



GENERAL INFORMATION

The Little Bow-wood Nursery School has been operating successfully for well over 15 years in the Southern Suburbs of Cape Town. Our vision is to offer a loving home from home environment in which your child can grow and thrive whilst benefitting from excellent tuition from our staff. In our current location we act as a feeder school to both Westcott Primary and Bergvliet Primary Schools.

1) INFORMATION FOR PARENTS:

- a. We open at 07:00 in the morning and close at 17:30 sharp in the evening. **Children are not to be dropped off before 07:00 nor collected after 17:30. An overtime levy of R100 will be charged irrespective of how late you collect your child after 17:30. Please make sure you have arrangements in place to have your child collected before closing time.**

All half day children must be collected no later the 14:30 – please make sure you adhere to this policy.

Breakfast will be served between 07:15 and 8:15. Children arriving after 8:15 will not be allowed in the kitchen for breakfast.

- b. **Please ensure that you drop off your child at the correct time each morning.** The morning ring is at 08:30 after which school starts and it is disruptive to the teacher and the class to accept children after this time.
- c. We are open all year round **except for all public holidays and on bridging school holidays which fall between a public holiday and a weekend.** The school will close for a period of 3 and a half weeks during December/January.
- d. No children will be allowed off the property without your specific permission. **Please make sure you inform the class teacher if someone else will be taking your child home other than yourself.**
- e. Please ensure all your contact details are up to date and that any changes are noted on your form in the office.
- f. Your child will receive a mid-year and end of year report and you will have an opportunity to meet your child's teacher mid-year to discuss your child's progress at the school.
- g. Please do not send sweets, cakes, chips, or bubble gum to the school in your child's lunch box. The school provides lunch and sandwiches in the afternoon, please supply a packed snack, fruit and juice/water for the morning.



2) IN CASE OF ILLNESS:

- a. If your child is ill please keep him or her at home. **We ask that you keep your child at home for the first TWO days of being on antibiotics, INCLUDING - diarrhea, temperature, green runny nose, ringworm, chest or ear infections, 'pink eye' nits/lice and any other illness that is contagious.** If any of these situations arise at school, we will contact you to collect your child.

3) EXTRAS

- a. Please provide your child with a bag each day. In the bag should be a complete change of clothes, plus an extra pair of pants/panties and a plastic bag for wet/dirty clothes.
- b. **No toys nor jewellery are to be brought to school under any circumstance - no necklaces.**
- c. Please send your child to school in comfortable clothes as they may get dirty.
- d. Please clearly mark all clothes, bags and bottles. We cannot be held responsible for items that go missing.
- e. When it is your child's birthday, please feel free to bring a cake or cupcakes for the class, this is entirely optional.
- f. During the hot summer months, please put sunscreen on your child before they come to school and ensure that there is a marked hat at school for them for outside play time.
- g. The school is situated in a residential area, please consider the neighbours when parking.

4) EXTRA MURAL ACTIVITIES

- a. Extra mural activities are also available during the school time and are held on the school premises. **All payments for private extra murals are made directly to the individuals concerned.**

5) SCHOOL REQUIREMENTS:

- a. **Stationary Fee:** there will be a stationary fee of R350 when joining The Little Bow-wood Nursery School this will cover stationary for the year and is payable when joining the school.
- b. If your child is potty training, you will be required to provide a potty for your child. We also request that you provide a small mattress with a PVC cover and a sheet/blanket for your child to sleep with. All items that you bring to The Little Bow-wood Nursery School must be clearly marked with your child's name on. The sheet and blanket must be taken home on a Friday and washed and returned on a Monday.

Termly requirements

We also require you to bring one box of tissues, one pack of wet wipes and a small liquid hand soap per term.



6) **SCHOOL MENU** (Please see attached)

7) **CONSENT AND INDEMNITY**

We/I hereby consent to my child taking part in all indoor and outdoor activities at the school unless specifically instructed by me in writing, and confirm and agree that all activities that my child engages in or undertakes are at my own risk and that I have no claim of whatsoever nature against the school or any staff members for any loss or damage to any property owned by me or in respect of any injury to my child sustained whilst at school.

We/I further authorize and empower the school staff to act as my duly authorized agent in giving consent and (without being under any obligation to do so) at their sole discretion to take such steps as may be necessary for requisite for the provision of medical attention for my child. I agree that I will be liable personally for all medical fees and expenses incurred in the treatment of my child in the event that medical services are procured by the school staff on my behalf.

8) **ADVERTISING /PROMOTION**

I hereby as parent/guardian give my permission for The Little Bow-wood Nursery School to use images of my child taken at the school or school events on promotional advertising related web sites

Signature..... Date

Signature..... Date.....



ENROLMENT FORM

FOR OFFICE USE ONLY:

Registration Fee: R..... Date:

Monthly Fee: R.....

PARTICULARS OF CHILD: (copy of birth certificate)

First Names:Surname:

Date of birth:Sex: Religion:

Home Address: Home Language:

..... Other Language:

.....

Name of School/Day Mother previously attended:

Contact Telephone Number:

Where did you hear about The Little Bow-wood Nursery School?

MOTHER'S DETAILS: (copy of ID)

Full Name: Marital Status:

I.D. NUMBER:

Address: (proof of residence)

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Occupation:

Contact Telephone No's: Home:

Work: Cell:

E-mail Address:



FATHER'S DETAILS: (copy of ID)

Full Name: Marital Status:

I.D. NUMBER:

Address: (proof of residence)

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Occupation:

Contact Telephone Number's: Home:

Work: Cell:

E-mail Address:

EMERGENCY CONTACT DETAILS:

Name: Relationship:

Address:

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PERSONS AUTHORISED TO COLLECT YOUR CHILD:

Name: Relationship:

Contact Telephone Number's: Home:

Work: Cell:

Name: Relationship:

Contact Telephone Number's: Home:

Work: Cell:



MEDICAL CERTIFICATE

DATE:

CHILDS NAME: Date of Birth:.....

Medical Aid: Medical Aid No.:.....

Name of Doctor:Telephone Number:

Address of Doctor:.....

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CHILDREN'S DISEASES ALREADY CONTRACTED:

Chicken pox: Yes No

Mumps: Yes No

Measels: Yes No

Whooping Cough: Yes No

Any Other:

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Any Allergies?

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Any Epilepsy?

Are all immunizations up to date according to Clinic card? Yes No

We do not administer medications at the school unless there are chronic medications that are given daily.

We keep Panado at the school to administer should your child have a high temperature and should you not be able to collect him/her immediately but only if you have agreed YES.....NO.....

PARENT'S NAME: PARENT'S SIGNATURE:

CHILDREN WITH A FEVER, CONTAGIOUS DISEASE OR CONDITION MUST BE KEPT AT HOME.



ACCEPTANCE OF CONDITIONS

Surname of child:

Name of child:

We accept the conditions prescribed in the general information, enrolment and medical certificate forms, especially with respect to the payment of school fees and the undertaking to give the school a full calendar months' notice in writing or a month's fees should our child have to leave the school.

We also understand if fees are not paid by the 3rd of the month a 10% late fee will be added to the next month's fees, and your child/children will not be able to attend school until all outstanding fees have been paid in full. Reports will be withheld.

Name of mother/legal guardian (PLEASE PRINT): _____

Signature: _____

Date: _____

Name of father/legal guardian (PLEASE PRINT): _____

Signature: _____

Date: _____