



Cheeky Cubs Preschool: Policies and Procedures

I. School Ethos

Cheeky Cubs is a Christian preschool. Children will be exposed to Christian traditions such as Bible readings, prayers, and the singing of Christian songs. If you prefer that your child does not participate, please notify us in writing.

2. Registration and Payment

Payment Policy

- School fees are payable in advance on the first school day of each month.
- No cash payments will be accepted.
- If fees are more than two months (60 days) in arrears, your child will no longer be admitted to school and the account will be handed over for debt collection.

Banking Details

- **Account Name:** Cheeky Cubs Preschool
- **Bank:** FNB Malelane
- **Account Number:** 6287 1127 059
- **Branch Code:** 250655
- **Reference:** Your child's name
- **Proof of Payment:** admin@cheekycubs.co.za



Application Documents

Please submit certified copies of:

- Your child's birth certificate
- Your child's immunisation card
- Both parents' ID documents

No Refunds

No fees will be refunded for absence due to illness, holidays, staying home, or transfer to another preschool.

3. School Fees and Hours

Annual Registration Fee (once-off)

- R1430.00 (covers workbooks, stationery, and overhead costs)

School Fees (January – December)

- Annual school fees must be paid in full by 20 December.
- No reports will be issued if fees are not up to date.



Hours and Rates

Time Slot	Monthly Fee
07:00 – 13:00	R2695.00
07:00 – 14:30	R2887.50
07:00 – 15:30	R3080.00
07:00 – 16:30	R3272.50

Daily Option	Fee
Half Day (07:00 – 13:00)	R165.00
Full Day (07:00 – 16:30)	R330.00

Breakfast

- Breakfast available at R220 per child per month.

Aftercare

- 13:30 – 16:30
- Additional cost: R192.50 per hour
- Full aftercare (until 16:30): R577.50 per month
- If your child is **not enrolled for the full-day programme but stays for the afternoon session**, an aftercare fee of **R30 per afternoon** will apply.



Late Collection and Penalties

- Penalty: R100 per hour if your child is collected after 16:30.

4. Daily Requirements

- School bags must be packed daily with:
 - One extra set of clean clothes and underwear
 - Lunchbox and drink (no sweets please)
 - All items clearly labelled
- If your child attends aftercare, please pack a second lunchbox.
- Babies: Parents are responsible for nappies, wet wipes, bum cream, bottles, and extra clothes. A list of required items will be provided upon registration.

5. Health and Safety

- Check regularly for head lice and wash hair with lice shampoo.
- Sick children must stay home. No child with green or yellow nasal discharge, persistent cough, fever, diarrhoea, or other signs of infection will be admitted.
- If symptoms appear during the school day, the child must be collected immediately.
- Children may only return once symptom-free for 24 hours without medication, or with a doctor's certificate confirming they are no longer contagious.



6. Administration and Communication

- Notify the school immediately of any changes to your cellphone number or residential address.
- If someone other than the registered guardian is collecting your child, this must be confirmed in writing or by phone.
- Smartwatches are not allowed – they disrupt classroom activities.

7. Transport Policy

- Parents are directly responsible for transporting their children to and from the preschool.
- No teacher may transport a child to their home unless prior approval is granted by the principal.
- If using bus or taxi transport, it is the parent's responsibility to inform the driver of:
 - School rules and times
 - Important communication shared from time to time
- If you, as the parent, collect your child instead of the usual driver, please notify both the teacher and the office in advance.

Note: If no communication is received, it will be assumed that transport arrangements remain unchanged.



8. Academics and School Activities

- Grade RR & R learners must attend daily – these years are compulsory.
- School readiness assessments for Grade R are conducted internally by a third party. Private testing is optional.
- School terms and holidays align with provincial school calendars where possible.

9. Dress Code and School Rules

- Children must wear Cheeky Cubs T-shirts and hats to all school events.
- No toys or bicycles from home are allowed.
- Please do not park in front of the preschool gate or the neighbouring residence.



10. Consent for Social Media and Marketing

Cheeky Cubs Preschool may occasionally take photos or videos of children during school activities, outings, or special events. These may be used for:

- Social media platforms (e.g. Facebook, Instagram)
- Marketing materials (e.g. posters, brochures, website)
- Internal communication with parents (e.g. WhatsApp groups, newsletters)

In accordance with the **Protection of Personal Information Act (POPIA – Act 4 of 2013)**, no media will be shared without your prior consent. No names or personal details will be published without explicit permission.

By signing the application form, you grant Cheeky Cubs Preschool permission to use media of your child as outlined above. If you do not wish to grant permission, please notify us in writing.