



☎ 060 861 5607

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info@sozokids.co.za



www.sozokids.co.za



2 Sullivan Street, SW 5
Vanderbijlpark, 1911

Admissions Contract

SOZO KIDS

(Here-in after referred to as the school)

AND

Full name of Father: _____

I.D number of Father: _____

Full name of Mother: _____

I.D number of mother: _____

(Here-in after referred to as the parents)

☀ Welcome to Our Learning Haven! 🌈

We're absolutely thrilled to have you embark on this exciting journey with us. We're not just a school; we're a vibrant community of learners, explorers, and dreamers.

The School Offers The Following:

- Every child is special to us and is seen as a unique individual.
- We maintain an open and honest relationship with our parents.
- We offer a wonderfully creative and sensory learning program and environment.
- We believe that learning through play and optimal sensory development is the foundation of every child's development.
- We are a school where your child can still be a child.

Our dedicated team is on a mission to transform learning into an adventure. Through creative study programs that blend innovation and imagination, we open doors to a world of understanding. A carefully crafted routine and a balanced approach ensure that every facet of your child's development flourishes.

Every child in our care is not just a student; they're a universe of untapped potential. At every step of their journey, we're there as guiding lights, igniting their intellectual curiosity, nurturing their emotions, fostering their mental prowess, and supporting their physical growth.

Safety, hygiene, and comfort are the foundations we build upon. Our environment is more than just walls; it's a haven of love and security, where every child can explore, learn, and grow without boundaries.

We are so excited that you decided to join us on this journey of exploration and empowerment, where every child's brilliance shines brightly.

We the undersigned hereby accept the following conditions:

1. School hours:

- Doors open at 06h15
- Half-day children can be collected at 13h00.
- Please ensure at all times that all gates are closed at the school after entering the premises, it is in the interest of everybody's safety. You, as a responsible person/parent, may under no circumstances give access to the public or other persons, to the school premises without permission.
- If you violate any of these rules your access to the school will be suspended.
- Very important: At Sozo Kids, we appreciate your understanding and cooperation. Our school hours conclude at 17:15. We kindly ask that you notify us if your child will be collected after this time so that we can ensure their well-being. Our teachers also value their work-life balance, and your cooperation helps make their schedules smoother. We are here to support you and your child, and we understand that life can be unpredictable. Thank you for keeping us informed and making sure your child's safety and care remain our top priorities.

2. Public Holidays and School holidays:

- The school will be closed on weekends and public holidays.
- Please ensure that you are familiar with the dates on which the school is closed for long weekends, and kindly ensure that you make alternative arrangements in advance.
- The school is open during school holidays except for the December holidays when all staff are granted their annual leave.

3. School leaver's notice:

- A calendar month's written notice of parents expects children to leave school.
- Please note that fees are payable for the month's notice and that all fees are payable over 12 months.

4. Re-registration:

- It is important that you re-register your child/children each year on or before 15th October, to ensure his/her place for the next year.
- A non-refundable registration fee of R400 will be charged annually for new entries.
- With re-registration an annual non-refundable fee of R400 is payable.
- Please note that no cash will be accepted, all fees must be paid via EFT into the school account.

5. Address and phone changes:

- If any of your personal contact details changes, it is very important that you bring it to the Deputy Principal or Principal's attention immediately to update the changes as soon as possible.
- In an emergency situation, we want to get hold of the parents immediately.
- Please make sure we have the latest contact details of your work and home.

6. Medication:

- All prescription medications must be clearly marked with the child's name and instructions.
- No vitamins are given at school, it is the parents' own responsibility to administer vitamins at home.
- All medications must be placed in a container with a lid or zip-lock bag that can be closed properly.
- All medications must be handed to the teacher personally. She will then place it in the medical cabinet assigned to that specific class, to ensure that all medication is out of the children's reach.
- Please make sure to ask the teacher for the medication when you pick up your child in the afternoon.
- NO MEDICATION MAY BE PLACED OR KEPT IN THE CHILD'S BOOKCASE OR BAGS!

7. Clothing:

- Children must be dressed comfortably in older clothes to ensure full enjoyment of activities.
- Each child must bring a clearly marked bag with a set of clean clothes, underwear, and a sweater or jacket if necessary.
- Potty Trainers must pack at least 4 sets of clean garments, underwear, and necessary diapers or pull-ups. Make sure you get the necessary information from the relevant teacher.
- Although the school takes the utmost care, the school cannot accept any responsibility for watches, clothing, jewelry, hair clips, rubber bands, or any other personal belongings that may be lost.

