

**i.school**

# ***Prospectus 2019/2020***



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# WELCOME

*I.School is an English based, non denominational pre-school. The main focus is for our pupils to have a grounded, experiential education. We believe learning through experience with fun methods, accelerates a child's understanding of the world we live in, and sees how I (the child) fits into it. We appreciate the individuality of every child and encourage self expression.*

## AFFORDING THE BEST TUITION

*A R3000.00 refundable deposit is required on enrolment. Fees are payable in advance and are paid 12 months of the year. There is an early bird discount for parents who wish to pay annually. No cash will be accepted on the school premises in order to maintain the children's safety. All payments can be made by EFT or by cheque. Please remember to put your child's name as a reference. Siblings receive a 5 % discount on fees and the early bird discount still to pay in advance.*

## NOTICE

*One month's written notice is required when leaving the school and no termination of the contract will be accepted from October until December. **NB: This is an open ended contract and unless written notice is given to us, your child will automatically be enrolled into the following year.***

*Please note that any returned cheques / debit orders or bank fees thereof will be for the parents account. Fees are payable on the 1<sup>st</sup> of every month but should they be paid after the 7<sup>th</sup> an additional R150 will be charged.*



## FEES, TERMS AND TIMES

Monthly Payments.

Half Day R 2600.00 8.30 till 13.00

Full Day R 3000.00 8.30 till 17.30

Quarterly Payments (2.5 % Discount)

Half Day R 7605.00

Full Day R 8775.00

Annual Payments (10 % Discount)

Half Day R 28 080.00

Full Day R 32 400.00

Children may be dropped from 6.30 am and collected by 13.00 (half day) and 17.30 (full day)  
**PLEASE BARE IN MIND THAT OUR TEACHERS HAVE FAMILIES AT HOME WAITING FOR THEM, LATE COLLECTIONS OF KIDDIES WILL RESULT IN A PENALTY FEE OF R50 AFTER 17:30, FROM 18:00 IT WILL BE R150, FROM 18:30 IT WILL BE R250 AND FROM 19:00 IT WILL BE R500.**

The school year will be divided into four terms. The school will be closed for all public holidays, however during the school holidays we provide a holiday program free of charge for the children who need to be looked after in a safe, fun environment.

## SCHOOL CLOTHING

A list of all requirements is in the prospectus for clarification on what you need to bring for your child. We advise all parents to dress their kiddies in comfortable clothing. Each child will be given a locker where their costumes, soccer uniforms, dance uniforms, jackets/jerseys and hats will be kept on a weekly basis and sent home when cleaning is required. (Please provide an extra set of clothes for "accidents".)

## POTTY TRAINING

We do potty train any untrained child. A fun method is used to encourage each child and no ridicule or shouting is allowed as any method of discipline or learning.

Learning all things in life can be fun.

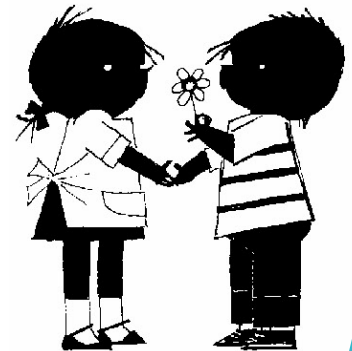
We encourage parents to talk to the teachers about the methods as a consistency of these methods will create rewarding results for us all.

Toddlers will bring their preferred brand of bum cream, nappies and wet wipes.

## SICK KIDDIEWINKS

We have a very strict policy when it comes to sharing germs. Please keep your sick ones at home so that there is no confusion about sharing.

Children who are sick will be removed from the class and assisted in sick bay. Their parents will be called to collect them. Should the parent not be able to collect a sick child an arrangement can be made for your child to be dropped off at home in the school bus (in the immediate areas).



