

### **Admission Policy**

1. Admission to Al-Falaah Educare is open to all irrespective of race, colour, creed or religion.
2. Al-Falaah Educare is English based because all our learners are English speaking.
3. Acceptable age groups are 3 years to 5 years old.
4. Ensure that the following required documents are attached to the application forms:
  - a. Parents certified ID. Documents, proof of residents and work places of both parents irrespective in case of divorce. Certified ID. Documents of Guardians, step parents, foster cares who will collect the child at the educare.
  - b. Certified copies of child's birth certificate and clinic cards.
  - c. Information of any chronic illness or adjustments problems of child.
  - d. Recent photo key ring with parents and school details on.
  - e. Recent photo of child and family photo.
  - f. For the child's safety parents with own transport should sign in and out at entrance door. Children must be awake and in neat, tidy and healthy state of entering the educare.
5. All belongings should be clearly marked /labelled. The educare will not take responsibility for any lost clothing or belongings if not labelled.
6. Any child with contagious disease e.g. Chicken pocks, measles etc. Will have to be kept at home.

### **From the Manager's Desk.**

It is incumbent for each and every parent to adhere to the above.

A child's self esteem improves when their family takes part in his/her school life in a positive manner.

Thanks

Mrs. A. Peters  
Manager/Principal



66 Welkom Street, Portland, Mitchell's  
Plain, 7785  
Cell: 061 356 8065 – Mr Peters  
Cell: 078 291 2450 – Mrs Peters  
Email: info@alfalaaheducare.co.za  
Website: www.alfalaaheducare.co.za  
Registration No: C6888, NPO No: 061 938

## Conditions

### 1. SCHOOL FEES

Registration fees R200.00 (Non Refundable).

**Children 3 years and 5 years:** R1100 per month

**If your child is 3 years old and still on the nappy then the fees is R1200 until the child is completely off the nappy.**

No late fees will be accepted. If the 1<sup>st</sup> of month falls on the weekend, fees will be due the Monday thereafter.

Cash fees should be placed in a sealed envelope with child's name, surname, date and amount **WRITTEN ON IT**.

No fees or any monies should be placed in the child's bag. Parents are responsible for any lost monies if placed in the child's bag.

January and December must be paid in full due to the months that consist of 5 weeks.

The parent will have to re-register if the child has been absent for 3 consecutive weeks without informing the Educare.

### 2. SCHOOL UNIFORM

The school uniform is optional.

### 3. OPERATIONAL HOURS

Monday to Thursday: 7h00 – 17h00

Friday: 7h00 – 15h00

**Gates will be close after 8h00.**

Parents and guardians should make the necessary arrangements to collect the child on time. Late-comers will be levied with a R50 fine for ½ hour late.

#### **Public Holiday**

There will be no school on public holidays.

Children will be dismissed Friday times the day before the Religious Holidays. (Eid-ul-fitr, Eid-ul-adha & Easter Friday)

Parents may collect the children earlier during the Governmental School holidays but do not keep them at home.

These holidays the educare go on outings or excursions or rehearsing for end of year concert.

#### **Phone call**

All calls to the Educare should be made between 09h00 – 11h00 Monday – Thursday and 15h00 – 17h00 Fridays.

### 4. MEALS

The Educare will provide breakfast. Parents should provide a healthy snack as well as a healthy lunch.

No child must come to the educare without their snack. The day is very long so parents need to pack in enough snacks. Snacks consist of brown bread, yoghurt, fruit, snack biscuits and juice. Fruit and juice must be placed in a plastic bag.

**No Junk foods will be allowed. Sweets and chips, etc will be returned home.**

### 5. STATIONARY

1 Reem A4 paper

1 Jumbo Staedtler crayons

1 Play dough (4 basic colours)

1 Finger paint (4 basic colours)

1 Pritt original

1 Ball

1 Hoola hoop



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Other requirements:

- 1 Paper towel once a week
- 1 Toilet roll once a week
- 1 Bar Protex/Dettol soap once a month
- 1 Wet wipes
- 1 Sanitizer (small)

#### **6. BIRTHDAY PARTIES**

Parents could send healthy birthday party packets.

#### **7. SPECIAL ACTIVITIES**

Activities will depend on our themes. These activities will take place on Thursdays or Fridays. Parents will be informed in due time.

#### **8. FUNDRAISER**

The Educare will have one Fundraiser per term. The fundraiser in the fourth term will be in the form of a High Tea which will co-incide with our Annual Children's Day.

#### **9. BELONGINGS**

All belongings should be labelled. The Educare will not be responsible for lost belongings if not labelled.