



TERMS AND CONDITIONS

1. GENERAL

- Eastern Suburbs Pre-Primary School is a Non-Profit Organisation/Section 21 Company.
- All application forms must be completed in full and signed before any child can be accepted at the school or a place reserved for them.
- The following information needs to be received:
 - Application form
 - Proof of Payment of the deposit and Administration Fee
 - Code of Conduct for Parents - signed.
 - Signed Terms and Conditions
 - Most recent immunisation cards.
 - Letter from previous school, if applicable, confirming school fees have been paid up to date
 - Copy of your Child's birth certificate and certified Identity Documents of both parents
- One-month written calendar notice is required for leaving the school, payable even if the child does not attend the school for the month.
- Please notify the school immediately of any change of details. Should the changes be of a nature that they could impact your child, please advise the teachers so they can respond to your child's needs appropriately.
- Please have your child at school by 08h00 to ensure they do not miss part of the structured work cycle.
- Please make an appointment with the teacher should you wish to discuss your child's progress and development or with the Head of School. We appreciate all interaction with parents but need to ensure the teachers are available for teaching during the day and so all appointments need to be between 07h30 and 08h00 or 11h00 and 12h00.

2. FEES AND DEPOSITS

- School fees are payable for 12 months of the year irrespective of holidays.
- A refundable deposit equal to one month's fees is payable on joining and will be refunded within three months of the child leaving the school if all the fees due to the school have been paid up to date.
- Fees are payable by 04th of every month by bank transfer unless alternative arrangements have been made.
- Interest at prime +3% will be charged on overdue accounts if the child is still attending school
- Interest at prime +10% will be charged on overdue accounts if the child has left the school
- Any costs incurred in the collection of outstanding fees will be for the account of the person responsible for the account.

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- No refunds will be given if your child is off school for any reason such as illness, family holidays, public holidays etc.
- Failure to meet payments can result in your child losing their place at the school and in such a case no amount will be refunded.
- Fees are revised annually in line with CPI and any other factors they may need to be considered.
- Fees are specified in the information form “2025 School Fees”.
- Fees for late pick up are specified in the information form “2025 Late Pick up Fines”.
- Eastern Suburbs Pre-School is a cash free environment, and we request all payments be made electronically. Cheques cannot be accepted as a medium of payment due to discontinuation by the banks. We do have a YOCO machine at the office
- Extra Murals are charged separately from School Fees by the coaches and the relationship is between the parents and the organisers.

3. LIABILITIES

- The school accepts no responsibility for any financial losses suffered by parents arising directly or indirectly as a result of Eastern Suburbs Pre-primary School being closed on a Public Holiday or school holiday or due to any other legislation that may arise.
- Eastern Suburbs Pre-Primary will not be held liable for the loss or damage of any clothing and or other items brought to school.
- Please mark all clothing and bags clearly
- Any cell phones. Books, toys, DVD’s, jewellery etc. must be left at home.
- The school has extensive insurance, and all staff will make every reasonable effort to ensure your child’s belongings remain safe.

4. CONDUCT

- Any behavioural issues identified in a child, such as bullying or inappropriate behaviour will be reported to the Head of the School and will be addressed with the parents and an expert, such as a play therapist, and a solution to remedy the problem discussed.
- Should the parents choose not to follow the proposed actions, the school will have the right to ask for the child to be removed from the school.
- Under no circumstances will aggressive or disrespectful behaviour towards the teachers, staff or children be tolerated and could result in termination of the contract.

5. ACCIDENTS AND ILLNESS

- Please advise the school as early as possible in the morning if your child will not at school.
- Our staff are trained in First Aid, and we reserve the right to administer basic first aid when necessary
- Should any accidents happen at school, the parents will be notified and will need to sign the incident book.
- Should any accidents of a serious nature take place, the parents hereby authorise the school to administer treatment in the best interests of the child. The school will make every effort to contact the parents immediately.

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- If the child requires medication during the day, please complete the medical consent form and discuss with the class teacher. For any medication, the first dose must be given at home.
- All medicine MUST be taken home at the end of the day and under no circumstances can any medicine be left in a child's bag or locker. Teachers must be advised, and the medicine signed in
- If you child is unwell, please keep them at home. Children must be fever free for 24 hours before returning to school and if the child has been put on a course of antibiotics, they may only return to school after 48 Hours.
- By Order of the Health Department, any child with an infectious disease will be sent home and will have to stay at home until they are no longer a risk for infecting other children.
- We accept no responsibility for any infection children may contract at school.
- Please ensure we are fully advised of any allergies or illnesses your child may have before attending school.
- Please advise the school of any problems at home that could impact your child so the teachers and staff can assist your child appropriately.

6. SECURITY

- Please ensure all gates are closed behind you when you come and in and out the school
- Please collect a yellow sticker from the office that must be displayed in the front of your car when entering the St Mary's DSG security. All parents must have a yellow sticker and a tag. The Security have the right to search any car.
- No children may exit or enter the gates alone and must be given into the care of a teacher when brought to school and signed out on collection. No child will be allowed to leave the school with someone unfamiliar to the teachers. If you have arranged for someone else to fetch your child, please ensure the office is made aware and you have supplied the name. ID number and telephone number of said person, to the office.
- Please do not allow anyone else access to the school when you are arriving or leaving.

7. MEALS AND FOOD

- The School will provide two meals a day (Breakfast and Lunch) and a snack in the morning and the afternoon.
- Please advise us if your child has any allergies to ensure we manage what they eat.
- We will try to accommodate the allergies as far as possible with alternate meals, but in the case of severe allergies it may be necessary for parents to supply food for their child.
- Please do not send any sweets, cooldrinks, crisps etc to school with your child
- Birthdays can be celebrated with classmates. Please advise the teacher if you plan to send something with your child to celebrate to discuss numbers and allergies. No external children will be hosted.

Terms and Condition – Eastern Suburbs Pre-Primary School

This document contains the full agreement between the Parents and Eastern Suburbs Pre-Primary School, when read together with the following notices:

- Application Form
- School Fees
- Code of Conduct
- Late Pick up Fines.
- Previous School Details

The school reserves the right to make changes to the terms and conditions and to notify all parents two (2) months before they come into effect.

The school reserves the right to terminate the contract between the Parents and the school should the Terms and Conditions not be adhered to.

By signing this document, the parents and the school agree to adhere by the Terms and Conditions.

Signed in _____ on this _____ day of _____ 202_

Parent / Guardian

Parent / Guardian

Representative of Eastern Suburbs Pre-Primary School