



ENROLMENT PROCEDURE

(adapted for Covid-19)

Should you wish to proceed with enrolling your child at The Secret Garden Playschool, the first step is to complete an online registration form.

If you have not yet received the link, please email Inge in our office to request it:

akidson@sgplayschool.co.za

Once the form is completed and submitted, your child's place will be reserved.

You will then receive a welcome email containing the following :

1. Parent Information Document
2. Covid-19 Indemnity Form for signing
3. Home Health Questionnaire
4. Covid-19 Protocols
5. Drop off / Collection Procedures
6. Invoice for the following :
 - Registration Fee
 - Class Fund
 - School t-shirt
 - First Month's School Fees according to your selection

Once payment is received by the school, your child's place is confirmed and arrangements can be made for their starting date. Please begin to gather the items required for school (as listed in the Parent Information document) so that these will be ready for your child's first day.

Please note that school fees and full-time aftercare are billed in advance and part-time/adhoc aftercare is billed in arrears for the month past.

Prior to the first day of school, an orientation meeting/phone call with your child's teacher will be scheduled. This will be a 30 minute session, in which you are able to discuss your child's personality and requirements with their teacher, as well as to deliver their 'stay at school' items if they are ready.

We look forward to welcoming your child and your family into The Secret Garden!