



KidsBest Pre-primary & Aftercare (Pty) Ltd
348 Wilhelmina Street (Cnr Fearika Street)
Wierda Park
0157
082 941 4581

Rules and Regulations

GENERAL RULES

1. A copy of the current Rules and Regulations is available from KidsBest or on the website: www.KidsBest.co.za
2. We are under no obligation to compensate, give creditor work in any extra classes if a learner is absent as a result of personal reasons, holidays or school holidays. You remain responsible for the school fees.
3. Please notify us in advance if a learner will not attend school on a particular day. Please send a text message to 082 941 4581.
4. Please be prompt regarding the drop-off and collection of a learner.
 - a. Breakfast is served at 8H00 and all learners should be at school by this time. Please arrive a few minutes earlier (even during school holidays).
 - b. Full-day learners must be collected before 17H30.
 - c. Half-day learners must be collected promptly at 13H00, unless another arrangement has been made.
 - d. A penalty of R5 per minute will be charged for late collection of learners and no guarantee can be given that a qualified teacher will be present after hours.
5. We do not accept responsibility for any loss or theft of money or loss or damage to personal belongings. Do not leave your belongings unattended except the specific cubicle or space identified and allocated to your child.
6. We do not accept responsibility for any loss, theft and/or damage to vehicles and/or valuables entering the premises.
7. It is compulsory to park on the school's premises during drop-off and collection of learners.
8. Please report all injuries/incidents and/or any hazards to a staff member.
9. The school provides food and beverages, but may not be able to cater for specific needs of learners due to allergies etc. Please discuss and agree with the general manager of the school and indicate such allergies on the registration form. Should you be required to provide food for the learner, please ensure that it is left in the cubicle or space provided for the specific learner.
10. Teachers and assistants may change from time to time without notice.
11. We reserve the right to carry out any necessary repairs, replacements, maintenance, alterations at any time on the school premises, without any prior notice
12. Please check the notice boards and text messages for latest details or information regarding school activities and notices.
13. Parents are not allowed in the classrooms while school activities are taking place unless prior arrangements have been made with the school manager.
14. Please keep all security gates and doors closed in adherence to the specific signs posted.
15. Babies and toddlers must be provided with nappies and food as necessary.
16. Discipline:
 - We reserve the right to cancel a learner's registration with the school, should a learner be disruptive to classes or should his/her behaviour be unacceptable in general. This will be discussed with the parent/s in an effort to correct behaviour, before such drastic action will be taken;



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- The parent will pay for any unreasonable structural damage caused by his/her child, and/or guests while on the school property;
 - No learner or parent is allowed in the kitchen or any other areas as identified by the school manager, that may serve as a security risk or safety hazard to the learner or the parent;
 - Respect the plants on the property;
 - Smoking is NOT permitted anywhere on the premises; and
 - Alcohol and drugs are NOT permitted on the premises.
17. Free swimming lessons are provided by KidsBest during school quarters at the premises of Mariaan Swim School, to full-time and half-day learners. The Swim School will provide transport to and from the premises, but written consent is required. The learner will be required to have the applicable swimwear (costume and a cap) and a towel not provided by KidsBest), as required by the swim school on the specific day earmarked by KidsBest.

