



★ **Baby & Toddler Centre** ★ **Nursery School** ★ **Grade R**

4 1st Avenue, Lambton, Germiston, 1401 Tel: (011) 827-7589 / 824-4856 Cell: 082 683 3127 Fax: 086 698 0113
E-Mail: diane@tic-toc.co.za Web: www.tic-toc.co.za

TERMS & CONDITIONS

(Kindly return signed original to Tic Toc Nursery School)

The following are the terms and conditions for enrolling your child at ***Tic Toc Nursery School***.

Payment

The signatory/ies hereto, hereby consents to the payment of the tuition fees according to the terms and conditions stipulated in this contract. Furthermore the signatory/ies binds himself / herself / themselves to *Tic Toc Nursery School* as surety/ies and principal debtor/s for the payment of all monies which may be due and payable as a result of this contract.

No exception to the above will be permitted and the school reserves the right to refuse access to the school should any of the above payment options not be adhered to. The onus is on you, the parent/s/guardian/s to ensure that payments are made timeously.

Default

In the event that *Tic Toc Nursery School* is obliged to instruct its attorneys, whether for advice or to recover any amounts outstanding, and regardless of whether summons is issued or not, the signatory/ies to the agreement undertakes to be liable for all legal/collection costs incurred on the attorney client scale.

A charge of R100.00 per incidence will be levied on all "refer to drawer" cheques, returned stop orders or other unpaid items.

Period

The parent(s)/guardian(s) agree that they will give one (1) calendar months' notice of their intention to take their child(ren) out of the school. The parent(s)/guardian(s) acknowledge that they were informed of the fact that where they give cancellation notice in the months of October, November or December and they re-enrol the child(ren) in January, that they will be responsible for the new increased enrolment fee, as well as a deposit of one (1) months school fees.

Disputes

Disputes arising out of this agreement shall be determined by way of arbitration. Any such arbitration, shall be held under the provisions of current arbitration laws being enforced in the Republic of South Africa provided that, this arbitration shall take place informally and shall be chaired by a practicing attorney or advocate of no less than 10 (ten) years experience.

Initial here for each page stating you have read and understand these Terms & Conditions _____

Directors: Nick Herbst. Diane Herbst

Medical Emergency

Tic Toc Nursery School will take all reasonable precautions in order to ensure the safety of your child. Note that this is a preschool and that accidents might occur. In the event of a medical emergency, the parent(s)/guardian(s) of the child will be contacted, and the child will be taken to the appropriate care unit. The parent(s)/guardian(s) acknowledge that they will be responsible for any expenses that might be incurred.

Fee Increase

The parent(s)/guardian(s) acknowledge the fact that Tic Toc Nursery School will give one (1) months' notice of any price increases before it shall take effect.

Monthly Newsletters

Kindly note that there will be a newsletter sent once a month with important information you need to familiarise yourself with. Should you not have received a newsletter by the end of the month, please inform us and we will be happy to resend it.

Change of Contact Information

Note that since we mainly correspond by e-mail, we ask that you kindly inform us of any changes in your e-mail address. Note that it is the responsibility of the parents to keep Tic Toc Nursery School up to date with any changes in contact information. For this purpose kindly contact Diane at diane@tic-toc.co.za or (011) 827-7589

Annual Closure

Please take note that Tic Toc Nursery School will be open from the closest logical / viable working day in the New Year in January and year will end on the closest Friday to the 16th of December providing that it is practically / financially viable.

Behaviour Policy

Tic Toc Nursery School acknowledges and endeavours to at all times to deal in the best interest of the child. If at any time any educational, emotional or behavioural problems are picked up on, the parents and / or guardian(s) of the child(ren) will be informed. A meeting will be scheduled and it is expected of the parents / guardian(s) to be there in order to address and resolve such issues as soon as possible in order to move forward.

I HAVE READ AND UNDERSTAND THESE TERMS & CONDITIONS, I AGREE TO BE BOUND BY IT.

1. FATHER/ GUARDIAN FULL NAME: _____

SIGNATURE: _____

DATE: _____

2. MOTHER/ GUARDIAN FULL NAME: _____

SIGNATURE: _____

DATE: _____