



Pre-Primary & Nursery School
Pre-Primêre & Kleuterskool

34 Bickel Street, Horizon

Roodepoort, 1724

www.kitty-pre-primary.co.za

kittyadmin@kitty-pre-primary.co.za

Tel: 011-760-2997 Fax: 086-661-6811

13/11/2015

Kitty Pre-Primary and Nursery School Rules and Regulations

- School times are strictly 6:30 a.m. to 6:00 p.m. from Monday to Friday.
- The school is open every weekday except public holidays, Kitty Cat Nap Days and our annual December shut down for approximately 17 working days.
- School Holiday entertainment is R50 per week
- School fees are payable for 12 months of the year and monthly payments are to be made in advance by the 3rd of the month.
- Dec and Jan fees are to be paid in December.
- Statements will be sent out before the end of the month.
- **CHILDREN MAY NOT ATTEND SCHOOL UNTIL FEES ARE PAID UP TO DATE.**
- **Names will be posted in the music room if fees are paid late.**
- School fees do not include other activities such as outings, puppet shows, entertainment etc.
- A non-refundable fee is payable on enrolment.
- **One term's notice (3 months), in writing is required. No notice will be accepted for the end of November. December fees are payable.**
- **All children must be re-registered each year for a certain fee.**
- All meals are to be supplied by the parent or guardian. Healthy nutritious meals.
- A list of toiletries will be provided each term, see attached list (or available in office).
- R100 stationery fee and R50 baking fee will be required from each child at beginning of each term.
- School fees paid in advance for the year are non-refundable.
- Sick children are to be kept at home and the school is to be notified. All medicine sent to school must be clearly marked.
- An indemnity form is to be completed on enrolment.
- A Kitty T-Shirt must be purchased for outings.
- Children are to wear their Kitty T-Shirts on all outings. No exceptions will be made.
- No toys are to be brought to school. Only box suitcases 22 cm x 37 cm are allowed. No bags.
- A clearly marked, spare set of clothing is to be sent to school every day.
- Please ensure that the front gate is firmly closed every time you enter or leave the school.
- All children are to be signed in and out on the class list of the appropriate class door, every day.
- The Kitty office is to be notified immediately of **all** changes to address and contact person information.
- All birthday parties are to be discussed with the relevant class teacher before the date of the party.
- Under no circumstances are children allowed to wear chains or necklaces around their necks.
- Please advise the class teacher or the office should someone else other than the usual person be collecting your child from the school.
- We have an open door policy – we are always approachable.
- Please note that the school may use related photos freely on our website (<http://www.kitty-pre-primary.co.za>)

Signed at _____ on this _____ day of _____ 20__

Signature Mother _____ Signature Father _____

Signature Witness _____

School Fees

06:30 - 18:00: R1,700.00

Enrolment fee: R 500.00

Note: No cheques will be accepted, all payments must be made via internet or direct deposits

Banking Details

Acc Name	Kitty School
Bank	FNB
Acc Number	620 125 16491
Branch & Code	Westgate (250841)

Please email proof of payment to kittyadmin@kitty-pre-primary.co.za