



### **Admission Policy**

- Open 5 days a week
- We cater for the ages between 3 months to 6 years of age.
- We open from 06H00 in the morning to 18H00 in the afternoon (Mon-Fri).
- Parents must bring their own children and pick their own children up, unless a prior arrangement has been made with the principal.
- If there is any excursion you will know in advance.
- We need a medical card or a copy of it.
- If your child is ill in the morning you must take your own child to the doctor.
- The child must be neat when parent drop off their child.
- Monthly fees is payable on the 1<sup>st</sup> day of every month.
- If the child needs any medication, you must bring a letter saying how much and when the medication must be given.
- If you want to take your child out of the center you must let us know 1 month in advance.
- If the child has any disabilities and we have the facilities to accommodate your child, we will do so.
- If you have any complaints or questions, you must let the principal know in writing.

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The Principal

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Parent/Guardian

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Signed at and Date