



Wiegel Waggel Rules and Regulations

1. The school is open Monday to Friday 7:00 to 17:30
*There is a option to bring your child in from 6:30 at an extra fee. (Parents are asked to please adhere to the school hours as there will be penalty fees for late collections)
2. The school will be closed on:
 - Public Holidays
 - Long weekends (where the Thursday or Tuesday is a public holiday the school will be closed for a long weekend)
 - December holiday (we will close on the same day as Gauteng schools in December and will open in the second week of January)
3. Our school is open during all the other school holidays
4. No discount will be given if you child is sick or absent from our school as we still need to reserve your child's space
5. Our school fees for the year are worked out over 12 months and will be collected using our debit order system. The fees will remain the same for each month (if you want to pay for the year in advance you will receive one-month school fees discount).
6. Children must be delivered into the supervision of a teacher and are not allowed to enter the school on their own. On collection of your child, please make sure the teacher is aware of the child's departure from the school.
7. Only parents can fetch their children from the school. Notice must be given to Teachers if someone else will be collecting your child, if no arrangement has been made Teachers will not be allowed to hand over children.
8. Any medicine to be administered to children must be handed over to the Teacher and dosage must be entered in the medicine book at the class.
9. If your child is sick, has a fever over 38°C, or has any form of a contagious disease they will not be allowed to come to school. We will also contact the parents immediately should we see any sings of sickness at the school.
- 10.No toys from home are allowed at the school. Should a toy be placed in the bag by accident we will not accept any responsibility for it being lost or damaged.

11. Please clearly mark all items and clothing that you bring to our school
12. One-month notice is required should you want to leave our school. November will not be regarded as a month for notice.
13. Fees can be paid via the following methods:
 - Registration Fee: Electronic payment or Cash when handing in entry forms at the office
 - School Fees: Debit order.

Please note: School fees are payable in advance and interest of 15% will be charged on late payments.

All accounts that are not settled within 30 days and where no payment arrangement were made will be handed over for debt collection. Access to the school will also be denied.

We will do everything in our power to prevent any form of injury or accident at our school however management, staff and school cannot be held liable for any injuries or accidents that might occur.

Declaration of parent / guardian:

I the undersigned, declare that I have read and understood the above rules and regulations and agree to adhere to them.

Name: _____ Date: _____

Signature: _____