Any medication will be given to the head teacher, and will be kept in the sick bay under lock and key. Written consent must be given in order for us to be able to administer the medication. An emergency medical form will be filled out by all parents in case of any emergency. All efforts will be made to contact the parents first, but the welfare of the child will be our priority in an emergency. Please give us as much as possible information on your child's medical status in the enrolment forms.

## FOOD

Food or sweets from home are not allowed at school. The school will provide all meals and snacks. (Breakfast, lunch and three snacks)

A well balanced, vegetable loaded, menu has been used to create nutritious and tasty meals for the kiddies. Our cook Benjamin is well loved for all his gorgeous meals and delicious muffins/biscuits.

Breakfast is served at 8:00 .Please have your child here early so they have time to eat before the school program starts.

Special dietary requirements for kiddies can be discussed. (i.e. vegetarians / halal / hindu.)

Birthday cakes/cupcakes are allowed to be brought to school, there is however a **NO NUT** rule for these occasions due to allergies.

## WATER

Aquazania Water is an oxygenated and purified drinking water, which is used as any drinking water, tea or juice base for the children. It helps oxygenate all cells and assist in a healthier life. We encourage water to be drunk by all.

Children must bring a water bottle to school for use throughout the school year.



## EXTRA MURALS

We believe that exercise has a vital role in the development of your child.

We have therefore included ball skills, baby gym, percussion and water familiarity for Toddlers. Soccer, dance (Ballet and Hip Hop), athletics, swimming lessons, isi Zulu and music/percussion are available free of charge to all children over 3, as part of our extra mural curriculum.

Extra murals will be done in the afternoons (Weather permitting and seasonal) and all children can participate. We have Computer classes on offer, as an extra mural too, but this will be at an extra cost. Participation is encouraged but never forced.

Parents are welcome to come and watch and cheer the little ones.

Uniforms/clothing must please be given to the teachers to keep in their lockers.

## FUND RAISERS and SCHOOL EVENTS

As we are a new school we would like our parents to get involved, so we can all get to know each other. We would like to promote the importance of community and participation, as our children learn these skills from us. Participation for fundraisers is compulsory. A fitted contribution will be decided and charged to those who do not attend or participate

Children love to participate in school functions and feel disappointed when they are excluded. Parents will be notified and reminded in our monthly newsletter of any special events.

## TRANSPORTATION

With the increase of traffic in the area, we realise that parents have less time. We therefore offer collection, to and from school within the immediate area. (This is a limited service, on a first come first serve basis.) The drivers have valid Public Drivers Permits and are employed by the school. They make use of our vehicles, which are managed by the school.

### ONE WAY

One child- R 650.00

Two Children- R 800.00

### TWO WAYS

One child- R 800.00

Two Children- R 1000.00

Please bear in mind that petrol prices fluctuate drastically and therefore changes in the transportation fees might vary during the year.

## GENERAL

Please note that photographs of our school and children will be used in our marketing material whether it is the Midrand Reporter, Facebook or any media decided on. If you do not want your kiddies pictures to be used, please advise us asap.

We look forward to becoming a part of your family and having you become part of ours.

### The Team at I. School

Telephone: 011468 5991

admin@ischoolpreschool.co.za

Mobile: 082 851 6985

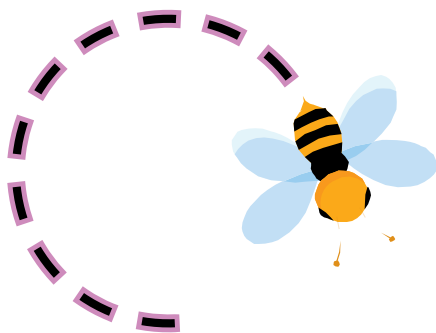
Bank Details: I School

Standard Bank Midrand

Account No: 411383655

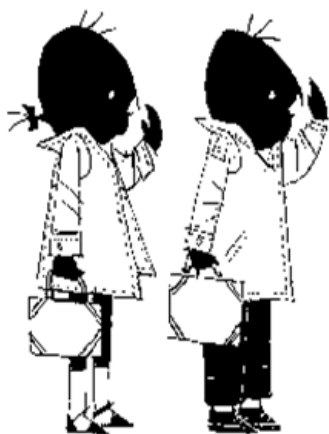
Branch code: 001155

Signal at the school is very bad so please use the landline when possible.





