



SCHOOL RULES

1. Children have to be accompanied to school by an adult and be handed to a teacher or assistant. No child will be allowed to leave the school grounds on his/her own and needs to be collected by a parent(s) or other previously arranged person. Please let the staff know if someone other than you will be collecting your child. For reasons of your child's safety, staff may refuse to let your child leave with persons other than those nominated on your registration form.
2. **NO TOYS MAY BE BROUGHT TO SCHOOL.**
3. No sweets, cake or fizzy drinks may be brought to school. We encourage healthy food. Please peel fruit such as oranges at home. No raw noodles please.
4. Sick children must stay at home for as long as they are contagious. No child with a fever or gastroenteritis will be allowed at school. If on antibiotics the child must have completed 24 hours of treatment before returning to school. Children with head lice must stay at home until all lice and eggs have been removed.
5. Inform the class teacher or principal if your child will not be attending school for any reason.
6. Clothes should be comfortable and practical for play. Try to dress children in older clothes, considering that children can sometimes play rather roughly.
7. **PLEASE MARK ALL CLOTHES CLEARLY.**
8. When sending money to school, please hand over to a staff member – inside an envelope with the following written on it: child's name and surname, class, the amount and what the money is for.
9. School fees are payable in advance, by the 7th of every month. A reminder will be sent to parents who had not paid by the 7th. If it is still not paid by the 14th, a notice will be sent out that the child may not attend school from the 15th. Any school funds that remain outstanding will be handed to an attorney for collection.
10. No money will be paid back in case of absence.
11. The school requires one calendar month's notice if the child is leaving the school. Should the child be taken out without notice, a full month's school fee remains payable.
12. We regularly send notices in Communication Books. Please sign and send the book back to school **THE FOLLOWING DAY.**
13. Please support our fundraising projects and parent meetings as they are important for the wellbeing of the school and children.
14. Parents are welcome to make an appointment with the principal and/or class teacher to discuss problems concerning their children at a time and place where it can be conducted without interruption.
15. Parents are also welcome to arrange with the class teacher to celebrate a child's birthday at school.
16. You will be informed of all outings in writing and we request that you give written permission for your child to attend. No child will be taken on an outing without the written permission of a parent or guardian.
17. Discipline is necessary to assure successful learning. If a child is misbehaving it will be expected of him or her to have a 'cool down' period in the corner. They will also be informed of exactly what they did wrong and why it is unacceptable.
18. If the school experiences extreme difficulties with your child, you will be informed in person and if the behaviour persists you may be requested to remove your child from the school.

**THE SCHOOL RULES ARE THERE TO ENSURE YOUR CHILD'S SAFETY AND TO CREATE AN IDEAL ENVIRONMENT FOR WHOLESOME AND CONSTRUCTIVE PLAY AND LEARNING.
WE THANK YOU IN ADVANCE FOR YOUR COOPERATION. – Governing Body, Busy-Bugz Early Development Centre**

SIGNED: _____ NAME: _____ DATE: ____/____/20____