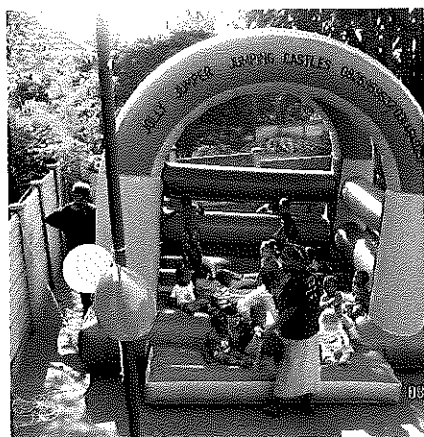


PITTA PATTA PLAYSCHOOL



ENROLMENT PACKAGE

PITTA PATTA PLAYSCHOOL

142 Wingate Road Montclair
031 4624126



Like us on Face book - Pitta Patta Playschool or view our website
www.pittapattasplayschool.co.za to see virtual tour of school as due to Covid we cannot let
visitors in sorry for inconvenience caused

RULES AND REGULATIONS OF PITTA PATTA PLAYSCHOOL

Pitta Patta Playschool provides love, care and education for learner's ages 1 to 6 years of age
in a secure, hygienic and family environment. We hope that you will find this pre-school
phase of education an enriching period.

FEES:

The school fees as set below must be paid by **last working day of every month:**

| | |
|--------------------------------|--|
| Full day: (6h30 – 5h15) | R2000 per month (all meals included) |
| Half day: (6h30-12h00) | R1600 per month (only breakfast and a snack) |
| Stationary fee: | R300 per term (compulsory) or R1000 per year |
| Enrolment fee: | R300 (only once off and non-refundable) |
| Aftercare: | R550 |
| 2 Learners (siblings) | R3000 |



PAYMENT OF FEES:

A discount of 10% is available if fees are paid in full
for year by end of January. **Penalty of R100** will be charged per week onto your bill if fees
are not paid by the end of **every month in addition to your outstanding fees** and your child
can be refused admission. One month's written notice will be required if you want to
withdraw your child from the school, otherwise a full months fee is payable. Fees are payable
for the full **12 months of the year, January – December**. There will be an annual increase
in fees as from **1st August**. Parents with two or more children will get reduction for the
second and third child. **No remission** of fees will be made on account of absence of the child
during the year and **no refunds** will be given once fees paid for month or year.

**First payment due on day your child starts. Please load compulsory debit order or stop
order for fees**

BANKING DETAILS FOR DEPOSITING FEES:

Account holder: Pitta Patta Playschool
FNB bank: Westville branch
Account number: 62192685413

ENSURE YOUR CHILD'S NAME AND SURNAME IS ON DEPOSIT SLIP!!!

REQUIREMENTS: PROVIDE THE FOLLOWING FOR YOUR CHILD:

1. 8 toilet rolls, 1 soap and 1 box of tissues (once a term)
2. **Wet wipes must be sent MONTHLY for all learners for hygienic purposes**
3. Baby formula in a tin, 2 sets of clean clothes and 6-8 nappies for all babies
4. Wet wipes must be supplied for all babies on nappies
5. We have a lovely uniform and we are very proud of it, so please make sure that your
child has a school t-shirt for events at school.
6. **Uniform is compulsory for grade r and grade 00 learners.**
7. All learners must be sent to school with a school bag and 1 set of clean clothes and
underwear to be changed into if need be **(ALL MUST BE MARKED)**
8. **UNIFORM AVAILABLE TO BUY AT THE SCHOOL**

SCHOOL OPERATING HOURS:

The school only opens at **6h30 a.m.** and children must not be dropped off at school **later than 8h00 a.m.** as breakfast is served at **8h00 a.m.** It is also very unfair to the rest of our learners to be disrupted by late arrivals and the gates will also be locked for the safety of our learners. We close **strictly at 5h15 p.m.** and we ask you to please respect our times for the safety of your child and also to be considerate to staff with families that has to wait for you to pick your child up. If you pick your child up late **R100 per 15 minutes late will be charged to you. We will cancel enrolment if late more than 3 times.**

EMERGENCY AND ENROLMENT FORMS

For security purposes, and to update our records, we shall be glad if you will complete all the necessary forms attached and return to school immediately. We do request that all information asked must be filled in, including all necessary phone numbers and most important who will be responsible to pick and drop your child at school. All enrolment and indemnity forms have to be signed by parent and a witness and signed by commissioner of oaths.

