



General Information/Guidelines (July 2026)

Operating hours

Half day 06h00-14h00

Full day 06h00 -18h00

If children are collected after 18h00 a fine of R100 per 15 minutes will be charged. This is to be paid directly to the staff member on duty.

Junior Colleges will be closed on weekends and public holidays. Junior Colleges may use their discretion to close on the days before or after a Public Holiday.

Junior Colleges will be open during Gauteng school holidays, during this time a holiday program will be followed and not the school curriculum. We close for the festive season in mid- December and open around the second week of January. A full fee is payable for December and January.

Attendance

Breakfast is served strictly between 08h00 and 08h30. Classes/lessons will commence at 08h30.

Payment of school fees

Junior Colleges are cash free premises. Fees should be paid directly into the schools' bank account. Please make use of the EFT system to pay for fees. Failure to pay fees on time, or at all, shall constitute a material breach of this agreement.

Annual increases in school fees will be circulated in November of each year and become effective in January of the following year.

Fees have been calculated over 12 months. Should your child not attend school due to health, vacation or for any other reason whatsoever, the full fee is still payable. irrespective of absenteeism, due to illness or vacation and are payable as agreed annually or monthly.

Monthly:

Monthly fees are payable in advance and are due by no later than the 3rd of every month.

Fees are payable over a 12-month period, January to December every year.

Annual:

If you wish to pay school fees in advance for the year you will be eligible for a 10% discount. These fees are due by the 15th of January each year.

Banking details:

Junior Colleges is listed as a Public Beneficiary at all major South African Banks

Absa Bank

Account: 405 232 8127

Branch code: 630 305

Reference: Allocated Account number (one will be allocated to you with your successful application)

Notice Period

One calendar month's written notice must be given to Junior Colleges if your child will not be returning for the subsequent month. Should your child not be returning for the subsequent year, you will need to provide Junior Colleges with one term notice. A notice letter must be emailed to the office and you must obtain a receipt for this as your proof it was handed in and received. No notice will be accepted to leave at the end of November. If children attend school during October, they will not be allowed to give notice for that year. Parents will be liable for all fees up to and including December.

In the event of a failure to furnish such notice, the parent will be liable for an amount equivalent to one term's school fees.

Outings

Any special outings, visits, functions or extra items will be charged separately and added to the parent's account.

The parent/s of the child shall be notified in writing of any school excursions that may be arranged from time to time outside the school grounds no later than 48 hours prior to the excursion. In the absence of such written refusal, the parent/s shall be deemed to have not consented to the participation of the child in the said excursion. The child shall be under constant supervision by the staff of the school, and all reasonable precautions will be taken in order to avoid any accidents or mishaps. However, in the event of such an accident, mishap, harm or damage occurring, the Principal, staff and the school do not accept any legal responsibility.

Sick Children

Please keep your child at home if he/she is ill, e.g. if he/she has a temperature, diarrhea, conjunctivitis, a rash, any childhood diseases; such as German measles, mumps, etc. or if they are within the first 48 hours of starting an antibiotic.

Medication

Kindly note that no medication must be left in the child's bag, as this can be very dangerous. You may leave the medication in the medication box or fridge and must be collected from there.

Please give written permission if medication needs to be administered. No medication will be administered to a child if there is no written consent from a parent. Vitamins should be given at home.

Parents are to ensure that your child has been immunized against whooping cough, diphtheria, tetanus and polio, and vaccinated against tuberculosis, and will furnish the necessary proof upon

enrolment.

The First Aider, or in her absence any other responsible person, may administer an analgesic preparation of the correct dosage for the purpose of reducing an elevation in temperature or for pain if we have been unable to contact a parent.

In emergency circumstances the Principal of the Junior Colleges or his/her representative, has the power to authorize whatever treatment/surgery, he/she in their sole discretion deems necessary for the pupil, and in doing so agree that the Principal and or her representative shall act loco parentis. Parents shall be responsible for the payment of all medical and/or hospital accounts, where applicable, should an injury be sustained to your child whilst on the school property, or under school control during any school excursion, sporting activity or outing.

Nuts

All Junior Colleges Schools are nut-free zones. For the health and safety of all the children in our care we do not allow any nuts (peanuts or tree nuts) onto the school property.

Appropriate clothing

All clothing and/or other possessions of the child should be clearly marked with his/her name. We encourage children to get wet and dirty during the day as this leads to optimal learning and development. Although we do use aprons, we request that children are not dressed in their best clothes. Comfortable, durable clothing is the best option for a happy day at preschool.

Kindly remember to always pack a warm top in Summer in case of a weather change. We encourage a no-shoe policy in Summer.

Due to safety reasons, we prefer clothes with no strings. Please refrain from high heels, platforms, slops and gumboots. No jewelry and/or other valuables are to be brought to school. We do not allow necklaces as they are very dangerous if caught on a jungle gym.

We request that girls who do wear dresses or skirts please to wear ski-pants or tights under their dresses.

If an item is lost and is not labeled, please look in the lost and found property box.

Bullying

Look for unusual behavior in your child. For example, they may suddenly not wish to attend school, or they may regularly say they feel ill.

Always take an active role in your child's education. Enquire how their day has gone and who they have spent their time with.

If your child encounters any problems at school, inform the teacher immediately. Your complaint will be taken seriously, and appropriate action will follow as soon as possible.

It is important that you advise your child not to fight back. It can make matters worse. Tell them to ask for help and to tell any adult as soon as possible so the incident can be dealt with effectively.

Try to ensure that your child maintains a positive image of themselves.

Morning Drop Off

Please drop off your child with the morning teacher, please do not leave them alone in the class or by the gate. We advise you to drop off and go, our staff will settle your child. Please do not drop off the younger sibling in the older sibling class.

In order to receive all the benefits of the Junior Colleges Curriculum, the children need to be dropped at school timeously.

Collection of Children

Please advise us if anyone else other than parents will be collecting your child.
Please inform us of the name and copy of ID of the person collecting your child. No younger siblings or anyone under the age of 18 may collect your child.

Transport Companies

If you are making use of a transport company to collect or drop off your children, please inform the school of the contact details of the company. We will require that all children be strapped into the vehicles while leaving the school.

Extra Murals

The school offers a variety of extra activities for parents to choose from. These extra activities are done independently from the school and payment for the services must be made via EFT directly to the extramural service provider. The school will not accept any cash for payment of these extramural services.

Discipline

The staff will continue to have a firm but fair approach to behavior management. The rules should be few, simple and easy to understand. Discipline at home should follow a similar approach so that there is consistency.

School Gates

We ask that all parents make sure that all gates are closed behind them for the safety of the children.

Change of details

It is the responsibility of the parents to inform the school should any of your details change. This can be done by updating details on the Stasy portal or by emailing the school.

Open door policy

The principal and teachers have an open-door policy, if you wish to chat or if you have any queries, please feel free to visit.