# GUIDE TO ENROLMENT



## ***The step by step guide to enrol your child into I. School***

1. *Fill out the enrolment form and bring it to us.*
2. *Make copies of his / her immunization form and birth certificate and send it to us as well as copy of parents' Identity Documents.*
3. *Pay the refundable deposit R3000.00*
4. *Get all the requirements on the List of "What I need for school 2018" – If you have any questions with regard to why he/she might need something please ask us.*
5. *Prepare your child for their new school. Repeat positive affirmations to them on their new beginning and how exciting it will be. Buy them a new bag or outfit for their first day. Always reaffirm with your child that you will be back to pick them up later.*
6. *Bring them to school on their first day. Mark off your required items with their teacher.*
7. *Give them a big hug and a kiss when you are ready to go and leave.*
8. *Always be on time to collect them in their first week. Perhaps come a little earlier than normal to create confidence.*

*Best of luck and see you soon, the I. School Team.*

Contact details:

Telephone: 011 468-5991

Mobile: 082 851 6985

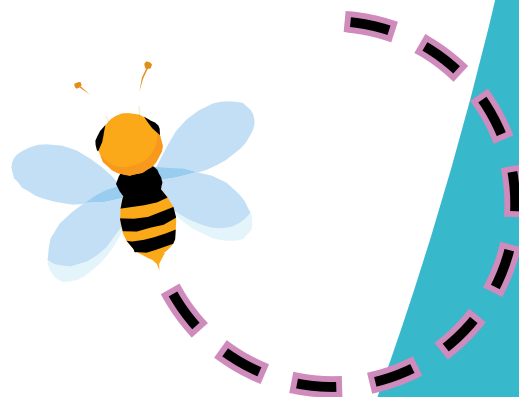
Email: [admin@ischoolpreschool.co.za](mailto:admin@ischoolpreschool.co.za)

Bank Details: I School

Standard Bank Midrand

Account No.: 411383655

Branch code: 001155



# ENROLMENT FORM

Please fill out ALL areas and sign ALL 4 Pages at the bottom.



## CHILD INFORMATION

Child's Name & Surname

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

ID Number of Child

--	--	--	--	--	--	--	--	--	--	--	--	--

Date to be enrolled

Gender

Male

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Female

☐

Sibling(s) at I.School

☐

BPS

☐

N/A

☐

Full Day or Half Day

Half

☐

Full

☐

Potty Trained

Yes

☐

No

☐

Hearing

Good

Impaired

Speech

None

Fair

Good

Full Physical Address

Unit No

Complex

Street Name

Suburb

Home Language

Medical History

Will transport be required?

Yes

☐

No

☐

If yes

One trip to school

Both to and from

Just Home

Sign \_\_\_\_\_



Sign \_\_\_\_\_



Previous school history

Allergies

Spectacles

Dietary Requirements

Other important info

## **PARENTS** - attach copy of ID of both parents

First Parent (Mom)

Marital Status

ID Number

Occupation

Employer

Telephone Home

Cell

Telephone Work

Postal Address

Residential Address

E-mail

I would like to receive my statements by:

E-mail

☐

Post

☐

Other

☐

Banking Details

Name of Account Holder

Name of Bank

Acc No.

Branch Code

Type of Acc.