8. Health regulations:

- Children with fever, diarrhea, some unidentified rashes, eye infection, nausea, tonsillitis, or any infectious childhood diseases may not attend school and may only return to school after a medical certificate is submitted to the principal or office confirming that the child/children are healthy again.
- The above includes head lice!!
- Kindly inform the school if your child/children will be absent. We would like to stay informed about their health and well-being as each child is very important to us.
- We urge parents to plan ahead and make the necessary arrangements for the care of their sick child. We have to consider the health of all the other children as well as the staff members at the school.
- In the case of a very serious emergency, the emergency services will be contacted first and the parents immediately afterward.
- Please make sure that the school is aware of any medical problems or conditions, it can save your child's life.
- Please make use of waterless disinfectant for your hands before you go into the baby section.

9. Birthdays:

- We allow birthday parties at the school as long permission is obtained from the principal prior to the planned date and the event does not interrupt important class programs.
- You are welcome to send cakes, cupcakes, ice cream or candy bags, and cool drinks to school for the class to enjoy. You are welcome to put up balloons or decorations in advance yourself as it cannot be expected from the staff.
- Jumping castles and other entertainment may be arranged with prior permission obtained from the principal.
- Please note that you as parent/s is/are responsible for the costs of birthdays at school.

10. Meals:

- We prepare daily breakfast and lunch and cool drinks.
- Children can bring a snack box for late afternoons. If you pack sweets, please remember to keep moderation in mind.
- Children are not allowed to bring candy to school.
- Children receive breakfast and freshly cooked vegetables are prepared for them daily. Mommy can pack snacks like yogurt, fruit, or purity that can be served in between meals.

11. School fees: Full day R2000p/m and Half day R1750p/m

- All fees must please be paid before or on the 3rd of every month.
- The interest of 10% will be levied without exception on fees that are paid after the 3rd.
- If a child's school fees are still outstanding by the 7th, the child's success in the school will be suspended until fees are paid.
- If parents have not paid any particular month's fees the child/children will lose their place.
- A normal month's fees are payable in December and January and NO credit will be given for holidays or absence of any kind.
- If your child/children attended the school year at Sozo Kids, the school fees are still payable for December, even if your child is leaving the school at the end of November.
- In the end event of outstanding fees, the account will be handed over to attorneys for collection and all attorney fees will be billed to your account.
- School fees can be made by direct or electronic payments.
- NO CASH will be accepted. All school fees must be paid directly into the school's bank account.

BANKING DETAILS

Account: Sozo Kids

Bank: FNB

Branch: Vanderbijlpark

Branch code: 250655

Account number: 63058119869

Reference: Name and Surname of child/children

12. Extra-curricular activities:

- There are a number of extra-curricular activities at school. Please ask for further info.
- The school does not handle any administration or payments from extracurricular activities.
- Payments for extra-curricular activities are the parent's responsibility.
- All extra-curricular activities are presented during school hours and on school premises. Except for SwimKids. SwimKids collects and drops the children off at school.
- All correspondence for these activities is handled by the parents themselves and children take part in these extra-curricular activities at their own risk.

13. General:

- Please note that full-day children rest from 12h15 – 14h00. Each child brings their own blanket for cooler months.
- Each class has a list of requirements that will be provided to you upon registration. Please ensure that your child/children bring everything on the list so they can participate in all activities.
- We expect you to provide necessities as requested, either annually, quarterly, monthly, or weekly.
- There are televisions in some classes, but because children are already exposed to television too much, it is the school's policy that children may watch music and movement DVDs or educational programs for no longer than 30 min per day.
- While CCTV cameras are employed within classrooms, it's important to note that the decision to release footage to parents rests solely with the school and is subject to the principal's discretion.
- Kindly note that no older children, toddlers, or random adults, except for the parents, are allowed in the nursery. Make sure you make use of waterless disinfectant for your hands at all times before entering the section.
- Children attending the school in the afternoon do not receive any formal education, they are engaged in free play under the supervision of personnel.
- Temporary attendance by non-enrolled children is not permitted. Access to the school premises is limited exclusively to children enrolled at Sozo Kids, and we regret to inform you that day visitors are not accommodated.
- No toys may be brought to school unless allowed by the holiday program.
- If items not belonging to your child accidentally end up in your or your child's possession we kindly request that you send them back to school as soon as possible.
- If your child/children go on holiday and will not attend school for a time, kindly inform us in advance.

