



# Wendy's Play & Pre-School

8 & 10 Hofsanger Ave, Randpark Ridge, Ext 5

PO Box 44260 / Linden / 2104

☎ 011 793 6236 ☎ 082 781 4082

[wendysplayschool@b2einternet.co.za](mailto:wendysplayschool@b2einternet.co.za)

## RULES, REGULATIONS AND INFORMATION

No. RR 02-2013

PLEASE KEEP IN A HANDY AND SAFE PLACE FOR FUTURE REFERENCE

### 1. INDEMNITY AND APPLICATION FORM

- 1.1 **INDEMNITY (Oxford Dictionary):** Security against damage or loss, exemption from penalty, compensation, especially sum extracted by victorious belligerent
- 1.2 While we pray for safety of your children and will take the utmost care to ensure that they are in no way harmed, we cannot take responsibility for any mishap or resulting injury whatsoever.
- 1.3 Your signature on the Indemnity Form completely **INDEMNIFIES** Wendy's Play and Pre-School and any of its staff or helpers from costs, loss or injuries whatsoever.
- 1.4 An Application Form and the Indemnity Forms **MUST** be completed and returned, with your registration fee and refundable deposit, before your child can commence at the school.

### 2. TERMS AND TIMES

- 2.1 Term dates will be given annually (see calendar and fees schedule)
- 2.2 The school will operate 5 days a week (excluding Public Holidays), following the GDE terms, with different options:  
(See annual schedule)  
Options below do not include Public holidays and various official school holidays  
Mornings only - excluding school holidays  
Mornings only - including school holidays  
Full day - excluding or including school holidays (this will include different collection times as selected by the parents)
- 2.3 Morning School times will be from 08:00 am until 12:15 pm for 12:30 pm sharp. Early morning drop off, anytime between 07:00 and 08:00 is also an option. Aftercare times will be from 12:30 pm until 14:00 **OR** 17:00 depending on parents choice. (See calendar and fees for various rates)
- 2.4 No child will be allowed to go home with anyone other than a known parent / legal guardian, unless prior arrangements are made. (This is to ensure your child's safety) A **COLLECTION FORM** must be completed, signed and handed in to the teacher concerned in **ADVANCE**. NO VERBAL arrangements will be accepted.
- 2.5 Special fees / fines will be charged for your child being brought before or fetched after the selected school times. These costs are reflected on the schedule of fees form.
- 2.6 If, for some extra ordinary reason, you are delayed in fetching your child, please advise the school timeously. This however does not invalidate 2.5 above.
- 2.7 PLEASE FETCH CHILDREN AT CHOSEN SPECIFIED TIME.

### 3. FEES

- 3.1 Fees are payable monthly in advance. Interest is charged on ALL late payments
- 3.2 No refunds will be given for illness, private holidays or days on which individual children are kept away from school.
- 3.3 A separate schedule will be provided yearly, reflecting the fees.
- 3.4 Fees that are due during the school holidays must be paid before school closes. Post-dated cheques or electronic payments are acceptable.
- 3.5 If paying cash, please place it in an envelope with your name on the outside and **hand it to your child's teacher or the office at No. 8 Hofsanger Road for a receipt**. Please indicate the breakdown of the total i.e. fees, aftercare, overtime etc.
- 3.6 The school's banking details are as follows: Wendy's Play School. ABSA, Cheque Account, Randburg Branch, Account no. 405 6189 163. From a security point of view, an internet payments is preferred.

### 4. FOOD

- 4.1 A suitable mid morning snack and a drink must be provided for your child. No yoghurt, peanuts, sweets or suckers to be sent to school please. Should your child stay the full day, an extra lunch box must be sent and labelled for **Aftercare**.
- 4.2 Fruits such as apples and oranges should be prepared in advance so as to be ready for eating.
- 4.3 Please ensure that all **juice containers, bottles and lunch boxes have your child's name on** at all times.