Sign \_\_\_\_\_



Sign \_\_\_\_\_

## **PARENTS** - attach copy of ID of both parents

Second Parent (Dad)	<input type="text"/>	
Marital Status	<input type="text"/>	
ID Number	<input type="text"/>	
Occupation	<input type="text"/>	
Employer	<input type="text"/>	
Telephone Home	<input type="text"/>	Cell <input type="text"/>
Telephone Work	<input type="text"/>	
Postal Address	<input type="text"/>	
Residential Address	<input type="text"/>	
E-mail	<input type="text"/>	
I would like to receive my statements by: E-mail <input type="checkbox"/> Post <input type="checkbox"/> Other <input type="checkbox"/>		
Banking Details	Name of Account Holder	<input type="text"/>
Name of Bank	<input type="text"/>	Acc No. <input type="text"/>
Branch Code	<input type="text"/>	Type of Acc. <input type="text"/>

## **NEXT OF KIN**

Name	<input type="text"/>	
Relation to Family	<input type="text"/>	
Telephone Home	<input type="text"/>	Cell <input type="text"/>
Telephone Work	<input type="text"/>	Fax <input type="text"/>

Sign \_\_\_\_\_



Sign \_\_\_\_\_

## Terms and Conditions of Enrolment

I / We the undersigned \_\_\_\_\_

(parents names)

hereby declare that the information given in the aforementioned Admission Application Form is both true and correct.

We hereby agree to the following:

1. Pupils enrolment will be subject to the conditions stated hereunder.
2. To bring the child to school regularly
3. Fees are payable in advance before or on the first day of the month. Non payment will entitle the directors to withdraw all educational services and cancel the child's enrolment forthwith.
4. Payment options are: Eft monthly or 12 cheques handed in, in advance.  
**No cash will be accepted on the premises at all.**
5. To give ONE CALENDAR MONTH'S WRITTEN NOTICE. Notice will only be accepted on the first day of each month and will run for a further 30 days until month end. No notice is accepted during October or November.
6. That the school rules have been read and understood and parents are bound by them.
7. We further give permission to the Principals or Vice Principals to seek the help of a doctor in an extreme emergency. To give permission for the administration of anesthetic in a case where parents cannot be reached and we will accept all expenses incurred.
8. To free the school and/or any of its employees and/or any person that assists in its tasks from any claim for losses and/or injuries and/or death whereby the child is involved.
9. To take full responsibility in the case of lost clothing due to the fact that it was not marked properly.
10. The parents agree to be bound by the rules, regulations, policies and procedures of the school.
11. I School reserves the right to refuse admittance to any child if the fees are not paid by the 15th Day of each month.
12. We understand that this is a legal and binding contract between us, the parents and I School. The school shall be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be charged Attorney & own client which will be added to your school account.
13. Should the parents misrepresent their child and give false or misleading information with regard to the child's state of mind, learning ability, or medical conditions on enrolment, I.School reserves the right to recommend alternative, suitable facilities and cancel the application within six months of the child beginning at I.School.

