

# HORIZON LIGHTHOUSE

## Creche, Nursery School & Grade 0

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### WELCOMING LETTER

Welcome to Horizon Lighthouse Creche, Nursery School and Grade 0 (Horizon Lighthouse).

At Horizon Lighthouse we strive for a safe environment with emergency medical assistance and 24 hour security, where dedicated friendly and trained staff awaits to do fun and exciting Educational activities.

Please read through this information sheet and once you have decided this is the right school for your child, kindly complete the attached Enrolment and Emergency Information Form and return same with proof of payment to the school as soon as possible.

### Age Acceptance - Creche, Nursery School and Grade 0 (R):

- Children from the age of 3 months to Grade 0 (R).

### Hours (Monday to Friday):

Horizon Lighthouse is open from 06h00 and closes strictly at 18h00. A fine of R5.00 per minute over closing time will be charged.

### Holidays / Closure:

Horizon Lighthouse is closed on all Public Holidays, should the Public Holiday fall on a Tuesday or Thursday we will be open on the Monday or Friday to accommodate working parents. We will close the last Friday before Christmas and re-open on the 3<sup>rd</sup> January 2022.

### Fees:

For the period April 2021 to February 2022, school fees will be charged as follows:-

#### Monthly Rate:

- Full day (06h00 to 18h00): ...R2,465.00.
- Half day (06h00 to 13h00): ..R2,130.00.

#### Daily Rate:

- Full day (06h00 to 18h00): .....R125.00.
- Half day (06h00 to 13h00): .....R115.00.

### Babies Fees:

*A child either in nappies or drinking from a bottle is considered a baby*

For the period April 2021 to February 2022 school fees will be charged as follows:-

#### Monthly Rate:

- Full day (06h00 to 18h00): ...R2,730.00.
- Half day (06h00 to 13h00): ..R2,400.00.

#### Daily Rate:

- Full day (06h00 to 18h00): .....R145.00.
- Half day (06h00 to 13h00): .....R135.00.



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### **Babies to bring daily:**

- 6 Nappies,
- Pacifier/ Dummy if taken,
- Formula in bottles, water will be added by school when necessary,
- 2 Sets of spare clothing.

### **Discounts:**

- Fees paid in full for a 12 month period will be granted a 10% discount.
- Less R345.00 for two full day children.
- Less R230.00 for two half day children.
- Fees are increased annually.

### **Payments:**

Fees are payable in advance, on or before the last working day of the month, preferably by EFT (Electronic Fund Transfer) and proof of payment to be provided or cash payments. Regrettably no cheques will be accepted.

If payment is not received by the 5th of each month, your child/ren will not be allowed to attend school until school fees are paid in full.

Fees are divided over a 12 month period. One calendar months written notice, on or before the 1st of the month must be given, prior to taking your child out of Horizon Lighthouse.

Failing this, you will be held liable for payment until notice is given (no exceptions will be made).

### **Inclusions:**

Our school fees are set with no hidden costs, no administration or registration cost and include:

- two meals per day,
- morning and afternoon snack per day,
- morning and afternoon tea / Oros Juice per day,
- all stationery including syllabus book for the year, and
- all tissues, toilet paper, soaps, facecloths etc.
- Mattress, mattress cover, bedding and blanket.

### **Clothing:**

Children to bring a clearly marked change of clothing daily in a bag as well as a hat for outdoor play.

Sunblock provided by Horizon Lighthouse as and when required.

### **Medication:**



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Principal and teacher to be advised on any medication your child/ren is taking and written in the class medication register.

**Banking details:**

Bank: .....ABSA BANK - Cresta Centre

Account Name:.....Horizon Lighthouse Creche and Nursery School (Pty) Ltd

Account Number:....40 87 65 3008

Branch Code:.....632 005

Please feel free to ask any questions that you feel may be important for the well-being of your child/ren.

**Thank you,  
Betsy Hadfield  
Principal  
071 127 1420**

