



## Little Royal Academy School Fee Structure for 2021

### **Please note the following:**

1. School fees are made up of 12 full month payments irrespective of full day/half day/alternate days
2. December fees are non-negotiable
3. School fees are due on or before the 28th of each month
4. Entertainment levy is due on the 28th December the previous year
5. Musicbox is compulsory for ages 6months - 11 years
6. Alternate days are charged daily from 1-3 days - anything over 3 days/week will be charged at a full week rate
7. Missed school days will still be charged irrespective of full day/half day/alternate days

#### **Registration Fee**

No application will be process without the proof of payment of the application fee R 500,00

#### **Annual Entertainment Levy**

All shows for 2021 R 900,00

#### **Half day school fees (06:30 - 14:30)**

12 x payable monthly in advanced R 3 300,00

#### **Full day school fees (06:30 - 18:00)**

12 x payable monthly in advanced R 3800,00

#### **Sibling Fee for 2 siblings (3 or more will be charged at R2625 each)**

12 x payable monthly in advanced R 5 700,00

#### **Daily fee per child (2-3 days) - Half day (06:30 - 14:30)**

12 x payable monthly in advanced R 180,00

#### **Daily fee per child (2-3 days) - Full day (06:30 - 18:00)**

12 x payable monthly in advanced R 200,00

#### **Musicbox (ages 6m - 9yrs)**

12 x payable monthly in advanced R 120,00

#### **Fit Kidz (ages from 2yrs)**

12 x payable monthly in advanced R 65,00

#### **Grade R – 3 Field Trip**

2021 Annual outing for Grade's R-5 (will be added to November invoice) TBC

#### **School Uniform Pricing**

School Golf Shirt (Short Sleeve) R100

School Golf Shirt (Long Sleeve) R155

School shorts R120

School Tracksuit R375

School Hat R100

# RULES

## Clothing

1. All clothing (including underwear, socks, shoes and hats) must be clearly marked. We will not be responsible for any lost, torn or soiled items. Remember to check the "Lost Property" bin in the front office for any missing items.
2. Every child must have a change of clothing provided on a daily basis.
3. Each child must purchase a school sun hat and bring it to school every day.
4. Children staying for aftercare must please bring a blanket and a small pillow (optional).
5. Potty training children must bring at least 5 pairs of panties/underpants daily, and three changes of clothing.
6. Please discourage your child from wearing costly jewellery or clothing that could be mislaid or lost.
7. Parents are requested to see that their child is dressed practically. Children are encouraged to be independent and it must be easy for them to remove and put on their clothing. Layer dressing is a sensible option in winter.
8. Every child must bring a suitcase to school daily so that they pack their belongings away safely.
9. Please check your child's clothing daily and ensure that all articles belong to him/her.
10. Please return any foreign article you may find and we will return it to the rightful owner. Remember to mark everything with a permanent marker.

## Visiting Times

1. Parents/Guardians are welcome to visit their child or the school at any time during the day. You and your child need to know that the school is an extension of the family home and that you are always free to visit.
2. Do however, bear in mind that the class teacher does have a programme to follow and other children for whom she is responsible. If you wish to see the class teacher or the principal for an express purpose please make an appointment outside formal teaching time; we will be more than willing to facilitate open communication.

## Sickness

1. The school reserves the right to decide whether a child may or may not attend for health reasons. According to City Health regulations, a sick child cannot remain at the school and has to be isolated at home.
2. The school must be notified of any infectious illnesses that your child has contracted, immediately you become aware of it.
3. Do not send your child to school if she/he has a temperature, a bad cough, is vomiting or has any eye infection, diarrhoea or head lice.
4. Please notify the school by 08h15 if your child is unable to attend school.

## Medicines

1. All medicines must be written up in the Medicine Information Sheet daily and placed on the shelf provided in the First Aid room, by the parent/guardian. We will not accept medicines and medicinal instructions from any child. No medicines will be administered unless written up on the Medicine Information Sheet. No medication for symptomatic relief will be administered at school.
2. The medicine must be clearly marked with the child's name and dosage. Please send a spoon along from home to reduce the risk of infection.
3. Never leave medicine in your child's bag. It is your responsibility as parent/guardian to take the medicine out of your child's bag, and to place it on the shelf in the First Aid room. You, too, must please collect the medicine at the end of each day, unless it is medication for a chronic condition or for emergency use.
4. You must please provide a medical certificate when your child returns to school after having contracted any contagious illness.
5. The school reserves the right to obtain medical assistance from any medical doctor available, in the event of an emergency, and the resultant cost will be the responsibility of the parent/legal guardian of the child. We will however attempt to contact both the parent/s/guardian/s and the nominated family doctor prior to proceeding with the above steps.

### **Food, Toys & Money**

1. No food, sweets, bubble gum etc. may be brought to school unless it is that child's birthday, or unless it has been previously arranged with the child's teacher.
2. As toys and books are provided by the School, the children may not bring their own from home, unless for the interest of the teacher, or for a specific class activity. The school will not be held responsible for any loss or damage whatsoever.
3. Your child may not bring money to school except when requested to do so and always in a sealed envelope (Coins can so easily become lodged in a young child's throat.)
4. The teacher will keep all food and toys brought to School without prior permission, for that day. They will be handed to the parent at the end of the day.

### **Gates & Doors**

1. All security gates and doors must be closed behind you for the safety of all the children

### **Lifts**

1. The staff must be advised as to who will be fetching your child from the school every day. On no account will children be allowed to go home with anyone other than the specified person/s.
2. If you wish to participate in a lift club it is your sole responsibility and will not be arranged or co-ordinated by the School.
3. If a child is going to go to the home of another child straight from school, the school must be notified in writing by the parent/s/guardian/s.

### **Extra-Mural Activities**

1. The following activities are offered by outside groups and are given by qualified individuals: Swimming (in an indoor heated pool), Soccer Starz and Dance Mouse
2. The cost of the lessons is at the discretion of the individual or group and is not the responsibility of the school. Please note that children may participate at the parent/s/guardian/s discretion. We merely offer the safe venue in which they take place.

### **Personal Details**

1. Should a parent or legal guardian change their address, work telephone number, home phone number or both, we request that you inform us immediately. Failure to do this could have serious consequences in the event of a sudden illness or accident. We urge all parents/guardians to be responsible and involved.
2. Should your child have a disturbed night or an upset on any given day, please inform one of the staff members, so that we are able to deal with the situation in as sensitive a manner as possible.
3. Should there be difficulties at home that could affect the child emotionally or otherwise it is important that you share this information with the class teacher as she needs to know how to address any changes in the child's behaviour.
4. Please remember that some children settle down to a new environment easily and some do not. It may take days, weeks or even months for a child to settle into a new routine and learn to accept new people.
5. It is best to be loving but firm and make your departure as swift as possible. Attempts to coax the child and to give one last hug can often make matters more traumatic for all parties.
6. Please remember that some children bite, scratch, hit, spit or swear as they develop from toddlers to pre-schoolers. While we aim to prevent such incidents as far as possible, on occasion your child may become the "victim" of such behaviour or even the aggressor.
7. Please understand that we do discuss the incident with all parties concerned. We do not approve of any form of corporal punishment and will institute other tactics to change this negative behaviour where possible.