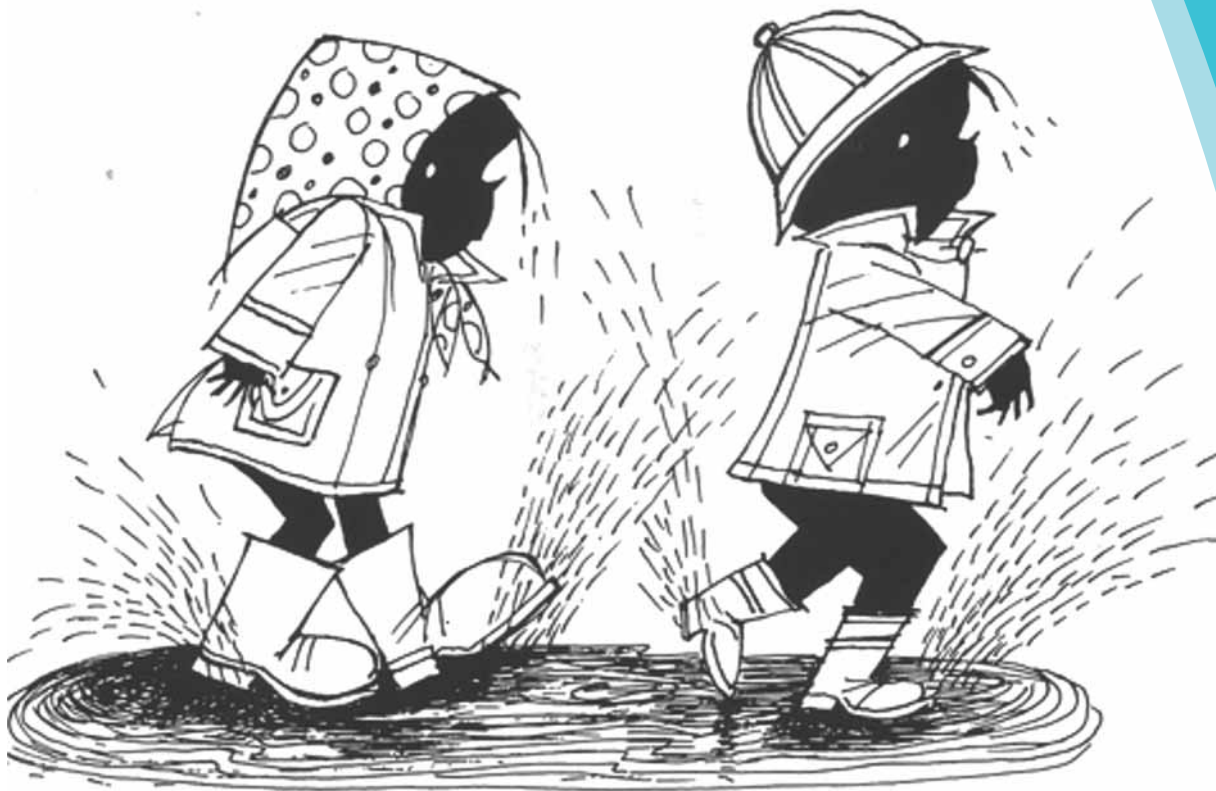
Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_



\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Signature of Mother

## A Little under the weather...



### Medical Indemnity Form

I, \_\_\_\_\_ hereby grant I.School permission to admit  
my child \_\_\_\_\_ to the Medicross, San Ridge for  
treatment.

And I will be responsible for all medical bills.

Cell No.1 \_\_\_\_\_

Cell No.2 \_\_\_\_\_

Next of Kin No \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Name of Medical Aid \_\_\_\_\_

Member No \_\_\_\_\_ Medical Aid liason \_\_\_\_\_

Tel \_\_\_\_\_



# REQUIREMENTS FOR 2019

## WHAT DO I NEED TO BRING TO SCHOOL?

### ALL TODDLERS



1. Hat - Cricket style is better
2. Sunblock
3. Blanket - Fleece one in winter  
Cool one in Summer
4. 6 x Face Cloths - Green
5. An extra set of clothes
6. 1 x Box Angels 150 Disposable  
Nappy Bags
7. Nappies- daily / a packet
8. 6 x Wet Wipes
9. 4 x Boxes of Tissues
10. 1 x Tub Moisturiser
11. 1 x Bum Cream

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### TODDLERS BEING POTTY TRAINED

12. 5 x Pairs undies / panties per day
13. 5 x Pairs of pants / shorts per day
14. 2 x Crocks / slops per day
15. Extra socks

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### SPORTS WEAR - TODDLERS

1. Baby Gym - Nothing required
2. Ball skills - Nothing required
3. Music - Nothing required
4. Swimming - Costume (no body  
floaters) and towel  
Flip-flops  
Something warm for  
after swimming  
Arm bands - labelled
5. Ballet - Girls - Leotard & Skirt  
Pink jersey in winter  
Tights & shoes optional
6. Hip-Hop - Nothing required

