



Sambo's Tots Early-Years Playhouse and Playschool Co., Ltd.
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Sambo's Tots Playhouse and Playschool Rules and Regulation

1. Please follow the playground and classroom rules and the requests of the teachers and staff at Sambo's Tots Playhouse and Playschool.
2. For safety reasons, it is essential that children attending playgroup or our Saturday morning program are not left unattended by parents or caregivers at any time while at Sambo's Tots Playhouse and Playschool.
3. Children may arrive 30 minutes before their scheduled classes to use the playground.
4. During Playgroup classes please join in the fun! Your participation encourages and supports your child, so don't be shy to jump, sing or catch bubbles.
5. For playgroup parents please enter only the designated playgroup classroom for your child's class schedule. Drop off parents should not enter classrooms unless a pre-arranged meeting with teacher has been made outside of school hours. We ask that Drop Off parents do not visit their children during school hours to deter individuals from disrupting the teaching/learning atmosphere or the normal flow of the school day.
6. Please do not bring any toys from home into the classroom and please do not take any toys out of the classrooms.
7. For safety reason it is necessary that children do not enter the classroom before or after their scheduled class times. This also reduces distractions to children in other classes.
8. For playgroup please ensure that you take all your belongings with you after the class has finished. Sambo's Tots assumes no responsibility for lost items while at Sambo's Tots. Please check in the lost and found box located in the manager's room for any lost items. For Drop Off parents please ensure at pick up your child has all their belongings.
9. All participants involved in any of Sambo's Tots activities do so at their own risk.
10. Please use the playground equipment as it is intended to be used. Sambo's Tots assumes no liability of injury or for any other reasons whatsoever in school premises including the playground.
11. Any child not toilet trained fully is required to wear a diaper while in class.
12. All adults entering playgroup classroom must wear socks. In case you have forgotten to bring your socks you may purchase a pair from the manager at the rate of 2000 Riels.
13. We provide a healthy snack for each child. Please help by putting used plates and cups in the designated bins.
14. Sambo's Tot's promotes healthy eating, if your child needs extra snacks from home; please ensure healthy snacks are packed. All candy and chocolate will be put back into the child's bag.
15. No food and drinks allowed in the playgroup room or library.
16. Parking is at your own risk.
17. Annual fees are due along with terms fees. The annual playgroup fee commences at the time of enrollment and is valid for 1 year from this date. The annual fee cannot be pro-rated.
18. Re-enrolment fees for the drop off class are due at the beginning of each new school year in August.
19. Fees for the term must be paid in full prior to the commencement of the term. Please note: when signing up for lessons, this is a term program and you will be charged for the full term. 5% discount will be given when fees in the first two weeks of a term or before term begins.
20. In the event of a prolonged illness and holidays Sambo's Tots will treat each student on a case by case basis when considering credit classes.
21. If your child is sick we will make every effort to accommodate a make-up class but you must call the office and inform us of your child's absence. Please note that the make-up classes are available only three times in a Term and the classes are not transferable to the following term. (Play group class).
22. The Annual Enrollment Fee and the session fees are non-refundable.
23. To complete registration we need 1 copy of the child's birth certificate/passport and also a small passport photo of your child and anyone who may bring them or pick them up from school.
24. A parent may be asked to withdraw his/her child due to the child or parents failure to adhere to Sambo's Tots rules and regulations. Sambo's Tots reserves the right to cancel a child's school membership.