CONDITIONS OF ENROLMENT:

The Principal have sole and complete discretion as to whether a child shall attend or continue to attend our school. Right of admission reserved.

- In the interest of health, children suffering from colds, high fevers or any other infectious conditions shall remain at home until cleared.
- Please notify the school of your child's absence before 9h00 am on 031-4624126
- **Should your child have lice, measles, chicken pocks or mumps a clearance certificate will be required for your child to return to school from doctor. Child must be kept at home until fully cleared by doctor**
- We cannot be liable for loss of property or unforeseen accidents that might occur
- **NO FOOD OR TOYS ALLOWED AT SCHOOL**


COLLECTING CHILDREN:

Should any person other than the person/s stated on the enrolment form collect your child, then **Jackie (the principal) must be informed.** Please note for the safety of your child, we will be very strict with this matter. Each child will be supplied with a note book for messages.

PRINCIPAL:

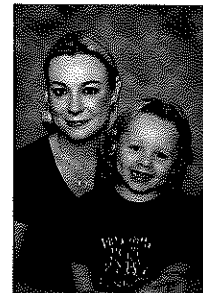
Your principal and owner of Pitta Patta is **Jacqueline Goncalves**, do not hesitate to contact me with regards to any concerns or problems. The Principal has the right to schedule interview with your child before acceptance. Right of admission is reserved.

Your child's happiness and safety is my highest priority and I undertake to provide the best possible service possible. I further undertake to strive to ensure that the standards of service at my school are of the highest.


Yours truly,

JACQUELENE

OWNER/PRINCIPAL AT PITTA PATTA PLAYSCHOOL



EXTRA - ACTIVITIES OFFERED:

- Ballet,
- Ruga-Ruga (rugby)
- action ball
- swimming and
- speech and drama.

These activities are not compulsory and is an additional cost to you it is not included in the school fees. Your child will enjoy these extra curriculum activities and gain a lot out of them.

WE PLEDGE OURSELVES TO PROVIDING EXCELLENCE IN EDUCATION AND CARE FOR YOUR CHILD

GROUPS:

- Green group class: grade 00 ages 4 to 5
- Orange group: grade r ages 5 to 6
- Yellow group: ages 3 to 4 years
- Blue group: ages 1 to 2
- Babies: ages 4 months to 1 years

SPECIAL OCCASIONS/EVENTS:

ARBOR DAY

On this day, the children all bring a plant of some sort or a donation, together with a little garden fork and they have great fun during the morning, planting and watering their contribution and then watching it grow.



CHRISTMAS CONCERT

This is held at the school or a Hall at the end of the fourth term. The children rehearse Christmas carols and entertain the parents with an evening full of fun to get the Christmas spirits going.

SPRING DAY:

We celebrate the beginning of spring with a dress up and a spring hat parade.



CULTURE DAY: GRADE R LEARNERS ONLY

Each child celebrates their culture by dressing according to their own culture and brings a plate of eats to share amongst class mates.

THANK YOU FOR CHOOSING PITTA PATTA PLAYSCHOOL AS A STEPPING STONE FOR YOUR CHILD'S FUTURE

Yours truly

Jacqueline

- Owner
- Mom
- Principal
- Care giver



A PITTA PATTA CHILD IS A HAPPY

AND EDUCATED CHILD

We welcome you as a family to our school, and hope that your time spent with us will be a fulfilling and enriching experience.

WHEN YOU'RE CHILD STARTS SCHOOL:

Our routine:

- Includes times when children practise making decisions
- Provides a choice of various activity areas offered
- Includes time for group participation
- Creates opportunities to work and play with whom they choose

On your child's first day, when you take him/her to the class teacher you might find that you have tears when saying goodbye. Be positive and cheerful yourself, as our teaching staff are caring, competent, concerned adults, trained and experienced in early childhood education, and who are aware of each child's needs and abilities. It is a new experience for your child, and some children become distraught. Our programme is interesting, and soon captures their attention.

