



Marching Eagles Nursery School

Creating • Learning • Playing

Rules & Regulations 2021

1. SCHOOL HOURS

- 1.1. Normal school hours are between 7:00am and 17:30pm – Mondays to Fridays.
- 1.2. Children may be brought to school from 7:00am onwards and must be collected as follows: Half day by 13:00 and Full day/Afternoon by 15:00 & 17:30.
- 1.3. Punctuality is expected. Late arrivals lose out on their educational program and interrupt the lesson. Children are to be collected promptly. If children are kept waiting they suffer undue anxiety.
- 1.4. A fine of R50 for every 15min late will be paid to the principle/teacher in cash the next day.

2. SECURITY

- 2.1. Children must be personally placed in the care of the teacher and not left at the gate.
- 2.2. No child will be allowed to leave the school with anyone other than his/her parents, unless otherwise arranged.

3. FEES

A non-refundable Administration fee of R1000 paid to the bank account listed below.

A R1500 enrolment fee per child (deductible from the January School fees) is due by the 2nd of December to secure a place for your child. January school fees are due on the 1st of January 2021.

Fee Structure for 2021 - Payment over 12 months

07:00 to 13:00	07:00 to 15:00	07:00 to 17:30
R2,600.00 p/m	R2,800 p/m	R3,000 p/m

Banking Details:

Name: Marching Eagles
Acc nr: 408 1765114
Branch name: ABSA
Branch code: 632005
Ref Nr: Child 1st name and Surname

Send proof of payment to: accounts@marchingeagles.co.za or send a copy to school.

- 3.1. Fees are payable IN ADVANCE before the 1st of every month, for a period of 12 months. (A 10% late payment fine will be charged, School fees must reflect in Marching Eagles account no later than the 2nd of every month.)
- 3.2. Interest will be charged on overdue accounts. The management reserves the right to charge interest at 10% on any outstanding fees.
- 3.3. An administration fee must accompany this application. This fee is non- refundable.
- 3.4. If school fees are not paid the child will under no circumstances be permitted to attend the school.
- 3.5. Fees may be paid as follows:
 - 3.5.1. Internet transfers (NB!) for the safety of your child and the staff.
 - 3.5.2. Extra Murals (Optional) is not included in School fees.
 - 3.5.3. If school fees are being paid in to Marching Eagles bank account by a cash transmission, the parent will be responsible for any bank charges.

4. ATTENDANCE

- 4.1 Children, who miss school, soon lose interest. If a child is unable to attend school for any reason, the teacher is to be advised without delay.
- 4.2 Any child who is absent for more than 30 consecutive days will have his/her name removed from the school register and the vacancy filled.

5. RESIGNATIONS

One months notice (in writing) of intention to withdraw a child from the school is required. Such notice to be given by no later than the first day of the relevant month, failing which the full fee for that month will be payable.

6. SCHOOL HOLIDAYS

- 6.1. Government School terms and holidays will be observed. School will be open during the School holidays for afternoon care children only (7:00 – 15:00 and 7:00 – 17:30).
- 6.2. School will close at 12:00 on the same day as Government Schools in December and re-opens same day as Government Schools for the New Year.

PUBLIC HOLIDAYS

If a Public holiday should fall on a Tuesday we will be closed on a Monday or if a Public holiday should fall on a Thursday we will be closed on a Friday.

7. CHANGE OF PERSONAL DETAILS

Any change in the personal details of either parents or guardian must be conveyed to the school without delay.

8. CLOTHING

- 8.1. Each day your child should bring a soft sun hat or peak with a brim for protection against harsh sunlight.
- 8.2. All “removable” clothing must be *CLEARLY LABELED* with the child’s name.
- 8.3. Children should have a spare set of clothing in there bag every day.
- 8.4. Wearing of beach thongs is discouraged as they are unsafe for climbing on certain outside apparatus.
- 8.5. Shoes for school should be of the sort that the child can easily put on and take off themselves.
- 8.6. Practical clothes for encouragement of self help is essential – long skirts or full jump suits/overalls are unsuitable for both active outdoor play and toilet routine.
- 8.7. Girls should wear tights under skirts and dresses.
- 8.8. NB! Marching Eagles and Staff are NOT RESPONSIBLE for lost or ripped clothes.