14. Projects:

- Each family will receive a year planner in February with important dates for the year so you can plan ahead.
- Annual projects include Grandma and Grandpa Day, Athletics, an Award ceremony, and a Concert. In addition to these project, the school often run other smaller fundraisers such as bake sales, food stalls, etc. We would like you as parents to support these projects. Funds raised will be used to maintain our buildings and grounds, make improvements, and also to purchase educational equipment.
- Although we understand that the cost of living is very high, we encourage parents to support projects where possible.
- We are maintaining a private school and we have smaller classes to ensure that every child can receive the necessary attention, for this reason, we cannot rely on school fees only to do everything. However, we try to maintain a healthy balance when it comes to smaller projects.

15. Email address and telephone number:

- Most newsletters, notifications, and communications are sent via WhatsApp to parents. All invoices are sent via email. We, therefore, request that you ensure at all times that the school has the correct e-mail address as well as the correct telephone number on hand so you can get the necessary information.
- SCHOOL E-MAIL ADDRESS: info@sozokids.co.za
ADMIN: admin@sozokids.co.za
SCHOOL NUMBER: 060 861 5607

16. Facebook, Google Biz, and Website:

- The school has a Facebook page and a Google business page where we regularly upload photos. You are welcome to have a look to see what the kids are up to at school.
- Please make sure that you have filled in the consent form for the publication of photos of your child/children. And please like our page, and share it with friends and family.

17. Calls and appointments:

- Personnel are not allowed to use cell phones during working hours, please contact the office if you have any requests or queries.
- Parents are requested to respect the staff's privacy at all times. Please contact them during office hours at school with any requests or inquiries. Parents are not allowed to contact staff after hours or during their personal time to discuss any school event.
- You are requested to please keep the drop-off and collecting process in the mornings and afternoons as short as possible since the staff has a set routine in the classes, this allows each parent a fair chance to have a brief greeting with the teacher. Should you like to discuss something please arrange an appointment with the teacher.
- If there are any complaints, problems, requests, or any matter that you would like to discuss, you should discuss it without delay with the principal or person in charge at that time. We like to have an open-door policy with all of our parents, if the principal is not available at a given time, there will definitely be a delegate to help.

We're absolutely thrilled to welcome you and your child/children into our Sozo Kids family! Our heartfelt hope is that your time with us will be a joyous journey filled with happiness, growth, and cherished memories. May our school become a treasured second home where your child's laughter and learning blend seamlessly. Together, we embark on a voyage of discovery where play is our guide and learning is our compass. Here's to many wonderful days ahead! 🌈☀️

This is done and signed at _____ on this _____ day of _____ 20 ____.

Signed: Father _____ Mother _____



NURTURING BRIGHT FUTURES. ONE CHILD AT A TIME.



The following must be signed by BOTH parents:

- I/We Hereby give permission to a physician to examine and treat my/our child in an emergency while he/she is in the care of Sozo Kids.
- Please note that if your child is injured or in any other emergency, the school will contact ER emergency services first and then you will be contacted directly afterward. Your child/children will be transported by ambulance to Cormed Hospital if necessary.
- In case of illness, the child will be taken to the sick room and you will be notified immediately. If the parents cannot be reached and the child has a fever or is very sick we will contact your GP or the hospital to which the child will be taken.

Signed: Father _____ Mother _____

- I/we hereby accept the rules relating to infectious diseases/conditions and agree to abide by them. Sozo Kids take no responsibility for accidents which is not our fault.

Signed: Father _____ Mother _____

- I/we hereby undertake to pay the school fees promptly every month and we understand/accept legal action will be taken without any notice if the fees fall behind.

Signed: Father _____ Mother _____

- I/we undertake to give ONE CALENDER MONTH notice in writing should I for whatever reason decide my child/children will no longer attend Sozo Kids. In addition, I/we understand that if my child attended the school year at Sozo Kids, all fees will still be payable for December month, even if my child leaves the school at the end of November.

Signed: Father _____ Mother _____

- We undertake to abide by all school rules of Sozo Kids.

Signed: Father _____ Mother _____

Principal: _____ Date: _____