

# Mini-me Academy

Tel nr 012 807 7846/082 7755234

Fax (012)807 5955

info@minimeacademy.co.za

[www.minimeacademy.co.za](http://www.minimeacademy.co.za)



## WHERE LEARNING IS FUN

Contact person: Madri van Heerden

Mini-Me Academy strives to provide quality education, care and security in a loving and nurturing environment. We provide rich, structured developmental activities in a creative and fun way. We use multiple resources to best benefit your child. Our Personnel use their passion for children to empower our learners to be ready in every aspect of life and to face the challenges of formal schooling.

### **YOUR CHILD IS IMPORTANT TO US!!!**

We want to be part of your family. In order to allow the nursery school to function as effectively as possible it is necessary that you take note of the following regulations and adhere there to.

### **LANGUAGE**

Classes are conducted in English with Afrikaans as a subject once a week.

### **ADMISSION**

No child with contagious disease will be admitted without a doctor's letter confirming that the child is past the contagious stage. It is in each family's best interest that an ill friend should remain home. As a Parent, you must ensure that the child has been properly immunized against whooping cough, diphtheria, tetanus and polio and vaccinated against tuberculosis prior to enrolment proof of which must be furnished by the Parent upon request.

Please keep your child at home:

- If your child had a fever during the night
- If there is a discharge coming out of the eyes
- If there is a discharge coming out of the ear
- If your child has a runny tummy
- If your child is vomiting
- If your child has any contagious disease like chicken pox, measles, scarlet fever or German measles
- If your child has head lice or ringworms

All medication must be written in the communication book every day

### **REGISTRATION**

Your child may only attend school if a registration form is completed. R550 per family (2016) registration fee is payable with your school fees. This fee is not refundable. This fee must be paid every January and will increase annually.

Please supply us with the following documentation:

1. Copy of both Parents/Guardian's ID document
2. Copy of the child's birth certificate and immunization card.
3. Recent photo of your child

**NB! PLEASE INITIAL EACH PAGE OF THE INDEMNITY AND CONTRACT**

### **RESPONSIBILITY**

All precautionary measures will be taken to ensure the safety and well being of your child. The school or staff will not be held responsible for:

Injuries to children at school unless negligent behavior is evident.

Injuries on the playground outside of school hours or when the child's Parent are present.

No child is allowed to open the gate by themselves and must be accompanied by an adult to his/her specific class. Parents are also not allowed to teach their children the code of the gate.

Only staff members and Parents are allowed to open the gate.

### **DISCIPLINE**

Mini-Me Academy will not tolerate any inappropriate or disruptive behavior.

Please enforce the following

- respect toward personnel and peers
- we take care of our own belongings and school property

We use the following disciplinary steps.

- Appropriate verbal reprimanding
- Time out (remove the child from the situation according to age appropriate time)
- Privileges or birthday parties are taken away.
- Parents will be notified with a letter in the child's communication book
- In serious situations the Parent will be phoned.

We want a positive outcome each time and will appreciate your help in reinforcing good behavior.

### MEALS

Breakfast is served at 7:30.

Morning refreshments at 10:00

Lunch at 12:00

Afternoon refreshments at 15:00 / 17:00

We change the menu at least 2 times per year.

### SCHOOL HOURS

Monday to Friday

Full day 6:45 – 17:30

Half day

6:45 – 13:00

The school will be closed on weekends and public holidays

If a public holiday falls on a Tuesday or Thursday the school will be closed on the Monday or Friday respectively.

At the end of the year we close on the 15<sup>th</sup> of December, or the closest Friday before the 15<sup>th</sup>, and reopen the second week of January.

If your child is collected after 17:30 a fine of R20 for the first 15 min, R50 for the 2nd 15 minutes and after 18:00, R100 per 15 min will be payable. These fines will show on your monthly statement.

### NOTICE

If your child is leaving the school, one month written notice must be given. The full monthly fee will still be charged during this month.

**Please note:** Unfortunately we do not take November as a notice month, therefore the full fee is payable for December.