9. MEALS

- 9.1. Children are to bring their own lunch to school for 10:15 snack e.g.: sandwich, juice and a fruit. NO SWEETS PLEASE.

9.2. A hot meal will be provided at 13:00 for AFTERNOON CARE Children ONLY for an additional R200p/m. (7:00 – 15:00 & 07:00 – 17:30)

Monday - Thursday	Friday
Spaghetti Bolognaise	Hot dog
Chicken a la King	Chicken / Beef Burger
Mince Vegies & Rice	all with ketchup
Macaroni & Chees	
Home made Vegetable Soup & Slice Brown Bread	
Cottage Pie	
Bobotie	
Tap Water is given to all Kids	

9.3. A Yoghurt can be sent to school to eat when she/he wakes up.

9.4. NB! Meals in school Holidays will be Flexible (E.g. Fruit Salad, Snackwitch, French toast, Waffle & Ice Cream), Children will not always receive a hot meal.

10. REQUIREMENTS

The following items are to be brought for each Child & be clearly marked:

10.1. AT THE BEGINNING OF THE YEAR/WHEN ENROLLED

- 1x A4 Ultra Image white multi-purpose office paper (500 sheets)
- 1x Colouring Book (Jumbo Pictures)
- 1x Ponal Wood Glue (100ml)
- 4x 43g PrittStick
- 1x Water Paint (Steadtler)
- 1x Jumbo Triangular coloring pencils (10's)
- 1x Scissors
- 1x packet colour paper (gum paper)
- 1x Air-freshener (Odor Control)
- 1x Flip file (50 Pockets)
- 1x Wax Twist Crayons (12)

10.2. AT THE BEGINNING OF EACH TERM

- A box of tissues
- 1x paper plates (25's)
- 4x rolls of 2 ply toilet paper
- 8x black dust bin bags (big)
- 2x cakes of soaps (small).

10.3. Sweets and/or toys are NOT to be brought to School.

11. HEALTH

- 11.1. If a child should contract an infectious disease, the school must be informed immediately. Marching Eagles follows the recommendations and rules laid down by the Health Department concerning pre-school children.
- 11.2. Following an infectious disease, a medical certificate is required upon return of the child to school.
- 11.3. Children with bad colds or fever should be kept at home.
- 11.4. Children with a runny tummy should be kept at home.

12. SLEEP

Please send the following: *(Mark clearly with Child's name)*

- A small fitted sheet (that fits a camping cot mattress).
- In summer thin blanket.
- In winter a small, thick blanket.

13. BIRTHDAYS

Birthdays are celebrated. Parents can send cake and party packs "BIRTHDAY RING" at 10:00am. Cakes must be square or cup cakes to make it easier for the teacher.

14. GENERAL

In order to better understand and assist your child, please inform us with a written letter of any home problems which may affect your child. Please inform us if your child has been ill or very upset the previous night.

15. PARENT INVOLVEMENT

It is of the utmost importance to your child that he/she can count on your support of, and interest in his/her school. Please make every effort to co-operate by reading all notices and attending the various meetings and functions which are arranged.

We are proud of our school and need your support and enthusiasm to help keep up with the high standard for which Marching Eagles is acclaimed.

16. IMPORTANT, PLEASE TAKE NOTE:

During the course of the year children will make use of education and play equipment at the playgroup, indoors and outdoors.

The children will be under **constant supervision** by the teacher or assistant and we will ensure your child's safety and well being to the very best of our ability.

Unfortunately accidents can happen, and are sometimes unavoidable even under constant supervision.

17. COMMITMENT

The management of Marching Eagles is committed to extending a meaningful service to the parents of our community. Your children will be handled with Christian care and educational professionalism, which will equip and prepare them to lead well balanced and meaningful lives in the community.

Above Rules and Regulations are subject to change without Notice.

Thank you for choosing our school and welcome to Marching Eagles.