



Micky Mouse Schools Policies

1. **Operating hours** – The school is open from 7 am to 5 pm; we provide pre-care from 6 am to 7 am and after-care from 5 pm to 6 pm for an additional fee of R210 per month.
2. **Late drop off/collection penalty** – if a child is **NOT** registered for pre / after care, a penalty of R50 for every 30 minutes, every time a child is either dropped off early /collected late.
3. **Drop off** – Please inform transport drivers that children should never be dropped off at the main entrance gates by the road, instead, they must be handed over to staff at the entrance of the building.
4. **Collection** – Please inform the school if someone other than yourself will be collecting your child. Under no circumstance will a child be handed over to someone else without prior notice.
5. **Communication books** – Please check your child's communication books every day since the teachers use them to provide essential information about tasks and events at the school.
6. **Child sickness** – Considering how fast a sick person's condition might change and how easily an illness can spread, please **do not** send sick children to school if they are unwell. Kindly let the school know if your child will be absent.
7. **Medication** – Please be aware that you will need to complete a form providing us permission and instructions on how to administer medicine should your child be prescribed medication that they need to take during school hours.
8. **Contact information** – Please ensure that you update the school if you change your contact details. For the safety of your child, please notify the school immediately of any changes in contact details, address, alternate contact persons, medical aid, doctor, etc.
9. **School fees payment** – Fees are payable in advance on or before the 1st of each month. If the fees are not paid by the 3rd of each month, a penalty of R100.00 per week per child will be charged and the child will be suspended from school until payment has been made.



51 Flora Street, Comptonville

Johannesburg South



info@mickymouseschools.co.za



010 591 8822

10. **Notice period** – If you wish to cancel your child's tuition with Micky Mouse Schools, a month's written notice is required.



51 Flora Street, Comptonville
Johannesburg South



info@mickymouseschools.co.za



010 591 8822