

## Rules and Regulations

Holiday Care: No holiday care for three weeks over the festive season.

### Terms and Hours

Toktokkie aligns with the government schools having 4 terms in total in a school year.

School Hours: 7h00 – 12:30. Formal class starts at 7h45

Aftercare Hours: Closes at **17h00**

**Please note that children who arrive before 7h00 are not our responsibility. Should your child sustain an injury during that time, we Toktokkie cannot be held responsible.**

*Parents are requested to drop off their children with his/her teacher. Please be prompt to fetch your child, as children feel unsafe if they don't know what to expect.*

### Requirements

Each child should bring the following:

1. Toktokkie School uniform to be worn.
2. An extra set of clothes
3. **All clothes must be clearly marked**
4. Children may come bare foot
5. In the interest of health, children suffering from fever or any contagious disease must remain at home until it has cleared. It would be appreciated if you could notify the school of the reason for the child's absence as soon as possible. It is understood and agreed that the principal shall have sole and complete discretion to decide whether a child shall attend the school, provided that this shall only be exercised on the grounds of ill health.
6. Parents must provide a lunch box for 9:00 and 12:30. Aftercare learners eat at 14h30. Only healthy food is allowed. Sweets are allowed on Fridays. No carbonated drinks allowed.
7. No toys allowed at school.
8. "Birthday Rings" are an integral part of the Pre-Primary School routine, as the whole group celebrates this important occasion with the child. Please discuss this with your child's teacher.
9. In case of an emergency, and should the principal be unable to contact the parent or doctor nominated by the parent, consent is hereby given to the principal to use her discretion in terms of the attached prescribed indemnity form.
10. One month's written notice is necessary if the child leaves the school.
11. Please inform us if your telephone or address changes.

**PLEASE TURN OVER!!!!**

**12. School entrance - You are kindly requested to use only Toktokkie's entrance to drop off children or fetch from school.** Only Toktokkie learners may use our entrance. Durban North College learners should please use the entrances of the primary or high school. No parent may use the entrance of Durban North College to gain access to Toktokkie. Access through the gate is monitored to help ensure our safety at DNC and Toktokkie.

**DNC learners will not be allowed to gain access through Toktokkie's gate. If your DNC child is late for school, please make use of the main entrance of DNC.**

*The observance of these simple rules ensures the smooth running of the school and helps the teachers to care for the children. Thank you for your co-operation!*

Please complete and send back to school as soon as possible.

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Name of learner: \_\_\_\_\_  
Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_