Remember, one "goodbye" and DO NOT LINGER, as this only unsettles the child.

THE SCHOOL DAY

Our school opens at 6h30 a.m. and the formal programme starts at 8h00 a.m. Each child is taken to his/her group teacher at the start of the day, and is fetched at the front gate at home time. (Half day is until 12h00 a.m.) And (Full day till 5h15 p.m.)

Our day commences promptly at 8h00 a.m. with a "greeting ring" which is followed by a period of free choice activity. The programme provides for: WE FOLLOW CAPS BASED EDUCATIONAL PROGRAMMES

1. OUTDOOR PLAY

Climbing, swinging, digging and shovelling, balancing, running, jumping and hammering are offered. These outdoor pursuits improve physical strength, endurance; spatial concepts (such as direction and distance) are improved.

2. CREATIVE PLAY

Painting, drawing, modelling, cutting, sticking and construction develop creativity and extend their imagination. Eye-hand and fine motor control is improved.

3. EDUCATIONAL GAMES/PUZZLES/CONSTRUCTION

Puzzles, construction toys, blocks, sense training equipment and educational games develop visual perceptual skills, including visual identification and discrimination

4. FANTASY PLAY

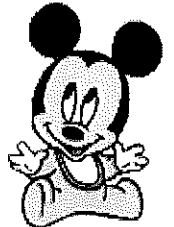
Acting out roles, e.g. doctors, astronauts, parents, pirates or princesses etc develops social and communication skills, using our fantasy play toys in each class. A "ring (lesson) follows this free play period, and takes a different form each day, including dramatization, percussion, object study (discussion of interest themes), functional movement (PT) and a mixed music (song and percussion) ring.

END NOTE FROM PRINCIPAL

We believe that Pitta Patta Playschool is a special place, where the children are busily engaged in exciting learning experiences. It is a place where each child is valued for his/her own uniqueness, where he/she can develop and reach his/her full potential in emotional, social, physical and intellectual fields.

We like parents to feel that our school is an extension of the family. Parents are a child's first and most important teachers. It is in his or her own family that the child first gains a basic sense of trust and security. We act as a bridge between home and formal education and we would like to become partners as we seek your child's optimum development.

Should there be any matter, at any stage, about which you are concerned, please do not hesitate to discuss it with the Principal. All information is treated in the strictest confidence.



