

# Kings and Queens Academy

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Dear Grown -ups

The staff at Kings and Queens Academy would like to extend a warm welcome to you and your family.

Kindly Read and understand all attached document given by little Kings and Queens academy.

It is your responsibility as a parent to make sure that our academy has all your updated information.

If you change your address or phone number, you will have to notify us.

Handle with care : family dynamics change or you have a death in your family, please notify the academy as these drastic changes directly affect your child.

## **1. KINGS AND QUEENS ENVIROMENT POLICY**

*We encouraged saying good- bye before getting out of the car, so put off the radio before you get to school and say your good- bye and I love you's, they need these words from you. We will be sure to allow for time to settle your little one in on your behalf.*

*Our entire school is sanitized daily and sterilized weekly, "toys and all"*

A Cooked warm wholesome lunch is provided by the school.

Parents must insure children bring a healthy Snacks and have breakfast before leaving home.

Each child is required to bring a reasonable sized bag to safely stow a jersey and necessities eg. Water bottle, a change of clothing and a Sun hat

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# Kings and Queens Academy

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## Terms and Conditions of enrolment

1. In these terms of enrolment and except where the context indicated contrary intentions:
    - *"Kings and queens Academy"* means the unit serving interest of babies' toddlers and children from 6months to Primary school.
    - *"Child"* means the baby toddler or learner enrolled at the kings and queen's academy.
    - *"Parent"* means the legal guardian of the child.
    - *"Enrolment form"* means the registration form signed by the parents or legal guardian for Kings and queen's academy.
  2. **You do not need to sign any formal documentation to indicate your acceptance of these Conditions of enrolment and the School's Policies. Your acceptance will be assumed from your continuing to engage with and having your child attend the school.**
  3. Kings and Queens Academy undertakes to care for the child during the hours set out on the enrolment form (06:30– 17:30) Should it occur that you find yourself in a position wherein you are unable to fetch your child by 17:30 you are to contact your friend/relative as per page four (4) and arrange for them to fetch your child. Under no circumstances will the staff of Kings and queens Academy be held accountable after 17h30. Our contract will be terminated with immediate effect should parents abuse our closing time. You are required to provide a emergency contact or the Department of Child welfare will be contacted.
  4. **\*\*In consideration for Kings and queens Academy's undertaking contained herein, the parent agrees to pay the fees set out by Kings and queens academy whereby fees are payable monthly, in advance and by the 1st day of each month. Payments received after the third day of any given month are subject to a R500.00 late fee penalty. Payments must be made in accordance with the stipulations as set out on page six (6). Please use your child's name and surname or account number as the reference.**
  5. **\*\*School fees are subject to an annual increase, in March each year and school fees can be paid over 12 months, over 11 months or termly over 4 Terms, irrespective of public holidays, sickness or December closing. December January and June are shorter months because of school holiday, You are required to pay full fees for these months.**
  6. **No notice will be accepted from October, November and December.**
  7. **Payment of your child/children's school fees must be made as agreed in terms of the Conditions of enrolment and the School's Policies timeously.**
  8. **No refunds will be given unless you have paid your fees over 3 months in advance, refund will be given less notice month. No refunds on administrative fees. No refunds on Entertainment fees.**
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9. **If the schools are required to close due to the pandemic, you will be required to contribute a portion of the school fees for online learning and resources.**
  10. **December fees will be charged in September, this will give you an opportunity to pay this over September, October and November and last payment in Dec before the 5th.**
  11. **Grace period of 1 month will be allowed if not communicated grace will be given till the 10th of each month. After enrolment will be terminated and account will be handed over to the authorities.**
  12. **School fees are payable in advance, when you sign up with our online link you are asked to put in a date for payment. If your payment is not paid on the day you have stated it directly affects your credit score with TPN Credit Bureau.**
  13. **\*\*Kings and Queens Academy may increase the fees reflected on the enrolment form for any period, provided that it shall give notice of such an increase in fees to the parent no later than seven (7) days before commencement of the period in question.**
  14. The School is not or obligated to perform in terms of any agreement and/or contract, and will not become involved in any divorce proceedings, care and custody disputes, separation agreements or disputes and/or settlement agreements.
  15. Notice to cancel the agreement and to require the child to leave Kings and Queens Academy forthwith if in the sole opinion of the principal of Kings and Queens Academy this becomes necessary.
  16. Notwithstanding the provision of Paragraph six (6) above, the parent/guardian may terminate the child's enrolment at Kings and Queens Academy on giving one calendar months' notice to the effect in writing but shall still be liable for the full month's fees.
  17. If it becomes necessary for Kings and Queens Academy to institute any legal proceedings to recover any fees owing to it by the parent, all costs incurred by it will be the attorney scale.
  18. Neither Kings and Queens Academy nor any of its employees, or agents shall in any manner be responsible for any loss or injury whatsoever sustained by the child and arising from any cause whatsoever including negligence of the school or any of its employees, or agents.
  19. The school reserves the right to decide whether a child may or may not attend school for health reasons. According to the City Health Regulations, a sick child may not remain at the Centre and must be isolated at home, or at another suitable venue.
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20. You accept that any child/children, including your child/children, may be ill with a contagious or non-contagious illness at any time during the attendance of your child/children at the School, or may come into contact with a child/children carrying a similar disease. You are accordingly required and hereby warrant that you have read and understood the School's Policies in this regard.
- The school must be notified of any cases of infectious diseases Immediately. Furthermore, no child is to be brought to school suffering from, a temperature, a bad cough, vomiting, any infections, diahorea, headlice, etc.
  - Children on Antibiotics must stay away from school for at least 3 days after which they may return if they do not have a fever.
  - NB – In the case of a child returning to school after an infectious illness, a medical certificate clearing the child of the contagion will be required.
21. No medication may be sent to school to be administered by the staff. The only exceptions to this being asthma pumps and Calpol or Panado for teething babies.
22. If we have not received confirmation in writing, we cannot administer other medication eg. Eyedrops, nose spray or allergy medication.
23. All garments, including underclothing, socks, and shoes, must be clearly marked by parents, Kings and Queens Academy will not be held responsible for any lost items. Items not claimed will be donated after 1 month.
24. A sun hat for summer must be worn daily.
- Parents are to see that their children are dressed practically and appropriately. Children are encouraged to be independent, and it is therefore required that they are dressed in clothing, which can easily be removed and replaced at will.
25. The child is accepted as a charge of Kings and Queens Academy based on Kings and Queens Academy terms and conditions of enrolment and we as parents or guardians of the child acknowledge having a copy thereof.
26. No toys are to be brought to school, unless this request has been made by the teacher for educational purpose. Should this stipulation be contravened the school will not be held responsible for any Loss whatsoever. The teacher will not hold any toys and sweets brought to the school. Please ensure this does not happen.
27. There is a rest time between 12:00 and 1:00pm wherein children lie down on a sanitised Mattress with a blanket from home. Parents cannot fetch children during this time without prior arrangements.
28. All gates and doors are to be closed behind you on entering and leaving the premise.
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29. As a Parent of the KQ Academy, You acknowledge and understand that the monitoring of your child's education via your chosen curriculum portal is your responsibility. We are here to facilitate and ensure the process of curriculum completion is done on the premises.
30. By enrolling your child at little KQ Academy you must make yourself available for our termly meetings and bi-monthly catch-up sessions. You must adhere to the parents handbook, and play an active role in ensuring you participate in withholding the standards of our Academy.
31. You are required to participate in all fund-raising events, non-participation will result in a buy out fee. This will be a small charge added to your account.
32. If you would like to pay yearly fees they will need to be paid before the 3<sup>rd</sup> of January, to qualify for the 5% discount.

