



School Rules

021-872 8935
22A Rose Street, Paarl, 7646

Dear parents

Welcome to Tjokkerland! We are always very excited with the arrival of new friends at our school and are convinced you will be very happy here. We are looking forward to playing a very important role in your life! Here are a few school rules we would like to bring to your attention.

Finances

You are responsible for paying school fees for the full **12 months** of the year. School fees need to be paid in advance, **before the 7th of every month.**

School fees can be paid in cash at Gerda or directly into the school's FNB Bank account.

Account details for direct payments:

Accountholder:	Tjokkerland Paarl
Bank:	FNB
Account no:	625 737 258 20

All cash and cheques need to be paid directly to the manager; it is not the duty of the teachers to receive any money. This simplifies the process and assures no misunderstandings. Thank you for your co-operation!

School fees for 2019

PAYMENTS ARE MADE IN ADVANCE FOR THE MONTH

Registration fee – R100

Full day for 1 child – R1 800 x12

Half day for 1 child – R1 500 x12

(R10 per hour will be added when child stays after 12:30, without any arrangements)

Full day for more than one child – R1 800 for the first child, thereafter R1 600 per child x12

Half day for more than one child – R1 500 for the first child, thereafter R 1 400 per child x12

Day-care: R100-00 @ day

YEARLY MAINTANCE FEE – R120 per child, R200 for 2 of more children.

Please come and discuss any problems you might have with the payment of school fees.

Your child will receive a message book which will be sent home every Friday. This will contain important messages as well as the artwork done during that week. The message book needs to be signed and sent back every Monday. All receipts and statements will be sent to you via this book.

Month's notice

In case your child leaves the school, one calendar month's written notice is required. If notice is given and the child is enrolled within two months, there will be no registration fee, but the outstanding month or two will be billed. If more than two months have passed and given sufficient motivation, there will be a registration fee charged.

Time

Full day: 06:45 in the morning to 17:30 in the evening.
Half day: 06:45 in the morning to 12:00 in the afternoon.

All children need to be at school at 08:15 for breakfast. Breakfast will not be served to any child who is late. Please ensure that your child is on time, classes start directly after breakfast!

Children, who are half day, need to be picked up between 12:00 and 12:30 at the kitchen. Any half day child still at school at 13:00 will be sent to class to sleep with the full day children.

A fine of R10 for every 5 minutes late will be payable to all parents that collect their children after 17:30, without notifying the school. This fine is payable within 24 hours.

School supplies

What do I need to bring on my first day at school:

1. All full day children need a small blanket and pillow during wintertime.
2. All girls with long hair need a comb or a hairbrush, which will be kept at school.
3. All children need 2 dark coloured facecloths. These will be properly washed every weekend, along with the rest of the school's washing.
5. A 30 page flipfile.

What I need to pack every day:

1. At least one set of clean clothes and underwear.
2. Cooldrink and a lunchbox for break-time.

All these items need to be clearly marked with your child's name. The school cannot take any responsibility for lost items that are not marked. At the end of every day lost items are put in the braai-room, feel free to come and have a look.

What I need to bring every 6 months:

10 rolls of toilet paper	‘n 30 page flip-file	<i>(in the beginning of the year)</i>
5 packs tissues	‘n A4 paperbacks book	<i>(Kabouters- en Garfield class)</i>
1 pritt stick		<i>(in the beginning of the year)</i>
R30 for “bak en brou”	‘n A5 hardback book	<i>(Pooh- en Beertjie class)</i> <i>(in the beginning of the year)</i>

These items need to be handed in to your child's own teacher.

Meals and breaks

Every day breakfast, a balanced lunch and a snack (cookies, cooldrink and fruit) are provided for your child.

Breakfast usually consists of porridge (mealie or oats). If your child does not eat any of these, he/she must enjoy breakfast at home. Unfortunately we cannot allow any children to bring their own porridge to school.

As supplement to the meals the school supplies, parents need to pack a lunchbox every day. On request of the parents we have two breaks during the day, 10:00 and 16:00, each about 20 minutes long. Please pack enough food for both breaks.

We try our best to encourage good eating habits and therefore ask parents to pack only healthy foods from **Monday to Thursday**. Examples:

- bread
- raisins and peanuts
- dried sausage
- yoghurt
- fresh and dried fruit
- juice, cooldrink, coloured milk

Every **Friday** we have a special picnic day and you can pack anything you wish in their lunchbox. (sweets, chocolate, etc)

Please ensure that your child can manage their lunchbox and cooldrink bottle with ease. Keep it as simple as possible. Mark it clearly and make sure that bottles do not leak.

Bags

Bags need to be big enough to hold all the following items with ease:

- shoes / sandals
- jacket / jersey / track suit
- lunchbox, cooldrink

Tjokkerland bags are available in the office for a minimal amount.

T-shirts

Tjokkerland t-shirts are also available in the office. These are worn on Mondays and during outings.

Sign-in sheets

Children need to be signed in and out every day. These sheets are on the table in the hall. These sheets are very important for control, because all the teachers do not work at the same time. Parents use these sheets to communicate whether their child is full or half day or need to receive any medication. The teachers use these sheets to show what and how much the children ate at mealtimes and whether the child slept.

Example:

Surname	Name	In	Breakfast	Lunch	Sleep	Medication	Out
Baker	Sarah		½	✓	Half		
Wilson	Danny		✓✓	X	✓		

Explanation:

Sarah is half day, ate half a bowl of porridge, all her lunch and already went home. Danny ate two bowls of porridge, had no lunch and slept. The teacher signed next to the medication specified by his parents, meaning he received it. Danny has not been signed out and is therefore still at school.

Diseases / Medication

1. Please do not send your child to school with a contagious disease.
2. Let the school know as soon as possible if your child cannot attend school.
3. Mark medication clearly with your child's name, note it on the Medication forms provided at the tables and give the medicine directly to your child's teacher. In case the teacher is unavailable, please leave it on the fridge in the kitchen. Under no circumstances may any medication be in your child's bag!!!

General Information

If you have any special request, ex. a child that needs to be cleanly dressed or dressed for swimming lessons, please give specific instructions, coupled with a certain time. It makes our job that much easier. In case a full day child will be half day on a specific day, the parent needs to communicate this directly to the teacher, orally or via the sign-in sheet. No messages given through the child will be accepted.

Thank you for all the help and support we receive from all our parents, it is really appreciated! If you have any more questions, please contact us as soon as possible.

Kind regards
Tjokkerland staff