



Paidion Elementary School | No. 1 Mackay Street | Richmond Hill | Port Elizabeth | 6001
 Cell: +27 069 236 5351 | E-mail: paidionelementaryschool@gmail.com

ADMISSION POLICY (2026)

This document contains all information parents are to be given pertaining to the operations of the school and the manner in which specific circumstances are dealt with.

Age group catered for:
2 – 5 years
Hours of Operation
<p>The school is open from Monday to Friday in accordance with the school calendar, from 7am – 5pm Formal School activities for all children are from 8am until 3pm</p> <p>Should you arrive at or later than 5:15pm and your child is not enrolled for after care services, R80 penalty fee is payable, and for every 15 minutes that you are late. This must be paid immediately otherwise, it will be added to the child's school account.</p>
Fees and Payment
<p>The total fees for the months of February to November 2026 (10 months) is R16 000 (Sixteen Thousand Rands) excluding the month of January and December. These two months will be paid per day of attendance because of their nature of them being holiday months.</p> <p>The R 16 000.00 amount is payable upfront or per arrangement with the school: either once-off, quarterly @ R4 000.00 or monthly @ R1 600.00.</p> <p>Full upfront payment will attract a 5% discount, and the amount payable will be R15 200.00 for the year except for January and December as explained above.</p> <p>Should you choose to take the monthly option, please note the following:</p> <p>R 1 600,00 must be paid monthly (for ten months) in advance by the 1st of each month and there is no reduction of fees for absences or during June school holidays. Alternatively, total fees can be paid once off or quarterly segments, in advance as explained.</p> <p>Should you wish to remove your child from the school, a full calendar months' notice must be provided in writing on WhatsApp or school e-mail. Notice must reach us before the start of each month i.e notice period will be from start of each month to the end of any given month.</p> <p>If your child is absent in the "normal fees" month, the full monthly fees must still be paid. Exceptions will be considered at the sole discretion of the principal / board of the school, whose decision is final and binding. if a child is hospitalized, a parent must bring evidence (discharge sheet).</p> <p>Children are enrolled for a full year or until they graduate, if cancellation during the course of the agreed period happens, a cancellation fee may be levied, considering that the school would have done its</p>

budget for the year in terms of income and expenses. If discount was applied, this will be forfeited in light of early cancellation.

If fees are not paid on time, the school reserves the right **not to admit your child** until the fees are fully paid up. Should there be a circumstance where you are not able to pay fees on time, please make an arrangement directly with the school principal in advance, to avoid your child being refused entry. If we refuse to admit your child due to outstanding accounts, this does not amount to cancellation of our agreement, the agreement will continue, and your performance is expected in full. During this time, you are still liable for payment of school fees in the normal course as agreed.

Parents who are in arrears of two months or more and do not try to make arrangements for payment with the principal will be given a written notice to make payment and/or letter for termination of services.

Other fees:

- R300 (*once off*) per child non-refundable registration fee that is paid when submitting application forms.
- Siblings (brother or sister) discount: 15% per 2nd sibling except for January and December months
- Daily rate: R100 per child, paid upfront
- Late comers' penalty: R80

Enrolment & Immunization Requirements

On admission, all children must have a current and up to date copy of all immunization as required by the Department of Health. Please provide the school with a copy of your child's Road to Health (Clinic card) and birth certificate.

Closure

A school calendar will be published at the start of the year that will indicate the school activities and holiday closures.

The school will be closed for regular observed South African public holidays as defined in The Public Holidays Act 1994, as amended from time to time.

Illness

It is important that children who are sick remain at home under the proper care and supervision of an adult. Bringing sick children to school will put other children in at great risk of cross infection. The following rules therefore apply:

1. If your child has been vomiting or has diarrhoea **do not bring them to school**
2. If a child runs a fever, **do not bring them to school** until the fever is gone completely, **without** the use of any other pain or fever medicine, for a complete 24 hours.
3. **Do not bring your child to school** if coughing non-stop. Do not bring your child to school with the intention of picking him/her up later to see the doctor. If your child is sick take him/her straight to the doctor, not to attend school.

Medication

Any medication brought to the school must be left with a teacher / staff and a medication consent form must be completed to give staff consent to administer the medication. A record of all medicine administered will be kept on the child's file.

Prescription Medication: the school is only allowed to give the exact dose to the child whose name is on the bottle. No expired medication will be given.

Non-Prescription Medication: the school can only give the recommended dosage for the age of the child with your consent.

All medication must be clearly marked. Any medication that can be given at home should be given at home. **Medication will be given during snack and meal times only.** You will be required to take your medication home on a daily basis.