I \_\_\_\_\_ (Name of parent/guardian), ID \_\_\_\_\_  
do hereby acknowledge that I have read, understood, and intend to abide by the thirty, 30 points pertaining to the condition of enrolment as set out above, and furthermore acknowledge that no amendments or alterations of any kind may be made to this enrolment form and that should amendments of any kind be made to any of the stipulations contained herein, the contract is void.

Signed on this ..... day of ..... at .....  
(Place of signing)

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
WITNESS

# Kings and Queens Academy

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## Indemnity

**I/We, the undersigned (insert full names) parents/guardians.**

.....  
**of (insert full physical address)**

.....  
**Do hereby.**

1. Agree to accept and abide by all terms and conditions governing Kings and Queens Academy with which I /we declare ourselves to be fully acquainted:
2. Give consent to the person in charge of Kings and Queens Academy, or in my absence, any other responsible person connected with Kings and Queens Academy at any given time, to take further steps that are necessary, in the event of injury or illness of the child.
3. Give consent to the person in charge of Kings and Queens Academy or in her absence, any other person connected with Kings and Queens Academy to give the required permission and sign the necessary written consent for the child to be subjected to surgery or any other medical treatment if all attempts to locate either parent or guardian fail, provided that this will be executed on the advice, and under the supervision of the family doctor, or if he/she is not available, under the supervision and advice of a medical doctor selected by Kings and Queens Academy;
4. Agree that while the person in charge of Kings and Queens Academy will care for the child to the best of their ability, and while reasonable precautions for the safety and welfare of the child will be taken, neither they or any persons connected to Kings and Queens Academy will accept any liability for any claims arising from any accident or injury happening to them/us or the child while he/she is in the care of the supervisor, and to waive and abandon any claims, which may at any time arise as aforesaid, both in my/our personal capacity, and in my/our capacity of the parent or a legal guardian of the child, and I/we expressly indemnify the supervisor or such person against any such claim which may arise or be instituted;
5. Ensure that the child has been properly immunized against whooping cough, diphtheria, tetanus, and polio and vaccinated against tuberculosis and will furnish proof of this on request:
6. Confirm and hereby indemnify Little Kings and Queens Academy and all its employees and representatives and hold them free and harmless in respect of any damages and/or prejudice that I/we or the child (or children, as the case may be) may suffer as the result of illness or injury to my/our child or children, whilst under the control or care of Little Kings and Queens Academy or where Little Kings and Queens Academy is liable or responsible for such child/children.
7. I agree to receiving any and all promotional and advertising materials for the benefit of Little KQ.
8. I agree to having my child in pictures on social media and advertising platforms of little KQ academy.
9. Agree and confirm that my consent given herein, shall be deemed to be irrevocable unless and until withdrawn by me/us in writing, and delivery by hand to the proprietor of Little Kings and Queens Academy personally, and signed for. Furthermore, the terms contained in the whole of this document shall not be capable of being amended or cancelled by mutual consent unless reduced to writing and signed by myself/ourselves and the proprietor of Little Kings and Queens Academy. Unless this consent is signed and completed by the parents/guardian the child will not be allowed to attend Little Kings and Queens Academy.

**MOTHER / GUARDIAN SIGN** \_\_\_\_\_ **ID:** \_\_\_\_\_

**FATHER / GUARDIAN PRINT SIGN** \_\_\_\_\_ **ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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