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127 2nd Avenue, Newton Park Port Elizabeth

Peter Rabbit Playschool Rules and Regulations

I agree to and have noted the following requirements:

1. ATTENDANCE AND PICK-UP

* To advise the School Management who will collect your child if there is to be a change.
* Children are to be picked up no later than the close of school at 5:30 pm. Half-day children are to be picked up no later than 12:00 pm.
* I agree that if my child is clearly ill, he/she should not attend school
* To advise management personally of medicine to be administered
* Medicine must NOT be left in your child’s bag; it is to be handed in at the office and your permission to be written in the book.
* Breakfast will not be served after 8:30 am
* To ensure the pedestrian gate from the street is CLOSED securely when entering and leaving the Playschool.
* That drop-off & pick-up vehicles will be parked on the school verge in marked spaces provided. No vehicles are to be parked in front of the driveway main gate.
* Peter Rabbit Playschool will be closed on Weekends, Public Holidays, and 3 (three) weeks in December each year.

1. CHILD PACK REQUIREMENTS

* Clearly marked blanket to stay at the school
* Two Glue Sticks and Two Boxes of Crayons per Year
* Potty Trained Children -every 3rd month – 1 Liquid Hand Soap, 2 boxes of tissues, and 4 toilet rolls (reminders are sent out every third month)
* Babies – Minimum of 6 nappies a day and Wet wipes once a month to be left at the school.
* A healthy snack each day
* A change of clothes to be kept at school each day

1. CHILD PACK ITEMS NOT ALLOWED

* No sweets, chocolates and Fizzy Cooldrink
* No toys to be brought to the school

1. REGISTRATION, PAYMENT OF FEES, NOTICE OF CHILD WITHDRAWAL

* School fees need to be paid in advance by the 1st of each month.
* Children will not be allowed to return to school until school fees have been paid unless an agreement has been made with management
* I agree and acknowledge that one month’s (calendar) written notice will be given to withdraw my child and that I am not entitled to a refund of any fees paid should circumstances prevail making earlier withdrawal necessary. December may not be used as a Notice month.
* I understand that any failure or delay in payment of fees will be met with further action to recover same with costs incurred by myself.

1. PETER RABBIT PLAYSCHOOL BANK DETAILS:

* Bank Name: STANDARD BANK
* Account Type: Cheque / Current
* Account Number: 10230591084
* Branch Code: 051001

I acknowledge that I have read and understood the above and am in agreement with the school’s requirements.

**FATHER:**

FULL NAME: ............................................ SIGNATURE: ............................................

DATE: ............................

**MOTHER:**

FULL NAME: ............................................ SIGNATURE: ............................................

DATE: ............................

If you have any queries or questions regarding our school or your child, please do not hesitate to contact me.

(Peter Rabbit Playschool)

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(PRINCIPAL- Suzanne)