



RULES AND REGULATIONS 2026

SCHOOL FEES

1. Age: 18 months – 5 years old:
 - School fees are R1,650 per month.
2. A non-refundable annual registration fee of R500 is compulsory and payable on successful application and registration.
3. Full school fees are payable in advance on the 1st of every month.
4. By enrolling your child at Little Friends, you hereby acknowledge that you are entering a 12-month contract from 1 January – 1 December.
5. December is not an optional month, full school fees for December are due on the 1st of December.
6. No reduction of fees due to absence and illness.
7. Verbal termination of contract will not be accepted.
8. Two months' notice must be given in advance, should you wish to terminate your child's attendance at our school.
9. If your child should leave due to a valid reason, school fees for that month will not be refunded.
10. Termination of contract is not accepted as of 1 July.
11. If school fees are not paid by the 1st of every month, your child will not be allowed to attend school until full fees are paid.
12. If the parent fails to disclose issues beyond the school capabilities (e.g physical, psychological, mental, behavioural), the school may terminate the child's enrolment and parent will forfeit all registration fees and school fees.

FUNDRAISING

1. The high tea is our annual fundraising event. It is compulsory for all children to participate as it is considered part the school fees. Each child is required to contribute R1,000 for a table. If you are unable to attend the event, you will still be responsible for paying the full amount of R1,000.

HOURS

1. Monday to Thursday : 06h30 – 17h30.
Friday : 06h30 – 16h30.
2. Easter holiday and day before Eid's school close at 15h00.
3. Children are expected to be at school by 8h00.
4. Collection times will only be allowed from 15h30 – 17h00.
5. The principal must be notified when someone else is collecting your child. Include a picture of the person, colour, model of the car or if the person is walking and the exact time the person will be collecting your child.



ABSENCE

1. Children are expected to attend school regularly.
2. The principal must be notified of the reason for your child's absence.
3. Children with infectious diseases must stay at home and the principal must be notified of illness and absence.
4. In the event of a child requiring urgent medical attention whilst at school, the principal/teachers have the right to call a doctor/ambulance the cost of which the parent/guardian shall be liable for.
5. A written note should be given to the principal/teacher explaining the absence of the child once the child returns to school.

MEALS

1. Children should bring their own meals for the day:
 - Breakfast (ready in a bowl. Teacher to add water or milk, that which is provided).
 - Morning snack (ready peeled and cut fruit, yoghurt, sandwich (optional)).
 - Lunch (ready to eat, non-messy food. Teacher to heat if necessary).
 - Afternoon snack (healthy snack).
 - Formula (must be in a divider).
 - 500ml flask boiling water.
 - Water bottle/diluted juice.

NO PEANUTS, NO CRUNCHY PEANUT BUTTER, NO RICE FOOD, NO SAUCY/MESSY FOOD, NO CAKE AND NO SWEETS.

REQUIREMENTS

1. Please send your child with these items everyday:

Child using the nappy

- Sensible size backpack (no baby bags allowed).
- Disposable nappies, wet wipes, bum cream.
- 1 set spare change of clothing (Must be in the bag EVERYDAY).
- Food bag with meals for the day.

Child using the toilet

- Sensible size backpack (no baby bags allowed).
- 1 set spare change of clothing (Must be in the bag EVERYDAY).
- Food bag with meals for the day.
- No clip vests if child is using the toilet.

NB: Little Friends will not be responsible for any toys or valuables the child may have in his/her bag brought to school.



DRESS CODE

1. School uniform (purchased at school). Please mark with child's name.
2. Buccaneer Velcro takkies (black). Please mark with child's name.
3. Boys' hair must be neatly cut and girls' hair neatly brushed and plaited if long.
4. No jewelry (only stud earrings for girls).

OTHER

1. Sick children are not allowed at school.
2. No medication will be administered at school.
3. All items of clothes, bag, food bag, lunch boxes to be clearly marked with child's name and surname.
4. WE DO NOT TOILET TRAIN. We only assist if child gets trained at home and is 3 years and older. We assist by taking the child to the toilet when we do our toilet routine and if the child asks to go to the toilet. No panties or underpants are allowed whilst the child is training. The child should be wearing a pull-up nappy.
5. In the case of a mishap, the soiled clothing will be put in a carrier bag and attached to the child's bag.

BANKING DETAILS

1. Bank: First National Bank
2. Account number: 62826220329
3. Account holder: Little Friends Educare
4. Payment ref: Child's name and surname

I, agree to the above-mentioned rules and regulations.

Signature: Date: