



# CANNY KIDS Academy

Nursery School

Office: 012 547 3931 | Principal: 067 154 8992 | Owner: 082 860 1575  
60 Fir Place, Doornpoort, 0017



## General Information

### School Hours and Holidays:

1. School opens at 6:30 and closes at 17:30.
2. A full day from opening (6:30) until school closes (17:30)
3. A half day is from opening (6:30) until 14:00
4. In the event of your child being fetched late a penalty fee of R60 for every 10 minutes will be payable directly to the teacher on duty. Half day children's penalty fee will be added to their accounts.
5. Canny Kids will be open during school holidays and closed during public holidays, special school holidays and 3 weeks during December holidays. In the event of the school being closed on any other days, you will be informed in advance

### Clothes and other belongings:

1. All your child's belongings should be marked clearly.
2. Please don't send your child to Canny Kids with any valuable items (e.g. jewelry and cellphones), we will not take any responsibility for such lost items, or any unmarked clothing.
3. Please note that your child will not be allowed to bring any toys to school, except on special occasions where you will be informed. The school will not take any responsibility for any lost or broken toys.

### Meals and Refreshments:

1. The school provides well-balanced meals (breakfast and lunch) as well as refreshments/ fruit, twice daily.
2. Children with any food allergies should bring their own special food to school.
3. Any birthday celebrations can be arranged with your child's teacher.
4. Children are not allowed to bring any sweets to school.

### Medicine and Diseases:

1. Medicine should be marked clearly with your child's name. Clear instructions should be written in your child's book.
2. All medicine should be given to the teacher on duty. No medicine should be left in your child's bag.
3. It is the parent's responsibility to take the medicine home.
4. Please inform the teacher if your child is not feeling well.
5. In case of your child having a contagious disease, he/she will not be allowed to attend school.
6. In the event of anything happening to your child during school hours, the school will inform you telephonically.
7. It is your responsibility as parent to ensure immunization for your child.

### **Fees, Registration and Notice:**

1. Fees are payable in advance between the 1<sup>st</sup> and 5<sup>th</sup> or 15<sup>th</sup> - 17<sup>th</sup> of each month.
2. Registration fee is payable on enrollment of your child. This serves only as registration fee and not as a first payment or deposit. Registration fee includes a t-shirt and a schoolbag with the school's logo and your child's name on it.
3. The school fee includes breakfast, mid-morning snack, lunch and mid-afternoon snack.
4. One calendar month's written notice is required when your child leaves the school. Full fee will be charged during this month. Parents will be held responsible for a full month's payment if they haven't submitted one calendar month notice.
5. No notice will be accepted during the month of November.
6. In case of illness or holidays, parents are still responsible for payment of school fees. School fees are payable for as long as your child is registered at Canny Kids.
7. IF YOUR CHILD ATTENDS CANNY KIDS DURING NOVEMBER, YOU WILL BE HELD RESPONSIBLE FOR PAYMENT OF FEES DURING DECEMBER, even if they do not attend school during December.
8. In the case of outstanding accounts being handed over for collection, you will be held responsible for any costs incurred. This includes collection fees, legal costs on an attorney/client scale and interest on the outstanding amount.

### **General:**

1. Notify the school in advance if you wish to collect your child early.
2. Notify the school if your child is unable to attend school.
3. Notify the school if any other person, not mentioned on the contract, will be fetching your child.  
**Children will not be allowed to go with any unknown person without prior arrangement with the school.**
4. Please notify the school of any change of phone numbers or change of address.

### **Communication Book:**

1. Your child will receive a book to be used for communication between the teacher and the parents. Please use this book if there is anything that you would like to inform the teacher about.
2. Letters and receipts will also be pasted in the book.
3. Money for visitors and anything else can be put in the moneybag at the back of the book. Please make sure that you write a short letter to inform us what the money is for.
4. The book should be checked every day and put back into your child's bag.

Please do not hesitate to discuss any complaints or suggestions that you may have with a member of the personnel.

### **Transport:**

1. Please provide us with the information of the transport that your child will be using.
2. If you change transport we need to be informed with details of the new transport.

**Financial Information:**

4. A non-refundable registration fee of R1 000-00 is payable with admission. This includes a School Bag (embroidered with the school's logo and your child's name and surname), T-shirt (embroidered with the school's logo and your child's name) and stationary for the year.
5. A yearly, non-refundable, re-registration fee of R550 will be payable at the end of each year for children that will be returning to Canny Kids the following year.
6. School fees: Payable in advance over 12 months before or on the 5<sup>th</sup> of each month.
7. Invoices for the next month will be sent out on the 25<sup>th</sup> of each month.
8. December fees has to be paid in full.
  
9. Updated statements will be sent out after each payment. Please inquire if your payment does not reflect on your statement.
10. Always use your child's name and surname or account number as reference when making a payment. Canny Kids Academy Management will not be held accountable for payment not made correctly.
11. Canny Kids Academy Management reserves the right to increase school fees in line with the inflation rate on an annual basis.
12. A monthly 5% interest will be charged on ALL fees NOT paid after the 20<sup>th</sup> of each month. This will be added to the school fees for the next month.

**Bank Details: Canny Kids Academy Standard Bank Acc no: 410930512**

**(USE YOUR CHILD'S NAME AND SURNAME AS REFERENCE)**

**POP can be sent to [office@cannykids.co.za](mailto:office@cannykids.co.za)**