### EXTRA MURAL ACTIVITIES

Computer classes	Cecile	082 824 8234
Swimming	Hendrik	083 384 2720
Action Ball	Marlene	083 357 6159
YSports	Lorraine	072 422 5489
Soccer stars	Sean	083 234 5890
Dance Mouse	Tracey	083 285 4489
Manners 4 Minors	Denise	082 898 3493
Ballet	Natalie	072 234 3179
Language classes	Wanda	082 688 6702
Active English	Mariette	083 310 0168
Graphikids	Jané	083 961 4826

### GENERAL

- Our day program starts promptly at **8:00**. Children should not be late as it causes disruption and also as a result thereof will miss breakfast.
- No child is permitted to bring **sweets and toys** to school.
- If someone who is unknown to us comes to collect your child, please phone us before 9:00 in the morning.
- **ALL THE CHILD'S CLOTHING AND BELONGINGS SHOULD BE CLEARLY MARKED.** The school will not be held accountable and responsible for lost goods or items.
- Girls must please wear ski-pants/shorts under dresses and skirts.
- Any **medication** should be noted in the medication register. It is the parent's responsibility to collect medication in the afternoon when collecting their child.
- It is not compulsory to wear the Mini-Me uniform each day. Each child must have at least one golf shirt to wear on Fridays and with excursions.
- **One month's discount on school fees**

We want to reward our loyal Parents who spread the word about our school by relieving them of **one month's school fees** when a referral made by them, enroll with us.

The following terms and conditions apply:

1. This enrollment must continue for 3 consecutive months before discount will be granted.
2. Both parties' school fee account must be paid up to date and payments must be on time.
3. Referrals will be taken per family and not per child.
4. Discount will be granted at the end of the third month of the family's attendance.
5. Arrangement must be handled by the Principal of the school.
6. Discount will be given as credit on your account and will under no circumstances be exchanged for cash.

## WHAT MUST MY CHILD BRING TO SCHOOL?

Mattress covers: 130cm x 70cm (Covers can be bought at the school for R220 per set)

### EVERYTHING MUST BE CLEARLY MARKED!!! (school at year end)

<p><b>BABIES TO 20MONTHS</b>            2 blankets (small)            1 camping cot mattress protectors (baby boom)            Pre prepared bottles            6 nappies per day (or a whole pack)            2 packets wet wipes (per month)            Bum cream            3 sets of clothing            2 face cloth            Extra milk powder            A5 hardcover book            1 soft cot toys            1 boxes tissues <b>every month</b>            Photo of family            Plastic bag for dirty clothes</p>	<p><b>20 MONTHS TO 2 YEARS (turning 2 years)</b>            1 blanket (small)            2 mattress covers            bottle if your child is still on the bottle            non- spill cup            6 nappies per day            3 packets wet wipes every term            2 boxes tissues <b>every term</b>            3 sets of clothing, 5 set when potty training            2 face cloth            A5 hardcover book            1 packet thick crayons            2 Bottles ponal glue (white glue)            1 Lever Arch file            50 plastic file sleeves            1 roll self adhesive book wrap            1 large paintbrush            2 piece puzzle or peg board puzzle (boys)            Story book (girls) age appropriate            1 large ball            1 plastic safety scissors            Plastic bag for dirty clothes</p>	<p><b>2 TO 3 YEARS (turning 3 years)</b>            1 bag marked on the outside            1 blanket (small)            2 sets of clothing            5 nappies per day            3 packets Wet Wipes <b>every term</b>            Sun block            1 face cloth            2 bottle ponal glue (white glue)            2 mattress covers            A5 hardcover book            1 Box thick crayons            2 boxes tissues <b>every term</b>            1 Lever Arch file            50 plastic file sleeves            1 roll self adhesive book wrap            1 medium paintbrush            Puzzle 3 - 12 piece (boys)            Story book (girl) age appropriate            1 safety scissor (round edges)            1 x drinking bottle (can be an empty oros bottle)            1 large ball            Plastic bag for dirty clothes</p>
<p><b>3 TO 4 YEARS (turning 4 years)</b>            1 bag marked on the outside            1 blanket (small)            1 set of clothing            2 mattress covers            A5 hardcover book            Apron            1 box thick crayons            2 bottle ponal glue            2 pritt sticks            2 packets wet wipes <b>every term</b>            2 boxes tissues <b>every term</b>            1 Lever Arch file            50 plastic file sleeves            1 roll self adhesive book wrap            1 medium paintbrush            1 x Sun block            1 x safety scissors (round edges)            Puzzle 12 - 25 piece (boys)            Story book (girls) age appropriate            1 scissors round edges            1 x drinking bottle (can be an empty oros bottle)            1 large ball            Plastic bag for dirty clothes</p>	<p><b>4 TO 5 YEARS (turning 5 years)</b>            1 bag marked on the outside            1 blanket (small)            1 set of clothing            2 mattress covers            A5 hardcover book            Apron            1 pack of twist crayons            3 bottle ponal glue            2 pritt sticks            2 packets wet wipes <b>every term</b>            2 boxes tissues <b>every term</b>            1 Lever Arch file            50 plastic file sleeves            1 x safety scissors            1 roll self adhesive book wrap            1 medium paintbrush            Puzzle 20 - 30 piece (boys)            Story book (girls) age appropriate            1 x safety scissors (round edges)            1 x drinking bottle (can be an empty oros bottle)            1 large ball            Plastic bag for dirty clothes            sunblock</p>	<p><b>Gr R children: (turning 6 years)</b>            1 bag marked on the outside (5l-20l)            1 fleece blanket (small)            1 set of clothing            2 mattress covers            A5 hardcover book            2 x box thin 24 crayons            4 bottle ponal glue            2 pritt sticks            2 packets wet wipes <b>every term</b>            2 boxes tissues <b>every term</b>            1 Lever Arch file            100 plastic file sleeves            1 roll self adhesive book wrap            1 x small, medium and large paintbrush            1x A4 500 sheet white paper            Safety scissors (round edges)            2l ice cream container            4 x white board markers            2 packets of twist crayons            Puzzle 25 - 35 piece (boys)            Story book (girls) age appropriate            1 x drinking bottle (can be an empty oros bottle)            1 large ball            Plastic bag for dirty clothes</p>

