



673 Jacobs Street

Rietfontein

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INFORMATION: INCREDIBLE MINDS NURSERY SCHOOL

Welcome

Welcome at Incredible Minds Nursery School. We can assure you that your child will be happy and our doors are always open for any complaints or suggestion.

Mission

We aim to:

- Create a safe and loving home for your children
- To prepare children's body, mind and spirit
- To intellectually stimulate children's throughout training programme
- Provide healthy constructive games for relaxation.

Policy and goal

To have an open door policy with parents should they have any problems and suggestions regarding the school? We strive to optimize each child's potential through quality education, dedication and love.

Language

Incredible Minds nursery School is a bilingual Nursery School. Classes are presented in English and Afrikaans. When there are only English children in a class, the class shall be presented in English and visa verse.

Age Admission

Babies to 6 years (Grade R)

School Hours

Half Day: 06h00 – 13h00

Full Day: 06h00 – 18h00

We suggest children must not come late in the mornings as this might hinder them from receiving the full class program.

Daily Rate

The daily rate is R200.00 per child and will increase very year in March.

Registration Fees

There will be an annual registration fee of R300.00 payable every year January. This registration fee is not refundable and is used for administration costs and/or stationery.

Holiday

The school will be closed on Public Holiday's, long weekends and December School Holiday to the first week in January each Year.

Right of Admission

When a second child of the family attends the school on a full time basis a discount of R100.00 per month will be applicable. You will pay the same amount every month, irrespective of illness and/or absence as well as holidays.

Monthly fees are strictly payable in advance on or before the 1st of each month. Fees are payable regardless whether you go on leave or not or when a child is sick and/or absent.

There will be a penalty of R50.00 per week for late payment. When you pay 1 day or 7 days late the penalty remains R50.00 per week.

First National Bank (FNB)

Account Holder	:	Incredible Minds Nursery School
Account No	:	62401543063
Branch Code	:	270553
Type of account	:	Business Cheque Account
Reference	:	Child's Name and Surname

Incredible Minds reserve the right to deny access to any child whose account is not paid in full by the 10th of each month.

School Progress Reports

Your child will receive a report in June and December of each year. School progress reports can be withheld should fees not be paid in full.

Incursions and fun Activities

The school arranges frequent incursions as well as fun activities of which you will be informed.

Documents we needed

The following documentation is required when registering your child.

- Application form
- Copies of the ID documents of both parents
- Copy of the child's birth certificate or ID document
- Copy of the medical aid card
- Copy of immunization Card
- Small 4cmx 4cm photo of your child

Meal times

Breakfast: 08h00 – 08h15
Snack Time: 10h00 – 10h15
Lunch: 12h00 – 12h30
Tea break: 15h00 – 15H15

Incredible Minds reserve the right to make adjustments to our menu as we deem necessary and without notice.

Lost items

All clothes, shoes, suitcase, bags and baby bottles ect. must be clearly marked with the child's name and surname. It is extremely difficult to find items that are not clearly marked. We will not take responsibility for any lost, stolen or broken jewellery, toys, hairclip or any personal items.

Suitcase

Suitcase and bags have to be marked clearly and the child must bring it with him every day. No plastic bags.

Holiday care Programmed

During the December / January holiday for which the school is closed, we will sometimes offer a Holiday care programmed, at an additional cost. The additional cost is payable only if you wish for your child to attend and will be determined nearer to closing period.

Clothing

We prefer old clothes without shoes in summer. An extra set of clothes per day is compulsory for all ages in case of emergency.

Re – assigning of teachers or classes of children

Incredible Minds reserves the right to changes, replace and / or rotate all staff and / or to re – assign children to classes, irrespective of age, without notice or consolidation at the sole discursion of Incredible Minds.

Payment of School fees

School fees must be paid strictly in advance on the first day of every month. Should you fail to make a payment you will receive a demand letter.

Incredible Minds Nursery School will cancel your contract after no payment was received within 20 working days after receival of demand letter. Your child will then not be welcome and Incredible Minds Nursery School as the contract will be terminated.

No further notice will be given and you will be listed at the Credit Bureau.

Please take note in terms of family law; parents are jointly and severally liable for school fees, regardless of their marital status or any other agreements that may exist between parties. Legal action may be taken against either of a child's parents or both of them.

You are further cautioned that should you fail to settle the outstanding school fees in full, your customer credit rating will be adversely affected and your ability to obtain credit going forward may be compromised as you will be listed at all Credit Bureau's should you not make the full payment within 20 (twenty) days of receiving a demand letter.

Furthermore, school progress reports, photos and letter of reference for any school will not be issued until all school fees are paid in full. Your child will not be allowed to participate in monthly activities and extra mural activities on the yearly program until all school fees are paid in full, even if the child stills attends school.

School rules also states that in the event of any payment or fine not honoured by you, the school will be entitled to seek legal advice. All legal costs, penalties and/or fines for late payments will be claimed for you. You will therefore be responsible for all legal costs.

Furthermore, the Application Form and/or Indemnity Form and/or Information Brochure states that any late payment can be levied at R50.00 per week.

Notice to Resign

One calendar month's **written** notice must be given should you wish to resign. Therefore, you must also pay for the one month's written notice. You cannot resign in the month of November.

Address Change

The onus is on parents to change telephone numbers and/or addresses at the Administration Office.