



12027 Poplar Street
Extension 6, Hospital View
Kagiso 2, Mogale City, 1754
www.manantoacademy.co.za



087 183 6053 065 969 1990
admin@manantoacademy.co.za
info@manantoacademy.co.za

School Terms and Conditions

I hereby agree that:

- All school fees shall be paid by the 2nd of each month and by the 17th for those who pay on the 15th of each month.
- The child will not be accepted when the fees are not paid on the due date.
- Fees are to be paid in **Full** from January to December, regardless of holidays and absence from school.
- All monies, (i.e. School fees, Fundraising etc.) paid in advance will not be refunded.
- One calendar month written notice, including the months' notice fees is required before withdrawal, regardless of the attendance record.
- In the event of late payment or non-payment, the school will engage you to attempt an amicable payment plan, however, if we fail to come to an agreement your account will be handed over to our lawyers for debt collection irrespective of the months owing.
- Fundraising activities fee/amount is compulsory to all the children (2-5 years), and the amount will be included on the monthly school fees payable in two instalments.
- There will be 2 annual parents meetings beginning of the year and mid-year compulsory to be attended by all the parents, NO SHOW at the meeting will incur a minimum fine of R50, and parents will be emailed the meeting minutes by admin. Late coming fine of R30.00.
- All trips, excursions, concert, sports day and educational activities organised and planned by the preschool are **COMPULSORY** as it is a way of Fundraising.
- Fundraising amounts will be paid into two (2) instalments with an exception of once-off payment. (End of February, 1st instalment and End of April, 2nd instalment). By the end of April if not paid we will not accept the child at the preschool as the fundraising is beneficial to all the children attending at Ma'Nanto Academy.

WORKING HOURS

- Gates open from **06:00** and close at **18h00** (Mondays to Thursdays), a fine of **R100** will be charged for late pick-up if not paid on arrival the child will not be accepted the following day at the preschool.
- Gates open from **06:00-16:30** (Fridays)
- During winter (May – Aug), gates open from **06:30 to 17:00** (Mondays to Thursdays) and from **06:30 to 16:30** (Fridays)
- In the morning gates close at **08:00**, and afternoon gates open at **15:00** for pick-up.
- We do not close during school holidays, but close on public holidays including the school public holidays (declared by DOE).
- Should you wish to fetch your child earlier than **15h00**, please make prior arrangements with the administrators before **12:00**, so that the child can be prepared.



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MEALS

- Three (3) Meals are provided by the preschool (included on the monthly school fees)
- The children have morning **breakfast**, **lunch** and afternoon **snacks**.
- Kindly do not feed your child porridge before coming to preschool.
- No sweets and bubble gums are allowed at the preschool, and do not pack snack for the child.
- We serve breakfast from 08:00-08:15
- We serve lunch from 11:00 (for 2–3-year-olds) and 12:00 for 4–5-year-olds.

RULES AND REGULATIONS:

- My child is up to date with all the necessary inoculations prescribed by the local health regulations.
- I will not bring my child to pre-school while he/she is sick and has contagious disease.
- I accept the responsibility to inform the Principal/ Administrators of Ma'Nanto Academy of any circumstances, physical or psychological, affecting my child that I know of.
- I will inform the pre-school should my child be absent due to illness, or for whatever reason before 09h00 on the first day of absenteeism.
- Sick children should not be brought to the preschool at all in the event that a child falls sick at the preschool the parent will be called immediately and they must be available to pick up the child from the preschool.
- If there is an outbreak of a contagious disease/virus e.g. chickenpox, mumps, stomach bugs etc. and your child is infected please do not bring the child to the preschool, if your child starts showing symptoms during preschool hours kindly note that they will be isolated and you will be contacted to pick-up the child or make necessary arrangements for pick up if you at work.
- We will at all times to our best to communicate with parents via email or telephone call through the office landline, not directly to the principal's cell phone unless it is an EMERGENCY but note that there is a possibility that the principal will not always be available due to operation reasons. E.g. meetings, workshops or other commitments.
- I undertake to attend all correspondence from the preschool, copies of all the letters will be displayed on the preschool notice board or sent via email communication.
- Children are not allowed to come with money to the preschool.
- Children are not allowed to bring toys to the preschool.
- 2–5 Year-old girls' hair must be neat and tidy, no long braids (IF LONG PLEASE MAKE SURE THEY ARE TIED UP NICELY AND WILL NOT BE LOOSE DURING THE CLASS LESSONS), **no hair accessories** (we only allow black, navy-blue and dark green hair accessories).
- We celebrate birthdays as part of the preschool theme, we celebrate birthdays as **Mass Birthdays** (January to June learners celebrate in July and July to December learners celebrate in November/1st week of December)
- Children should always wear preschool uniforms available for purchase at the preschool.
- The preschool gives parents' permission to purchase only Navy-blue school jerseys, takkies/sneakers (colours White/ Navy-blue or black) to purchase from the outlets that are selling them.



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- Takkies/Shoes/Sneakers with shoelaces are **NOT** allowed, should the parent not comply unfortunately the laces will be confiscated by the teachers and hand them over to the administrator, parents will collect them from the office.
- It is the responsibility of the parents to label their children extra clothes including the uniform.
- An additional pair of clothes must be provided for all the age groups.
- Mark and label them clearly, as the preschool will not be liable for lost items/clothes/water bottles not marked clearly.
- Only the parents or people on the system will be allowed to pick up the child, if there are changes, please let the administrators know by form of an email or call, as we will not allow anyone to pick up the child without having their details on the system or by the parents' permission.
- Harassment and victimisation of Staff members will not be tolerated. All complaints must be directed to the Principal by email or set up an appointment for a face-to-face meeting.
- Parents are not allowed to address any challenges with the staff members, any challenges with the child or queries and enquiries can be directed to the administrators who then will inform the Principal for resolution.
- By the health regulations and policies, we are not supposed to administer medication to all the sick children but in case of chronic illness, we will make an exception, and the parents/guardians must sign the consent form to give the preschool permission to administer medication.
- If your child brings medication to the preschool, it is the responsibility of the parent/guardian to explain to the administrators how the medication should be given and by signing the consent form that confirms that you have given us the permission.

SCHOOL FEES ACCOUNT NUMBER: FNB: 62698748070 (found on the invoices)

ATM CASH DEPOSIT FEE R30.00 (If not paid it will be deducted from the amount deposited therefore that will affect your school fees balance.

NO CASH PAYMENT FOR SCHOOL FEES PLEASE!

ACCEPTANCE OF CONTRACT:

By applying you agree that you have read and understood everything written on this contract and will abide by the contents herein, failure to do so will result in legal proceedings against me.

SUBJECTED TO CHANGE

Parent's signature: _____

Date: _____

Child's name: _____