REGISTRATION AND NOTICE

1. A completed registration form as well as the signed liability/indemnity form serves as the “contract” between you and KidsBest Pre-primary School and Aftercare.
2. There is an annual registration and admin fee payable to activate registration with KidsBest.
3. The annual registration and monthly school fees are not refundable.
4. The child’s registration takes effect when:
 - KidsBest management agreed (by SMS or e-mail) that space is available;
 - KidsBest received your completed and signed registration and indemnity forms; and
 - KidsBest received your annual registration and admin fee.
5. The learner may attend classes if:
 - The parent/s has paid the monthly school fees in advance on the 3rd day of the month, as indicated on the fee structure;
 - Registration documentation has been submitted and accepted as per par 3 above;
 - No former payments are outstanding; and
 - The written liability/consent (indemnity form) is in place in acceptance of these rules and regulations for school attendance, as well as transportation to and from home (as applicable and agreed) and for swimming lessons to and from Mariaan Swim School (KidsBest management need to be notified if a parent do not want his/her child to attend swimming lessons).
6. To cancel the contract:
 - It is compulsory for the parent to send an email as written notice six weeks in advance;
 - Please keep proof of your cancellation/notice;
 - Six weeks’ notice is required;
 - You are held liable for the full account, until a written notice has been received and receipt acknowledged in writing by KidsBest management; and
 - Verbal or SMS notifications are not acceptable
7. Your membership/registration is applicable to you and may not be traded or transferred to another person.
8. This contract cannot be frozen for any reason.
9. We may cancel or suspend this contract at our absolute discretion by writing to you at the email address we have on record if:



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- You commit a serious or repeated breach of our rules and regulations;
 - You or the learner engage in any conduct which in our opinion would have a negative effect on the school, other parents or our staff, or other learners;
 - Any part of your registration or monthly fees are not paid in full as per the fee structure; and
 - The information you supplied is found to be incorrect and/or false.
10. Please update your personal details by notifying us on info@KidsBest.co.za
 11. Existing learners of KidsBest will receive first priority to be registered for the following year, especially Grade R learners (pending the age) as limited space is available. The annual registration form and payment for the following year must be submitted on time. Should parents not register and pay their registration fees by 10 Dec for the following year, external applications will be considered, and the learner may forfeit his/her registration/space for the following year.

FINANCIAL OBLIGATIONS

1. A detailed fee structure is available at KidsBest premises or at www.KidsBest.co.za
2. All the fees are payable in advance, even in the event of illness, absence, leave, etc.
2. Acquaint yourself with the payment cut off dates on the fee structure.
3. Swimming and transportation fees for weekly swimming lessons are included in KidsBest's fee structure for full-day and half-day learners.
4. Acquaint yourself with the annual registration and administration fee (Payable every year to ensure registration).
5. Registration fees include performance evaluations on a bi-annual basis and stationery.
6. Please insist on a receipt for any cash payment.
7. A penalty fee of R50 per day will be charged for late monthly payments (due on the 3rd of the month).

SCHOOL HOLIDAYS AND PUBLIC HOLIDAYS

1. KidsBest will be opened for classes throughout the year and only closed for approximately three weeks during the Festive Season (Dec – Jan).
2. KidsBest will be closed on weekends and public holidays.
3. The school curricula will not be followed during public school holidays and when

PERFORMANCE APPRAISALS AND REPORTS

1. Performance progress reports are issued bi-annually although quarterly assessments are done by the teachers to identify performance gaps.
2. Please discuss any matters related to these reports with the teacher and or school manager.



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Liability/Consent

(Attach to learner registration form)

To the extent that the Act does not preclude any exclusion or limitation of liability, KidsBest will not be liable to you for any special damages (to the extent they are consequential loss or damage), indirect or consequential loss or damage, whether arising from breach of contract, negligence, under any indemnity or otherwise. The undersigned also consent to the provision of swimming lessons, including the transport of the learner to and from the Swim School in Centurion. The undersigned further give consent to KidsBest to consult the child's medical practitioner when the child is in urgent need of medical attention.

The parties to this agreement agree that they have negotiated this paragraph and that it represents a fair and equitable position.

Please do not sign below until you have read and understood your child's registration application, Kidsbest's Terms and Conditions, Rules and Regulations and the applicable Fee Structure.

If there is anything that you do not understand please ask for further explanation and clarification before you sign below.

Learner Name: _____ Age: _____ (Years)

Signed on this _____ day of _____, 20_____.

Print name (Parent 1/Guardian 1)

Print name (Parent 2/Guardian 2)

Signature (Parent 1)

Signature (Parent 2)