### School uniform

You can order a Golf shirt, hat, beanie and schoolbag. The schoolbag has the school's logo with your child's name on it. The shirt and hat will only have the logo on.

Child's name: (block letters) \_\_\_\_\_ Class: \_\_\_\_\_

Golf shirts (R110 per shirt)	Small	Medium	Large	Hat (R60)	
Orange				Beanie (R50)	
Lime Green					
Purple					
School bag (R130 per bag)		Name to appear on schoolbag in block letters:			
Windbreaker jacket (R160)		Size of windbreaker (small) (medium) (large)			

**TOTAL included** \_\_\_\_\_



**2016 Admission form:**

Child's surname: \_\_\_\_\_ Full day \_\_\_\_\_  
Child's Christian name: \_\_\_\_\_ Half day \_\_\_\_\_  
Child is called: \_\_\_\_\_  
Date of birth: Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date of enrollment: Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_  
Postal address: \_\_\_\_\_ Code: \_\_\_\_\_

Home address: \_\_\_\_\_ ID photo

Phone nr at home: \_\_\_\_\_

Father Name: \_\_\_\_\_

ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Work address: \_\_\_\_\_

Tel nr: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ (block letters)

Mother Name: \_\_\_\_\_

ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Work address \_\_\_\_\_

Tel nr: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ (block letters)

Marital status: \_\_\_\_\_ Home language: \_\_\_\_\_

Religion: \_\_\_\_\_

Was your child in daycare before? Where? \_\_\_\_\_

Previous daycare's contact number: \_\_\_\_\_

Who will be responsible for dropping your child of in the mornings and collection in the afternoons?

\_\_\_\_\_  
If someone else fetches your child and they are not mentioned above then written permission must be handed in at the office or the child's communication book. If a nanny will be fetching your child, you must **submit a copy** of her identification document.

**Important information**

Allergies: \_\_\_\_\_ GP's name: \_\_\_\_\_

\_\_\_\_\_ GP's Phone nr: \_\_\_\_\_

Medical aid and nr: \_\_\_\_\_ GP's address: \_\_\_\_\_

**Emergencies and illnesses**

In case of an emergency or a sick child the parent/guardian will be notified immediately.

In case of an emergency if I, \_\_\_\_\_ cannot be contacted please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone nr \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone nr \_\_\_\_\_



In case of a serious illness, accident or injury if I, \_\_\_\_\_ parent of \_\_\_\_\_ cannot be reached in time,

- I give full permission to the doctor on duty at the hospital to perform an emergency procedure on my child or at the doctors rooms,
- I also give permission that my child may be transported to the hospital.
- I give permission that my doctor may be contacted in case of an emergency or the school may contact their doctor.
- My child may be administered the required amount of suspension (Panado) if a fever is detected.

I, \_\_\_\_\_ also indemnify Mini-Me Academy and its employees. They shall not be held liable for any injuries sustained and/or damage suffered by our child arising from any cause whatsoever, whilst our child is in the care of the school, whether or not such injury and/or damage are caused by any act or omission of the school or its employees.

