:30 – 08:20. Please be on time if you choose to have your child eat breakfast at school.

15.2 At 10:00, the children will eat their snack, as provided by the parents/legal guardians, as well as something to drink.

15.3 Lunch will be served from 12:15 to 13:00.
The 1-2 group will eat lunch from 11:30-12:00.

15.4 **Kinder Ark is a “nut-free” school.** No peanuts and tree nuts are allowed at Kinder Ark due to children with severe nut allergies.

15.5 Children may not be collected during mealtimes unless you have made prior arrangements with the teacher. This includes snack time during aftercare at 15:00. Please wait for your children in the foyer to finish their snacks.

15.6 Kinder Ark will not be obliged to share snacks with older siblings or friends not enrolled at Kinder Ark.

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16. SWEETS AND TOYS

16.1 No candy, chocolate, cookies, or chips are allowed in the snack boxes **except on Fridays**. This includes Marie biscuits, Nik-Naks, Flings, Tennis biscuits, Good Morning biscuits and choc-chip cookies.

16.2 Toys are not allowed at Kinder Ark unless specifically requested by the teachers.

16.3 Kinder Ark does not accept any responsibility for lost, broken or stolen toys.

17. EXTRA MURAL ACTIVITIES AND FIELD TRIPS

17.1 Several extra mural activities are presented at Kinder Ark during school hours.

17.2 Planned activities are on the EXTRA MURAL TAB on the CHILDCLOUD.

17.3 Parents/legal guardians enter separate and independent agreements with the Extra Mural Activity Providers. All payments are made directly to these Providers.

17.4 Emma Kotzé (Busy Bodies) presents a gross motor movement program at Kinder Ark. The cost of this program is included in the school fees. Busy Bodies is presented three times a week on Mondays, Wednesdays, and Fridays. All Kinder Ark students participate in this activity as part of the school curriculum.

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17.5 Kinder Ark plans several in-house field trips per year of an educational nature. The cost of field trips is covered by the yearly registration fee of R600.00 (six hundred).

18. POPIA PROVISIONS:

18.1 Kinder Ark regards the lawful and appropriate processing of all Personal Information as crucial to successful service delivery and essential to maintaining confidence between Kinder Ark and those persons/children, also known as a data subject in terms of POPI and entities/agencies/businesses/persons who deal with Kinder Ark.

18.2 Kinder Ark, therefore fully endorses and adheres to the principles of the Protection of Personal Information Act, Act 4 of 2013 (POPIA) and the regulations promulgated in terms of the Act.

18.3 Data (including information and knowledge) is essential to the administrative business of Kinder Ark. In collecting personal data, all staff is responsible for using it both effectively and ethically.

18.4 There is a balance to be struck between an individual's right to privacy and the legitimate requirements of Kinder Ark. Therefore, it is critical that all staff in Kinder Ark work to the highest attainable standards regarding this policy manual and the prescripts of POPIA and other related legislation and policies.

18.5 Kinder Ark's integrity includes both how staff conduct themselves and how they ensure the data Kinder Ark holds is compliant with relevant legislation.

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18.6 Kinder Ark regularly shares photos of class and school activities on class WhatsApp groups and the Kinder Ark Val de Vie Facebook group (closed group). If you do not want your child/children's photos to be shared on these platforms, please advise the class teacher, in writing, before 31 January of each year; failing any such writing communication, we will accept your consent to post your child/children's photos on these platforms.

Kind Regards

Madri Steyn

Kinder Ark – Owner / Director

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