

RULES AND REGULATIONS 2021

1. Chrysalis School and Developmental Centre (CSDC) and aftercare fees are payable via stop order or EFT on the first (1st) day of each month. Any financial costs or bank charges, due to the stop order instruction, or financial implications thereof, will be carried by the person responsible for the account and not CSDC.

CSDC fees for 2021 are R4 800-00 per month for twelve (12) months. This fee includes the following weekly group therapies:

- Occupational Therapy
- Speech and Language Therapy
- Music Therapy

Aftercare facilities are offered each day of the week from 14:00 to 17:00 at an additional R1 300-00 per month.

A first-time registration fee upon enrolment is R1 000-00 and payable on or before the first (1st) day of school attendance. Re-registration fees for 2021 are R500-00 per child. The registration fee covers the day-by-day curriculum books each child requires and contributes toward specialised equipment, cleaning material and stationery for the year.

Bank Account Details:

Account Name: Chrysalis Preschool

Bank: Standard Bank

Branch: Hatfield

Branch number: 011545

Account number: 012 581 437

Reference: Your child's name

2. One (1) month's written notice is required when a child is leaving Chrysalis School. Normal school fees will apply for the notice month.
3. Individual therapy fees are charged separately by the respective therapists. Therapies not offered as part of the CSDC program will be offered by private therapists who are not employed by the CSDC.
4. Full payment of school fees is required by the first (1st) day every month of the year including December.
5. School hours are Monday – Friday: 07h00 to 14h00. Any child arriving after 7:30 (but not later than 8:00) must receive breakfast at home.
6. Aftercare is available from 14:00 to 17:00 for each day of the week.
7. The delivery and collection times, as well as other persons in whose care the child may leave the school of the child, must be clearly stipulated by the parents. Children will not be allowed to leave the premises with persons that have not been authorised by the parents beforehand. **Please communicate with your child's teacher should someone other than the people stipulated is to collect your child.**
8. In the case of unforeseen circumstances when you must drop your child off earlier than the starting times or cannot collect your child before closing time, this must be arranged timeously with the teacher or principal of

the school so that the staff can be made available to care for your child. Children that are collected after closing time without making prior arrangements will be fined at a rate determined by the CSDC. This penalty is instated in fairness towards parents paying aftercare fees.

9. Any medical report from your child's ophthalmologist, paediatrician, neurologist, or therapist must be submitted with registration forms. Information regarding your child's diagnosis, prognosis and planned treatment will be of benefit to CSDC.
10. Road to Health cards must be up to date and presented on registration.
11. All forms handed out to you by CSDC, must be completed, signed, and returned before admission.
12. If a special chair or other apparatus is prescribed by your child's occupational or physiotherapist, it is the parent's responsibility to ensure it is transported to and from school.
13. Any medication must be handed to your child's teacher with clear written instructions on administration in the Communication Book. Please bring the medicine in a well-marked container.
14. All bags and clothing must be marked clearly.
15. Bring an extra change of clothing every day, as children may be engaging in messy play.
16. Bring enough wholesome food for your child as well as juice or milk to drink for:
 - Breakfast: 07h30 (if necessary)
 - Snack: 09h30
 - Lunch: 11h30
 - Aftercare snack: 14:30
17. Please supply enough nappies as well as wet wipes and barrier cream, for nappy changing every day. Should more nappies be needed, disposable nappies will be provided at an extra fee of R5.00 per nappy.
18. You may not bring a sick child to school; he/she must be nursed at home. By doing this we prevent other children from becoming infected. Should your child become ill whilst at school, you will be notified. CSDC's schedule for the management of infectious diseases must be adhered too. This rule is also applicable to children with psychosocial challenges. If your child is prescribed medication such as Risperdal and has not been given his/her medication that day, the child may not come to school that day. This is to protect that child from injuring him/herself as well as other vulnerable children.
19. Please do not send toys and sweets with your child to school. It could cause unnecessary friction amongst the children. Toys could get lost and Chrysalis will not be held liable for any damages.
20. For each child to benefit properly from the programme here at CSDC, we need co-operation from parents. If teachers find that parents are unwilling to participate in the programme (crucial to the success of the child), and their reminders and efforts are ignored we will dismiss the child from CSDC.
21. It is compulsory to attend a minimum of two (2) parents' meetings annually. (One is held each term).
22. Each child will have a party on his/her birthday. It would be appreciated if you could provide something small e.g., small eats, or party packs etc. for the children to enjoy together. Please communicate with the teacher regarding the food most suitable for the class.
23. A small hardcover A5 or A4 exercise book must be supplied and be brought every day to facilitate communication between the parent and your child's teacher.



24. Any medical emergency which requires immediate hospitalisation will be attended to by driving the child to the nearest medical centre (which is currently at GlenFair Intercare). If the parents are not able to arrive at CSDC within a reasonable time, a staff member/Principal /HOD will transport the child, thereby ensuring that children requiring medical intervention are attended to and stabilised as soon as possible. You as the parent will be required to collect your child from the medical facility and take him/her to a hospital or to arrange for your child to be transported by an ambulance from there to any hospital of your choice. You will be held liable for any costs incurred. Please note that this also applies to children who are not covered by medical aid.
25. PLEASE NOTE: CSDC is closed on all public holidays and for three (3) weeks in December. Parents will be notified of other school holidays, which will comprise one (1) week per government school holiday.
26. I _____, have read and understood the rules and regulations of CSDC. I indemnify – and keep indemnified – the Chrysalis School and Developmental Centre of all loss, damages, actions, proceedings, liability, claims, cost and expenses whatsoever, howsoever occasioned, which I and/or my child may suffer, including (but not limited to) any injuries, bodily harm, losses (pecuniary or otherwise) resulting from any other reason whatsoever, including(but not limited to) entering upon the premises of Chrysalis School (which we do at our own risk) and the provision of School-related services.

I will adhere to the rules and accept the consequences of not adhering to them, which may include the dismissal of my child from the CSDC. I agree to pay the necessary school fees via stop order or EFT at the beginning of each month and agree to pay any bank charges relating to this stop order instruction, as well as any bank charges incurred because of stop order default. Additionally, I agree that I am liable for all attorney fees and collection commissions should I default on payment. (Refer to Credit Control Policy).

Signed _____ at _____ on this day _____
of _____ (month) _____ (year).

SIGNATURE: MOTHER

SIGNATURE: FATHER