Note: Only medication for minor illnesses will be given. School schedule and other children should not be affected because of one child seeking special care and attention. We request parents to be considerate in this regard and attend to their sick children at home.

Emergency Procedures & Preparedness Plan

Some of our staff are certified in First Aid care. If, however your child is ill or has been injured and needs medical attention, you will be called immediately. The staff will handle minor scrapes and injuries that need no serious medical attention.

If your child needs immediate medical attention, the school teacher will call an ambulance or take him/her to the nearest clinic/hospital emergency room, and you will be contacted to meet the teacher at the hospital.

Our teachers will always do their utmost to look after and care for the children, however accidental injuries of playing children should not be and will not be held against them.

Late Coming & Absentees

Please let us know if your child will be arriving late or will be absent for a specific reason.

No porridge will be kept for late comers as this disrupts the school's routine.

Arrival and Departure

You must walk your child to the school gate. The teachers will sign them in. If any person other than those stated on the application form is to pick up your child from the school, a note must be signed by parent or guardian giving details and description of the person fetching the child.

Discipline

Our school utilizes a positive discipline policy. **No spanking or hitting will be allowed in our building including parents spanking their own children.**

- Children will have their good behaviour recognised and encouraged.

- Children will be taught good behaviour through the use of fair and consistent rules. The atmosphere will be a relaxed one and discipline will be relevant to the behaviour involved.
- Children will be supervised by teachers showing an attitude of understanding and positive reinforcement.
- Children will be disciplined if their behaviour is such as to harm themselves or others.
- Children will be given clear directions and provided guidance according to the child's level of understanding.
- Children will be respected at all times.

Transportation and Excursions

Permission for transportation is on your enrolment /application form that is kept on file at the school. On any excursions / field trips to be undertaken, you will be given at least 48-hour notice of the destination, when we will leave and when we will return. If permission is not granted on your enrolment form, we reserve the right not to take your child until written permission is given.

Toys

Please do not allow your child to bring toys to school. This only causes problems, and the toys will be taken away.

Fundraising

All parents are expected to partake in the fundraising efforts of the school, whether financially and/or offering their time.

Management Structure and Complaints procedure

The school is managed by the principal who reports directly to the school's Governing Body.

Parents who have complaints regarding their child's wellbeing should speak to the principal in person. If the principal is not available; the parent is encouraged to wait until the principal becomes available so as to pass the complaint to the principal directly.

The principal will then look into the complaint / matter and attempt to resolve it. If the matter cannot be resolved by the principal to the parents' satisfaction, it will be taken to the school's Governing Body.

Meals / Snack

Please take note of the meals that the school provides daily:

- morning porridge &
- cooked lunch, only. Menu is available on request.

Parents must bring extra snack if they so wish e.g yoghurt, sandwich, fruit etc.

No junk e.g sweets or chips are allowed. If these are included, they will be left in their school bag and returned to you.

Parents who are particular with certain food items on the menu must pack lunch for their kids on those particular days as the school cannot accommodate individual kids **who 'do not like' certain foods.** Exception is made for those with known allergies.

Clothing

Children should wear comfortable clothes to school so that they are free to move and play. A spare change of clothes and two sets of under wear should be in their bag at all times. Please check their bag regularly. All clothes should be marked clearly. The school will not be responsible for clothes that are damaged or lost.

Contact Details

The following contact details should be used for the school:

Contact Person	Email	Contact number
Principal	paidionelementaryschool@gmail.com	069 236 5351

- By completing this form, you consent to us processing your personal information and that of your child for purposes of vetting application forms, performing in terms of our agreement, where such consent is required by law. Where photographs are taken of your child during school activities, you consent to us processing these for school related purposes (including schools' fun days, trips, graduation) and for keeping you informed of the progress of your child.
- Should you have any concerns regarding our processing of your personal information or that of your child, please contact the principal in writing.
- Additionally, Paidion elementary school reserves the right to charge any additional fees incurred as a result of any changes in laws or by-laws. And this policy may be amended from time to time to cater for changes in the legal, economic or social environment the school is exposed to. It is the responsibility of all parents/ guardians to stay informed of any amendments. Paidion will advise of any changes 30 days before they take effect



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By signing the admissions policy, upon acceptance of the application by the school, the policy will take effect whether for 12 months / a year or until the last graduation, unless either party cancels the agreement by giving one month calendar notice.

CHILD'S NAME AND SURNAME: _____

MOTHER / LEGAL GUARDIAN

Signed at _____ on this _____ day of _____ 20____

FATHER / LEGAL GUARDIAN

Signed at _____ on this _____ day of _____ 20____

(Pls complete, sign this page and submit to the school)

AFFIX SCHOOL STAMP HERE