MENU: PITTA PATTA PLAYSCHOOL

MONDAY

BREAKFAST

Cooked oats porridge
Juice

MORNING SNACK

Yoghurt
Juice



LUNCH TIME

Spaghetti Bolognaise
Juice and Custard

AFTERNOON SNACK

Whole-wheat bread with cheese spread
Juice

TUESDAY

BREAKFAST

Cooked maize meal
Juice

MORNING SNACK

Chips or Popcorn
Juice

LUNCH

Chicken stew with rice
Juice and Jelly



AFTERNOON SNACK

Whole-wheat bread with marmite
Juice

MENU: PITTA PATTA PLAYSCHOOL

WEDNESDAY

BREAKFAST

Matabele porridge
Juice

MONRNING SNACK

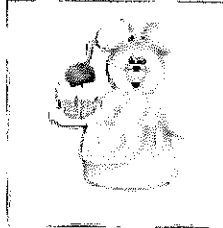
Slice of cake and juice

LUNCH

Butternut soup with bread
Juice and custard

AFTERNOON SNACK

Whole-wheat bread with jam
Juice



THURSDAY

BREAKFAST

Maize porridge and juice

MONRNING SNACK

Fruit serving with juice

LUNCH

Mince and Rice
Jelly and juice

AFTERNOON SNACK

Whole-wheat bread with marmite
Juice

FRIDAY

BREAKFAST

Matabele porridge

MORNING SNACK

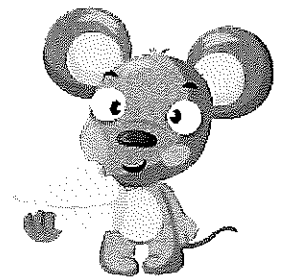
Biscuits

LUNCH

Macaroni and cheese
Juice and ice-cream

AFTERNOON SNACK

Bread with jam
Juice



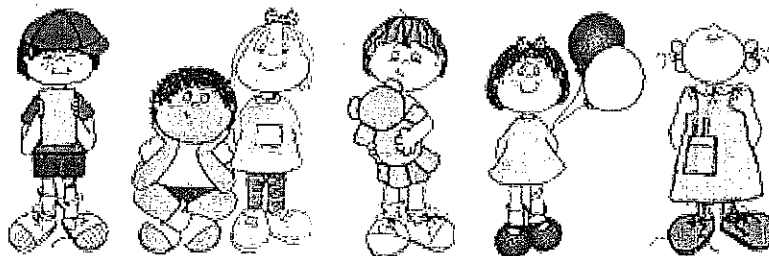
PITTA PATTA PLAYSCHOOL

142 WINGATE ROAD MONTCLAIR
(031) 4624126

DAILY PROGRAMME AT PITTA PATTA PLAYSCHOOL

- 6h30 ARRIVAL TIME, HEALTH CHECK AND WELCOME
- 8h00 BREAKFAST TIME FOLLOWED BY TOILET ROUTINE
- 9h00 EARLY MORNING GREETING RING AND LESSON TIME
Welcome, discussion on theme, discussing news and weather.
- 10h00 MORNING SNACK AND TOILET ROUTINE
- 10h30 PLAY TIME INDOORS IF RAINY/OUTDOORS IF SUNNY
- 12h00 LUNCH TIME AND TOILET ROUTINE
- 1-2h00 SLEEP TIME – DO NOT DISTURB
- 2h00 WAKE UP TIME
- 2h00 SNACK TIME, TOILET ROUTINE AND WASH UP TIME

AFTER SNACK ALL KIDS WILL WAIT FOR PARENTS TO COLLECT
AND HAVE INDOOR TIME IN CLASS





ENROLMENT FORM

Name of child: _____

Parent's physical address: _____

Street Name: _____

Suburb / Area: _____

Town: _____

Postal Code _____

Child's date of Birth: _____

Mothers Full Name: _____

Cell Number: _____

Mothers Occupation _____

Work Number: _____

Fathers Full Name: _____

Cell Number: _____

Fathers Occupation _____

Work Number: _____

Another Emergency Number: _____ Name: _____

Home Language: _____

Who Drop child off in Morning: _____

Who Collect child in Afternoon: _____

List of Peoples Names that are permitted to Collect Child from Playschool

Name of Person: _____ Relation: _____

Name of Person: _____ Relation: _____

Name of Person: _____ Relation: _____

Family Doctor: _____

Doctor's Phone Number: _____

Does your child have Allergies: Yes No

If Yes to above please Identify: _____

Does your child use the Toilet or do they need to be potty trained: Yes No

Can your child Feed him/herself: Yes No

Does your child need chronic medication or suffer from Disabilities: Yes No

If Yes to above please Identify: _____

Any other things we need to be aware of: Yes No

If Yes to above please Identify: _____

I _____, hereby request my child, _____ to be enrolled at **Pitta Patta Playschool**. I understand all the rules and regulations of the Playschool and will pay my fees on time by end of month as agreed. I understand all information in the indemnity form and have signed as confirmation. I paid my enrolment fee of **R300**, and I know I am not entitled to any refund once the fees for the month / year have been paid.

