



“Train a child in the way he should go, and when he is old, he will not turn from it”

Proverbs 22.6

RULES AND REGULATIONS

Welcome to Jozi Jammers Nursery School. Jozi Jammers exists as a nursery school to transform the lives of children and parents in our community with Biblical values and to provide nursery school education for children. We believe that each child is a blessing from God and our passion is to see children grow into what God has ordained them to be by teaching them the truth of the Bible.

The rules and regulations have been put in place in the best interest of our children. It is important that you read and understand our Rules and Regulations. Please ensure that every effort is made to adhere to these rules and regulations. If there is any point that you do not fully understand, please ask for an explanation before signing.

Application Form

1. A separate application must be completed for each child.
2. Upon submission of the enrolment form, signature of these rules and regulations, payment of the registration fee, the child will be enrolled at the school for an indefinite period of time until terminated with due notice.

Communication

3. Daily Reports: Each child will be given a communication book which will contain a daily report for the mornings and one for aftercare. Please ensure that these reports are checked and signed daily.
4. WhatsApp Group: Class communication is sent through a class WhatsApp Group. Each teacher administrates their class WhatsApp group. This group is ONLY for teacher communication and reminders. Please do not use this for ANY other communication. If you wish to chat to the teacher, please message her privately or arrange a time with the secretary to meet with the teacher/principal.
5. Newsletters: These are sent monthly via WhatsApp. Please ensure that these are read as they contain important information about the school and events.
6. Please respect teachers time during school hours. If there is an emergency that requires immediate attention, you may call the office or send a WhatsApp to the school. The contact numbers are below.
7. Parent-Teacher meetings are held mid-year to discuss your child's progress. If additional meetings are required, please arrange with the office. However, should we notice anything that needs to be brought to your attention we will do this soonest.
8. Please notify the school of any changes to your contact numbers, address, e-mail address. It is extremely important to keep this up to date in case of emergencies.
9. Please direct your emails to the specific areas:
 - a. Class specific queries, email your class teacher.
 - b. General enquiries, email info@jozijammers.org.za /011 462 5540/ 083 788 8484
 - c. Account queries, email finances@npcc.org.za
 - d. Aftercare: Christina – 081 724 6581 (our office closes at 1pm, please contact aftercare directly if you are trying to get through to aftercare.)

Notice of leaving

10. ONE calendar months' notice in writing of the proposed removal of your child from the school must be given and the necessary outstanding fees must be paid. If not received in writing, the FEE FOR THE MONTH IN LIEU of such notices WILL BE CHARGED.

Time

11. School hours are from:
 - a. 07:00 to 17:30 (Full Day)
 - b. 07:00 to 14:30 (Three Quarter Day)
 - c. 07:00 to 12:30 (Half Day)
12. Office hours are from 7am – 1pm on weekdays only.
13. The School Programme starts promptly at 08h00. These times must be strictly adhered to, to benefit from the full programme.
14. Jozi Jammers Nursery School corresponds with the government school calendar for Gauteng throughout the year. School is opened throughout the year besides the December break.

Meals

15. The school provides all meals throughout the school day. Please let the school know of any allergies or foods your child cannot eat.
16. Please do not send any food and drinks from home.

Collection of the Child

17. We will only allow the child to go home with the parents/legal guardian, or with an adult person who is in possession of a written authorization, signed by the parent/legal guardian, which purports to be a document authorising the bearer to fetch the child. Proper identification must be provided by the adult. Parents are to make prior arrangements in writing via email, when anyone other than themselves collect the child.
18. Children who are enrolled in the Half Day and Three-Quarter Day programme and are collected after 12:30 and 14:30 respectively will be enrolled in aftercare and a daily aftercare rate will be added to your invoice.
19. Children collected after 17:30 will incur a fine of R100 for every 15 minutes thereafter.
20. Please be considerate as our staff have families to attend to as well as make use of public transport.
21. If you use a transport company, please ensure that your driver is aware of your child's registered time at school.

Fees

22. Fees can be paid via a card facility at reception or EFT.
23. A non – refundable Registration Fee is payable on acceptance of application.
24. Annual Stationery fees are payable upon registration.
25. School Fees are payable strictly in **advance** by the last working day of each month. Fees should reflect in the Jozi Jammers bank account by the 2nd of the respective month. (Example January 2022 fees must be paid by 31 December 2022, reflecting in the school's bank account by 02 January 2022)
26. Failure to pay the school fees will result in the immediate suspension of your child.
27. A penalty fee of R100 will be charged for fees received after the 07th of each month.
28. School fees are payable for, irrespective of school holidays, public holidays and government declared holidays.
29. No reduction in school fees will be made whenever your child is absent from Nursery School.
30. The school cannot be held liable for any refund of fees in case of forced closure as a result of but not limited to a natural disaster, riot, war, health pandemic etc.

