



Agreement of Undertaking Policy

1. Background Information:

Indicate how you heard about the school (please tick the appropriate box):

- Signs along the perimeter of the school
- Facebook
- Word of mouth
- Website
- Newspaper advertisements
- Street pole or outdoor advertising
- Other: _____

2. Discipline policy:

Should discipline issues arise, would you as your child's primary educator be willing to meet with us and work with us cooperatively on a solution?

- Yes
- No

Should a child destroy school property of any nature, the child's parents will be responsible for the replacement of the property as well as any costs incurred due to the destruction thereof.

Bullying of any nature will not be tolerated. Disciplinary action will be instituted by means of a written warning. Thereafter, should the child be found guilty of any bullying, the child will be expelled from the school immediately. Any outstanding school fees are to be settled in full by the end of the said month. No monies will be refunded in the event of expulsion.

Should the child be found in possession of items not belonging to them; this is viewed as theft and disciplinary action will be taken against them by means of a written warning. Thereafter, should the child be found guilty of the same offense, the child will be expelled from the school immediately. Any outstanding school fees are to be settled in full by the end of the said month. No monies will be refunded in the event of expulsion.

Signature of father: _____

Signature of mother: _____

Date: _____

26 Wessels Road
Rivonia
2191
082 342 4440
rivoniapreschool@yahoo.com

3. Social Media Policy:

Rivonia Preschool recognises the evolution of social media, and the role it plays in society. The school is a subscriber to social media platforms. From time-to-time, pictures of your child interacting with one another or being involved in activities at the school will be posted on the Rivonia Preschool social media platforms. By signing the below, you allow for your child/ren to be featured in these. The school ensures that all posts are approved by the School Principal prior to any posts being uploaded.

4. Rivonia Preschool School Fees Policy

The school does not receive any state funding and as such does not have a portfolio to grant any school fee subsidies or bursaries. When considering Rivonia Preschool, the aforesaid should receive thoughtful attention. Our financial policy makes no allowance for school fees to be written off or for fees to run into arrears. School fees must be paid in full on the first day of every month over 11 months. In the event that a child joins the school in any other month from February, December fees are applicable and payable by 01 December of that year. A penalty of R100 per day will be charged for every late fee payment. Fees that run into arrears will lead to your child being suspended.

5. Leave of absence

In the event a leave of absence is required for any given period, a relaxed fee of R3000 per month will be payable. If this amount is not adhered to, upon return, you will be responsible for settling all outstanding monies prior to enrolment.

6. Covid-19 Procedures

The school is in strict adherence to the guidelines set out by the World Health Organisation and South African Government. In order to protect our children and staff, we enforce these rules and regulations. Anyone who does not abide by these rules will face disciplinary action of immediate expulsion. Any outstanding school fees are to be settled in full by the end of the said month. No monies will be refunded in the event of expulsion.

7. POPIA

In addition to our social media policy, the school holds personal information for the sole purposes of the school. A Whatsapp group for education purposes is available. Parents receive vital information pertaining to the school on this group. Parents agree to protect the personal information of others on the group. No information will be shared with others other than for the purpose of the school.

I, _____ (father's full name) and _____
(mother's full name), parents of _____ (child's full name) undertake to abide
by the operational and conduct policies and regulations established by Rivonia Preschool.

Signature of Father

Signature of Mother

Date: _____

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