Signed at _____ this the _____ day of _____

Signature Parent (s) DATE

Signature Principal DATE

STARTING DATE: _____

PITTA PATTA PLAY SCHOOL CC ("the School")

PARENTAL CONSENT & INDEMNITY

PLEASE ATTACH CERTIFIED COPIES OF:

- THE MEDICAL AID CARD (FRONT AND REVERSE) SHOWING THE PRE-SCHOOLER AS A DEPENDANT;
- COPIES OF BOTH PARENTS/GUARDIAN IDENTITY DOCUMENTS.
- PRE-SCHOOLER FULL BIRTH CERTIFICATE
- IF THE GUARDIAN IS NOT THE NATURAL PARENT, PROOF OF GUARDIANSHIP

We, the undersigned, being the Natural Parents and Guardians of

Identity Number _____

a minor female/male child born on the _____

1. Acknowledge that all persons enter the school premises at their sole risk and responsibility and acknowledge that it is our responsibility to ensure that the Pre-Schooler is adequately insured against personal injury or related risks. It is further our responsibility to ensure that all personal belongings of the said Pre-Schooler are adequately insured against loss. Under no circumstances will the School, its member/s and/or its employees, accept responsibility for any such injury, loss and/or damage, and we hereby waive and abandon all claims, and hereby exempt and release the School, its member/s and its employees from all liability in consequence of any injury or loss sustained by us and/or the Pre-Schooler on account of any act or omission by the School, its member/s and its employees, other pre-schooler/s, agents or invitees.
2. The Guardian furthermore hereby agrees that:
 - 2.1. while the Pre-Schooler is at School or is conveyed or transported at any time for any purposes whatsoever, then it shall be at our and the Pre-Schooler's own risk. While all reasonable care shall be taken to ensure the safety of all the Pre-Schoolers, the School, its member/s and/or parents who are acting for the School and/or Individual employees of the School shall not be liable in law or otherwise to the said Pre-Schooler, or us for, any loss or damages arising out of bodily injury or death. Likewise, should we become liable to pay medical or other expenses to any third party as a result of bodily injuries or death suffered by the Pre-Schooler, we accept that we shall have no claim against the School, its member/s or any Individual staff member or employee of the School (and/or any parent who may be acting on behalf of the School) for recovery of such expenses, and we hereby waive any such claim which we may have. This indemnity shall also apply to the Pre-Schooler's involvement in any extra-mural activities, whether on or off the School premises.
 - 2.2. we, our executors, heirs and/or assignees shall have no claim against the School, for any loss or damages arising out of our bodily injury or death, or damage to any of our personal belongings and we hereby exempt and release the School, its member/s or any individual staff member or employee of the School from all liability in consequence of any injury or loss sustained by us and /or any person on the school premises who may be representing us.
3. At all times during school terms and whenever the Pre-Schooler is left at the School, or in the care of the School and its employees, we hereby authorise the Principal (or her appointed deputy) to act "in loco parentis" (in the place of the parent) – including granting consent for medical treatment, operations and anaesthetics. The exact interpretation of this phrase in an emergency is at the discretion of the Principal (or her appointed deputy), who will consult us where, in his opinion this is possible, taking into account all relevant circumstances.
4. This Consent and Indemnity shall be binding and enforceable against any party signing same notwithstanding that it may refer to other persons and reference to the plural shall include the singular and vice versa.