Sick

31. Under the Medicine and Related Substance Amendment Act of 2015, we are not permitted to dispense any medicine. Children who are sick and need medication are required to stay home until they are well enough to return to school or at least be kept at home for the first two days of treatment.
32. The school does not encourage your child to attend school while being ill.
33. The school does not encourage your child, when on antibiotics to attend school.
34. According to Health Regulations, we request that children with the following symptoms not be sent to school. Children who develop the following symptoms at school will be sent home immediately in order to prevent the spread of illnesses. Your assistance with collecting the children as soon as possible will be appreciated.
 - a) A fever over 37.8°C orally or 37.2°C under the arm.
 - b) Signs of a newly developing cold or uncontrollable coughing, diarrhoea, nausea or vomiting.
 - c) Unusual or unexplained loss of appetite, fatigue, irritability or headache.
 - d) Any discharge or drainage from eyes, nose, ears or open sores.
 - e) Any other known contagious infection.
35. Children suffering from an infectious condition such as but not limited to chicken pox, coughs, pink eye, colds, lice, ring worms etc. may only return to school with a Dr's note saying that the child is well enough to attend school.

Medication

36. If medication in the event of life-threatening situations such as EpiPen's, asthma pumps, diabetic medication is to be kept at school it is the parent's responsibility to ensure the relevant staff are shown how to administer the medication and the medication has not exceeded its expiry date. A written letter must be provided to the school by the parent/legal guardian providing instructions for the medication. The school will not be held responsible for the incorrect administration of medication or medication that has exceeded its expiry date.

Clothes

37. A change of clothing to remain in the child's bag.
38. Children should be dressed in easy to manage everyday clothing and comfortable everyday shoes. The school encourages free play and children are not reprimanded for getting dirty.
39. A sunhat is compulsory for outside playtimes.
40. Sunblock should be applied before dropping off.
41. Please mark clearly all personal belongings.

What to Pack

42. Change of clothes (more than one set for potty training children)
43. Hat (one will be supplied by Jozi Jammers).
44. Nappies must be provided monthly/weekly. Please discuss this with your class teacher.
45. There is no need for water bottles. Each class has a water station with school cups.

Lost Property

46. The school will not be held liable for the loss of any unmarked shoes and clothing.
47. Shoes and clothing that go unclaimed for 2 or more months will be donated to our charity.

Annual and Term Requirements

48. Stationery and toiletry costs are payable annually.
49. This cost covers the requirements set out by the class teacher of your child's specific age group.

Safety in the Parking Area

50. Park in the parking area designated for parents and drivers and walk down with your child.
51. Parents are not allowed to drive down the school driveway to drop off your child with the exception of rainy days only.
52. Hold your child's hands and do not let them run between cars.
53. It is your responsibility to ensure that you/your transport company has a car seat or a booster seat while travelling.

Extra Murals

54. Jozi Jammers offers a range of extra murals. These are optional, and payment is separate to school fees. Please pay the extra murals directly. No cash is to be sent to school as we will not be held liable for any loss thereof.

Baker – Baker

55. Each child will have a turn to be a baker-baker, your child will dress up like a baker and offer their yummy treats to the class. You will be notified in advance that your child's turn is coming up, please send a yummy treat for the class on that day.

Celebrations

56. Birthdays: your child can enjoy a small party on their birthday. Please make arrangements with their class teacher.
57. We have various celebration days throughout the year, where the children dress up, be a bit silly and have fun. You will be notified in advance via communication books and WhatsApp messages of these days but please make every effort to allow your child to participate.

Fundraising

58. A Market Day is held once a month in which each class gets a turn to sell healthy treats to the rest of the school. If it is not your child's turn to sell goods, please send R5 with your child to buy a treat on these days. This will be communicated to you in the communication books and WhatsApp groups.
59. There are various fundraising events throughout the year, please make every effort to participate and support this. Jozi Jammers runs on a "not for profit" basis and whatever money is raised go towards the maintenance of the school and to cover additional running costs

Parents Right to Custody

60. Should the Parents right to custody of the Child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply the school with a court order to such effect. The school will not be held responsible for rendering possession of the child to a parent who may no longer be entitled there-to if proper notification is not provided timeously.
61. The school must be provided with a certified copy of custody and visitation court order in order to enforce this.

Other

62. Please do not allow your child to bring any toys to school.
63. Please notify the school if your child is absent for the day.
64. Preschools are governed by the Department of Social Development and the Department of Education. When reading any Government Gazettes, please ensure that you are familiar with which Department and who it impacts.

Reservation of right to make rules

65. The School reserves the right to make, changes, alter or amend its rules, within reason, from time to time and the Parent agrees to abide by any such rule.

Please keep a copy for your records			
Signed at		Date	
Father/Legal Guardian Signature			
Mother/Legal Guardian Signature			