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### ALL SENIORS



1. Hat - Cricket style is better
2. Sunblock
3. Blanket - Fleece one in winter  
Cool one in Summer
4. 6 x Face Cloths - Orange
5. An extra set of clothes
6. 6 x Wet Wipes
7. 4 x Boxes Tissues
8. 1 x Tub Moisturiser
9. Jersey to leave at school

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### SPORTS WEAR - SENIORS

1. Soccer - Tekkies, shorts and t-shirt
2. Athletics - Same as above
3. Music - Nothing required
4. Swimming - Costume (no body  
floaters) and towel  
Flip-flops  
Something warm for  
after swimming  
Arm bands - labelled
5. Ballet - Girls - Leotard & Skirt  
Pink jersey in winter  
Tights & shoes optional
6. Hip-Hop - Nothing required
7. Computers- Nothing required
8. Isi Zulu - Nothing required

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Teacher Received \_\_\_\_\_

Date \_\_\_\_\_




















Teacher signed off \_\_\_\_\_



Please mark all clothing with your child's name



# CALENDAR 2019

DATE	DAY	EVENT
08 January	Tuesday	School Opens - <b>Holiday Program until 15 Jan</b>
16 January	Wednesday	 <b>School Opens - Terms 1 Begins</b>
01 February	Friday	<b>Benny Bookworm Day - Book donation R20</b> 
05 February	Tuesday	Bunny Outing 
11 February	Monday	All Kiddies to wear <b>BLUE</b> 
12 February	Tuesday	All Kiddies to wear <b>GREEN</b> 
13 February	Wednesday	All Kiddies to wear <b>YELLOW</b> 
11 February	Thursday	All Kiddies to wear <b>RED</b> 
16 February	Friday	All Kiddies to wear <b>ORANGE</b> 
4-7 March	Tuesday - Thursday	 Deworming 
08 March	Friday	Cake & Candy 
12 March	Wednesday	Parent's Evening
13 March	Monday	Parent's Evening
15 March	Tuesday	 <b>End of Term 1 &amp; Special Persons' Day</b>
21 March	Wednesday	<b>Human Rights Day - School Closed</b>
28 Mar - 02 Apr		 <b>Holiday Programme</b>
03 April	Wednesday	 <b>School opens - Term 2</b>
10 April	Thursday	Sports Day 
19 April	Friday	 <b>Good Friday - Public Holiday</b>
22 April	Monday	 <b>Family Day - Public Holiday</b>
07 June	Friday	Art Evening 
10 June	Tuesday	Parent's Evening
12 June	Wednesday	Parent's Evening
14 June	Friday	 <b>End of Term</b>
17 June	Monday	<b>Public Holiday</b>



# CALENDAR 2019

DATE	DAY	EVENT
18 June - 09 July		Holiday Programme
10 July	Wednesday	School Opens - Term 3
19 July	Friday	Mandela Day Charity Event
23 July	Tuesday	Bunny, Squirrel & Sparrow Outing
05 August	Monday	Photo Day 1
06 August	Tuesday	Photo Day 2
07 August	Wednesday	Photo Day 3
08 August	Thursday	Photo Day 4
09 August	Friday	Women's Day - School Closed
06 Sept	Friday	Spring Walk
13 Sept	Friday	Cake and Candy
17 Sept	Tuesday	Parents Evening
18 Sept	Wednesday	Parents Evening
20 Sept	Friday	End of Term 3 & Heritage Day Dress Up
24 Sept	Tuesday	Heritage Day - Public Holiday
23 Sep - 07 Oct		Holiday Programme
08 October	Tuesday	Term 4 Begins
31 October	Thursday	Women's Day - School Closed
01 November	Wednesday	Concert
02 December	Monday	Cake & Candy
03 December	Tuesday	Parent's Evening
04 December	Wednesday	Parent's Evening
06 December	Friday	End of Term 4 & Santa Visit
09 - 13 December		Holiday Programme