5. No variation, alteration or consensual termination of this Consent & Indemnity shall be of any force or effect unless reduced and signed by all the parties thereto, and no variation, alteration or consensual termination shall be capable of being effected by way of electronic means.
 6. Now wherefore I/we the undersigned, the natural parent/s and/or guardian/s of the Pre-Schooler, on my/our own behalf, the Pre-Schooler, my/our heirs, executors, administrators and assigns, hereby:
 - 6.1 Consent to the Pre-Schooler attending the School and acknowledge that the Pre-Schooler's attendance at the School includes activities that may be hazardous to the Pre-Schooler and I/we assume the risk of injury or harm associated with such participation;
 - 6.2 Release and forever discharge the school, Pitta Patta Play School CC, its member/s, employees, or agents (collectively hereinafter referred to as the "Releasees") of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action (collectively the "Claims") in respect of death, injury, loss or damage to myself, the Pre-Schooler or my/our/ or the Pre-Schooler's property howsoever caused, arising or to arise by reason of or during the Pre-Schooler's attendance at the School, whether prior to, during or subsequent to the Pre-Schooler's attendance and notwithstanding that any Claim may have been contributed to, or occasioned, by the negligence of any of the Releasees;
 - 6.3 Indemnify and hold harmless the Releasees from and against any and all liability incurred by any or all of them arising as a result of or in any way connected to the Pre-Schooler's attendance of the School;
 - 6.4 We indemnify the School, its member/s and its employees against all liability for any injury or loss sustained by any person on account of any act or omission by the Pre-Schooler and we accept full liability and responsibility for any such act or omission.
 - 6.5 Understand and acknowledge that the Releasees do not carry or maintain health, medical or disability insurance coverage for the Pre-Schooler, and therefore I/we agree to assume responsibility for such coverage;
 - 6.6 I/we also give my/our consent for the Releasees to seek emergency treatment for the Pre-Schooler if necessary, and I agree to accept financial responsibility for the costs related to this emergency treatment. What constitutes an emergency is to be determined solely at the discretion of the Releasees and I accept and ratify any decision they may make in this regard;
 - 6.7 I/we agree that in the event that any provision of this Release and Indemnity being held to be invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such provision will not affect the remaining provisions of this Release and Indemnity, which shall continue to be enforceable;
 - 6.8 Cede my/our powers as the parent/s and natural guardians, or legal guardian/s of the Pre-Schooler, to the Principal of Pitta Patta Play School, or any one of her representatives, should medical treatment/surgery be deemed necessary for the Pre-Schooler while he/she is at School or under the care and supervision of the Principal, the School's representatives and/or employees; and
 - 6.9 Confirm that in so far as I/we are aware the Pre-Schooler is physically capable of participating in the activities to be engaged upon whilst at School, and he/she is in good health. However, the Principal and/or her representatives should please note the following: (set out details of all and any medical conditions such as allergies; tendency towards abnormal bleeding; epilepsy; special medication etc.):-
-
-

7. PARENTS/GUARDIANS DETAILS:

FATHER'S/GUARDIAN'S SURNAME: _____ FIRST NAME: _____

SOUTH AFRICAN ID NUMBER: _____

MOTHER'S/GUARDIAN SURNAME: _____ FIRST NAME: _____

SOUTH AFRICAN ID NUMBER: _____

NAME OF MEDICAL AID: _____

MEDICAL AID NUMBER: _____

MAIN MEMBERS NAME: _____ ID NUMBER: _____

HOME ADDRESS OF MAIN MEMBER: _____

CITY: _____ CODE: _____

WORK ADDRESS OF MAIN MEMBER: _____

CITY: _____ CODE: _____

POSTAL ADDRESS OF MAIN MEMBER: _____

CITY: _____ CODE: _____

NAME AND ADDRESS OF EMPLOYER OF MAIN MEMBER: _____

E-MAIL ADDRESS (FATHER/GUARDIAN): _____ @ _____

E-MAIL ADDRESS (MOTHER/GUARDIAN): _____ @ _____

PRE-SCHOOLERS DETAILS :

SURNAME: _____ FIRST NAME: _____

AGE: _____ BIRTHDATE: ____/____/____

SOUTH AFRICAN ID NUMBER: _____

HOME ADDRESS: _____

CITY: _____ CODE: _____

POSTAL ADDRESS: _____

CITY: _____ CODE: _____

DEPENDANT NUMBER AS SHOWN ON MEDICAL AID CARD: _____

LIST IMPORTANT PAST MEDICAL HISTORY: _____

LIST IMPORTANT PAST SURGICAL HISTORY: _____

DIETARY REQUIREMENTS: _____



PITTA PATTA ENROLMENT CHECK SHEET

- ① Full Unabridged Birth Certificate (Not Abridged Birth Certificate)
- ② Farther Identity Document (Full Copy)
- ③ Mother Identity Document (Full Copy)
- ④ Medical Aid Card Copy (Child Verified as Dependant)
- ⑤ Back Page Signed by Commissioner of Oath (Stamped)
- ⑥ Enrolment Fee Paid (Proof of Payment)
- ⑦ Playschool Fees paid for Month Started (Proof of Payment)
- ⑧ Name of Staff Member handling enrolment

**FOR OFFICIAL
USE ONLY**

- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧

Accepted
 Declined

Principal Signature



