



**Soneike Private School**  
**Drop-off and Pick-up Policy: Foundation Phase**

## Scope and Objectives

This policy outlines the procedures, expectations, and rules governing the drop-off and pick-up of Foundation Phase learners at Soneike Private School. The primary objectives are to ensure the safety of all children, maintain efficient traffic flow, and respect the school's location within a residential area.

### Foundation Phase Hours

Activity	Start Time	End Time
Official School Day	07:30	14:00
Standard Drop-off Window	07:00	07:30
Official Dismissal Time	14:00	-

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### 1. Morning Drop-off Procedures

#### 1.1 Standard Drop-off (07:00 – 07:30)

The school gates will open at **07:00** for the standard drop-off window. Parents dropping children off between 07:00 and 07:30 are expected to use the designated

**Drop-and-Go** zone.

#### 1.2 Before-Care Registration (Before 07:00)

Learners who are dropped off before **07:00** are considered to require **Before-Care**.

Care Type	Condition	Monthly Fee
Formal Before-Care	Formal registration required	R200
Special Case Care	Dropped off before 07:00 without formal registration	R450 (Automatic Enrollment)

- **Automatic Enrollment:** If a child is dropped off before 07:00 without being formally registered for Before-Care, the child will be automatically enrolled under the **Special Case Care** program, and the parent will be billed **R450 per month**.

#### 1.3 Safety and Supervision (Drop-and-Go Zone)

- **Supervision:** Children are **not allowed to be left unattended** in or near the Drop-and-Go area outside of the car.
- **Mandatory Entry:** Any child observed exiting the vehicle and being left unattended will be immediately escorted into the school premises for safety.
- **Non-Compliance Penalties:**
  - **First Incident:** Parents will be issued a fine of **R100**.
  - **Second Incident:** The child will be automatically enrolled in the **Special Case Care** program (R450 per month) until the parent formally enrolls the child in the standard Before-Care program (R200 per month).

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## 2. Afternoon Pick-up Procedures

### 2.1 Standard Dismissal (14:00)

The school day ends at **14:300**. All children not registered for the Aftercare program must be collected by this time.

### 2.2 Late Collection and Aftercare Enrollment

Learners who are not formally registered for Aftercare must leave the school premises by **14:00**.

Incident	Condition	Action / Penalty
<b>Standard Aftercare Enrollment</b>	Formal registration required	R900 per month
<b>First Late Collection</b>	Parent arrives after 14:30 to collect child not in Aftercare	Fine of <b>R100</b>
<b>Second Late Collection</b>	Parent arrives late a second time	Child automatically enrolled in Aftercare (R900 per month)

- **Automatic Enrollment:** Should a child who is not registered for Aftercare remain on the school premises after 14:10 on a second occasion, the child will be automatically enrolled in the Aftercare program, and the parent will be billed **R900 per month**.

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## 3. Traffic and Parking Regulations

### 3.1 Residential Area Consideration

Soneike Private School is located in a residential area with limited parking. All parents and transport providers must adhere strictly to these regulations:

- **Parking Limit:** The designated parking area is strictly for **Drop-and-Go**. Parents are **not allowed to park for more than 5 minutes**. Vehicles exceeding this limit must move to allow traffic flow.
- **Traffic Rules:** Parents are advised to strictly obey all local traffic rules and are **not to park directly on the main road**.

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#### 4. Child Collection Authorization

##### 4.1 Authorized Collectors

The school will only release a child to individuals whose names are explicitly listed on the child's official **Collecting List**.

##### 4.2 Temporary Authorization

If someone other than the parents or those on the Collecting List is collecting the child, the parent **must call and inform the school** in advance.

##### 4.3 Unauthorized Collection Penalty

Scenario	Condition	Penalty
School Initiates Contact	The school has to call the parent to verify a collector not on the list	Fine of <b>R50</b>

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#### 5. Third-Party Transport Providers

For children dropped off or collected by transport providers other than the official school transport:

- **School Discretion:** The school reserves the right to observe the conduct and behavior of external transport providers.
- **Behavioral Ban:** Should these transport providers exhibit **unwelcome behavior** that compromises the safety or environment of the school or the residential area, the school has the right to **ban** them from accessing the school premises for drop-off and pick-up.

## **General**

Should a parent or anyone accompanying the child to the school improperly dispose of waste, including urinating in public areas on school property, the school will formally address this behavior with the parent upon the first occurrence. However, the school will not permit its reputation to be tarnished by such conduct. Therefore, if this behavior persists, the school reserves the right to terminate the child's enrolment contract. While we respect every child's right to education, the parent is responsible for ensuring their child maintains this right, and respecting others is an essential part of that responsibility.

## **Acknowledgement**

I understand the above content and agree to abide by this policy. Any associated fines will be added to my outstanding bill. I understand that should the bill become overdue, the school's policy regarding non-payment of school fees will apply. I acknowledge that this fine will not be treated as a separate payment. Should the outstanding balance be handed over for legal collection, I will not attempt to separate this payment.

Sign here

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Name of the parent

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Registered Child

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