#### Permission.

I, \_\_\_\_\_ give permission to the following:

- photos of my child participating in the schools educational activities may be displayed on Mini-Me Academy's exclusive documentation, newsletters and website.
- my child may be transported to and from any excursions by transport approved by the Management of the school or any Teacher with a valid South African driver's license.
- my child may participate in sport and cultural activities at school. E.g. concert.
- my child is subjected to the school's disciplinary system and rules. (information sheet)

\_\_\_\_\_  
Parent

#### Admission and School fees

An admission fee is payable on the first day of school and then every January there after. This fee will be revised every year.

School fees must be paid in **ADVANCE** on or before the 2nd working day of each month. Method of payment can be cash/ cheque or internet transfer

#### **PLEASE NOTE THAT DECEMBER IS SEEN AS A FULL MONTH!!!!**

**In regards to monthly fees not paid in time or not at all, you will receive a 28 day notice and after 28 days your account will be handed over for blacklisting, and your child will no longer be allowed to attend school at Mini-me Academy.**

**Late fines for children who stay after 17:30 are R20.00 for the first 15 min, R50 for the second 15 min and after 18:00, R100 per 15 min. This will be added to your account and must be paid with your school fees immediately.**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ have read the above information in the admission form and I understand all the implications there of. I understand that if I do not abide by the rules and regulations that I will be held responsible by Mini-Me Academy and its representatives for all cost and outstanding money owing and the payment there of. I will inform Mini-Me Academy on any change in information or particulars.

\_\_\_\_\_  
Parent

## Payment agreement with Mini-Me Academy

### SCHOOL FEES

School fees are strictly payable monthly in advance. No discount will be given in case of illness or holidays. The school reserves the right to refuse entry to your child if school fees are not paid. In the case of outstanding fees you will be held liable for any cost incurred, should your outstanding account be handed over for collection. This includes collection fees, legal costs on an attorney/client scale and interest on the outstanding amount.

Mini-Me Academy does not take any responsibility for any fees that are lost through taxi drivers or nannies. *Please do not give your school fee to a Teacher or Assistant*

DECEMBER IS SEEN AS A FULL MONTH. We have our fixed expenses that must be paid even in December.

Mini-me Academy will be closed yearly form *approximately* 15 Dec to 10 Jan. **If I wish to give notice that my child will be leaving the school, I agree to give a full calendar month written notice that must be handed in at the office. If not I will be held responsible for a full month's school fees. Please note:** Unfortunately we do not take November as a notice month, therefore the full fee is payable for December.

**Monthly school fees will increase every January, parents will receive a new fee structure in advance.** R550 per family (2015) registration fee is payable with your school fees. This fee is not refundable. This fee must be paid every January and will go up every year.

**FEESTRUCTURE****2016 (Our day fee and registration fee did not increase for 2016)**

Registration	R550 per family	
	Toddlers	
	18months +	Babies
Full day	R2490	R2890
Half day	R2390	R2790
Day fee	R170	R170

Discount of R200 per second and R200 per third child (2014)

**BANKING DETAILS**

ABSA

Acc 4060418122

Code 630193

Ref Child's name and surname

I, \_\_\_\_\_ id nr. \_\_\_\_\_ Parent of \_\_\_\_\_  
is the person responsible for paying the school account.

- School fees must be paid upfront before the 2<sup>nd</sup> workday of every month and is the responsibility of the parent/guardian that enrolled the child in the school and signs the payment agreement.
- If the learner is leaving the school, the parent/guardian must give a calendar month written notice. If they fail to do so the parent/guardian will be liable for a full months school fees.
- I agree that the month of November is not regarded as a notice month. Should I give notice in November I agree that I will be liable for the payment of the school fees for the month of December.
- My payment to Mini-me Academy will be as follow (underline your option)
  - 12 month once off payment – 10% discount before the end of January
  - 6 months upfront – 8% discount
  - 3 months upfront – 5% discount
  - Upfront monthly payment
- If I get behind with the payment of the school fees, I will be liable for the payment of all collection costs on a lawyer and client scale
- I understand that the fact that my child cannot attend school does not relieve me of my liability for fees.
- Mini-Me academy has the right to suspend my child if school fees are not paid by the 10<sup>th</sup> day of the month.
- Interest of 5% per month will be added to your account if it is in arrears.
- The address given here is my domicilium citandi et executandi for the delivery of legal notices.
- Address  
\_\_\_\_\_
- I, the parent/guardian of the above mentioned learner named in this document agree to keep the agreement set out in this document.

Agreed up on and signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Father\_\_\_\_\_  
Mother\_\_\_\_\_  
Guardian\_\_\_\_\_  
Mini-me Academy\_\_\_\_\_  
Date