



CONTACTS



0609119420



kebo.sofe@gmail.com

Parent Handbook and Enrolment Policy

2027 school year | Anthers Kinder

Welcome to Anthers Kinder, a project of Tshimo ya Tlhago NPC in Jouberton, Klerksdorp. This handbook explains our daily arrangements, fees and shared responsibilities so that every child can learn and grow in a caring, secure environment.

1 Attendance and programme hours

The centre opens Monday to Friday from 07:00 to 16:30. Early drop-off between 06:30 and 07:00 is available only by prior arrangement.

Programme	Hours
Full day	07:00 to 16:30
Half day	07:00 to 13:00
Morning	07:00 to 12:00
Afternoon	12:30 to 16:30

Morning gates close at 08:30

Please arrive early enough to complete a calm handover before 08:30. The gates will be closed at 08:30 so that the morning programme can begin on time. Parents and transport providers must plan their journeys accordingly.

If an unavoidable delay occurs, contact the school on 060 911 9420 before arrival. Wait with your child until a staff member admits you and completes the handover. Never leave a child outside a closed gate or ask the child to enter alone. Afternoon-programme arrivals and pre-arranged appointments use a separate staff-supervised handover.

2 Enrolment and family information

Complete the enrolment form and the school's separate medical and privacy consent forms. Give current parent or guardian details, emergency contacts, authorised collection details and any relevant health or support information. Notify the school promptly when these details change.

TSHIMO YA TLHAGO NPC | Reg. no.: K2023135067
Address: 12699 Ext 18 Jouberton Klerksdorp, 2574
Cell: 0609119420 | Email: kebo.sofe@gmail.com





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Fees and payment arrangements

2027 fee schedule

3 Monthly fees

Age group	Monthly fee
6 months to 1 year	R1,010
1 to 2 years	R960
2 to 3 years	R860
3 to 4 years	R810
4 to 5 years	R760
Grade R 5 to 6 years	R680

The school will confirm the appropriate class and age band at enrolment. Breakfast, lunch and snacks between meals are provided.

Enrolment charges

Registration fee R550, non-refundable, payable on admission.

Annual stationery fee R500, payable on admission.

Toiletries A toiletry list will be issued to parents after enrolment. Please supply the items on the current issued list.

Payment dates and arrears

Fees are payable in advance by the 1st of every month. Accounts not settled by the 5th incur the existing R100 late-payment penalty. Under the existing financial policy, enrolment may be suspended if fees remain unpaid by the 10th until the full balance and penalty are cleared. Contact the school promptly about payment difficulties; collection and handover must always remain safe and supervised.

Collection and withdrawal

Collect your child by the end of the booked programme and no later than 16:30. Contact the school immediately if collection is delayed. The existing late-collection charge is R50 for every 15 to 30 minutes, or part thereof, after closing, payable within 24 hours. A child must remain supervised until handed to an authorised adult.

Give one full calendar month of written notice before withdrawing a child from the centre.

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Care and family partnership

Daily essentials and parent acknowledgement

4 Health nutrition and safety

Please tell staff about allergies, dietary needs, medical conditions and any changes in your child's health. Keep emergency contact numbers current. Discuss illness or medication needs with the school before attendance; medication must be handed directly to a staff member with clear written instructions.

Meals include breakfast, lunch and snacks.

Parents are requested to pack snacks for the children, we DO NOT ALLOW fizzy drinks, sweets, cookies etc. Please discuss dietary substitutions directly with the school.

The separate medical consent form records emergency arrangements. Staff provide basic first aid for minor injuries within their training. In a major emergency, the school will contact the parent or guardian while seeking professional medical assistance.

5 Safe handover and respectful conduct

Hand your child directly to a staff member each morning. Only authorised adults may collect a child. Inform the school before any collection change; staff may verify identity before releasing a child. Keep gates secure and follow staff instructions at the entrance.

Our Code of Conduct explains expectations for children, families, staff and visitors. We use calm, age-appropriate guidance and work with families when concerns arise. Speak privately to the school contact about concerns and keep children's personal information and photographs private.

Parent or guardian acknowledgement

I have read and understood this handbook, including the 2027 fees, payment arrangements, programme hours and the 08:30 morning gate closure. I will explain the arrival and collection arrangements to anyone transporting or collecting my child.

Child name: _____

Parent or guardian name: _____

Signature: _____

Date: _____

