



ENROLMENT AND INDEMNITY FORM

First names: _____ Surname: _____

Nickname: _____ Sex: _____ Date of Birth _____

Home Address: _____ Home Language _____

Home Tel: _____ Other Tel: _____

Doctor's Name: _____ Doctor's Tel: _____

Medical Aid Name: _____ Membership No: _____

Any allergies/health problems (including food allergies) _____

Contagious illnesses already had: _____

Immunisation up to date? _____ Card Herewith _____

Any habits, fears or interests or other pertinent information: _____

Number of and Age of Siblings: _____

PARENTS (Copy of parent's ID document must be attached to this form)

Mother's name: _____ Father's Name: _____

Occupation: _____ Occupation: _____

Business name: _____ Business name: _____

Business address: _____ Business address: _____

Business Tel: _____ Business Tel: _____

ID/Passport No. (Mother): _____ ID/Passport No. (Father): _____

GENERAL

Name and state relationship of 2 persons who can be contacted in case of an emergency. Please give telephone numbers.

If divorced, state relevant access and visitation rights: _____

With whom does the child live? _____

Who will – Drop the child in the mornings: _____ Collect child in the afternoons _____

The parent/guardian of the child hereby agrees:

1. To accept and abide by the terms and conditions, and rules and regulations governing the school known as Kiddy Palace, with which I declare myself fully acquainted as I have been given a written copy of such rules and regulations upon registration.
2. That while the persons in charge of the school will care for the child to the best of their ability, neither they nor any person connected with the school will accept any liability for any claims arising from any incident, accident or injury happening to the child while in the care of the school supervisor, and waive and abandon any claims which may arise at any time as a result of aforesaid, both in my personal capacity and in my capacity as parent/guardian of the child, and I expressly indemnify the supervisor, school or such person against any claim which may arise or be instituted.
3. To ensure that the child has been properly immunized and will furnish proof of this
4. That the supervisor, or in her absence any other responsible person connected with the school may give the required permission and sign the necessary written consent for the child to be subjected to surgical or any other medical treatment, provided that this will be executed on the advice and under the supervision of a medical doctor. I the parent/guardian also accept responsibility for all associated costs in this regard.
5. To pay the monthly fees each and every month in advance by the first of each month as set out.
6. To inform the school of any change in marital status, business address or other pertinent information.
7. To give consent for the child to participate in any of the school's extra-curricular activities such as educational visits and outings, and for transportation to such events as arranged by the school.
8. To give consent for the child's photograph to be used on the school website and other media platforms for communication and publicity purposes solely.

PARENT

PARENT

WITNESS

ID NUMBER

RULES AND REGULATIONS

SCHOOL HOURS

- School hours are from 6am to 6pm.
- Late collections will be charged at R100 per hour or part thereof.
- Please collect at:

DROPPING OFF AND COLLECTING YOUR CHILD

- According to by laws, children must be brought onto and collected from the property.
- Under no circumstances will children be allowed to go home with anyone other than the person stipulated on the enrolment form
- Kindly speak to your child's teacher personally if there is any change in this arrangement.
- Please do not allow your child to walk to or from school alone.

ILLNESS AND ABSENCE

- Please let us know if your little one will not be attending school for some reason. Remember that full fees are payable even if your child does not attend school for any reason.
- If your child will not be attending school in December, please make sure you notify the school on or before the 31st of August; failure of which will make you automatically liable for the December fees whether your child attends school in December or not. No such notice will be acceptable after the 31st August.
- Please ensure that you have a medical certificate for readmission when little ones have had any contagious condition such as Gastro, Chicken pox, Ringworm etc. Please let us know if any family member has had any contagious condition of some sort.
- If your little one becomes ill during the course of the day, rest assured we will contact you.

IMMUNISATION CARDS

- Kindly ensure that we have a copy of your child's immunization card for our records.

MEDICINES

- Medicines must be handed to one of the teachers
- No responsibility is accepted for medicines left in the children's bags
- Remember to give the teacher instructions for the administration of any medicine.

GENERAL INFORMATION

NEWSLETTERS

- These are sent out at least once a month and sometimes more frequently. Please read them carefully as they contain important information.

CLOTHING AND PERSONAL BELONGINGS

- Please mark your little one's belongings and label their clothes
- Remember to dress appropriately for the weather. Please pack a change of clothes in your little one's bag in case of accidents
- We always paint on Tuesday, so please wear old clothes on Tuesdays
- Please do not allow your little one to bring any toys, jewelry to school
- Please notify the teacher if your little one has any food item in their bag.
- No responsibility is accepted for loss of, or damage to any personal belongings.

TOILETRIES

- Each child is required to bring nine (9) 2-ply toilet rolls twice a year. (Summer & Winter)

STATIONERY

- The school supplies all crayons, paints etc.
- Children's work will be sent home at the end of each term.
- Each child is required to bring one ream of A4 papers (500 sheets).
- Grade R children must pay for workbooks. The cost of these will be advised.

WASTE MATERIALS

- We can always use items such as: boxes and containers, empty ice cream containers, old magazines, old greeting cards, cotton reels, pipe cleaners, stationary items like off cuts of stickers, paper, crayons and pens, old sports equipment.

PROBLEMS AND PERSONAL APPOINTMENTS

- Please feel free to discuss any problems with us at any time.
- If need be a personal appointment can be arranged to discuss matters.
- Feel free to phone at any time, even if you are just missing your little one.

TERMS AND FEE STRUCTURE

TERMS FOR 2018

- The school is open throughout the year except for 2 weeks in December/January
- In 2018 the school will close at 6pm on 14 December 2018 and re-open on 7 January 2019.
- The school is closed for all public holidays.
- The school is open for all other school holidays except the above 2 weeks in December/January.
- Parents will be notified if otherwise.

FEES FOR 2018

- Full details of the fees for 2018 are listed below in "RATES 2018"
- Please insist on a receipt for your fees or any other monies paid
- The fees quoted are for cheque payments, bank deposits, electronic payments or cash payments. The banking details are:

Bank: NEDBANK
Branch: NORTHGATE
Branch Code: 169805
Account Name: KIDDYZ PALACE EDUCARE
Account Number: 1093446587
Reference: YOUR CHILD'S NAME AND SURNAME.

RATES FOR 2018

- **The 2018 fee will be R800 per month.**
- **Infants between ages 6 months – 11 months will Pay R1200 per month.**
- **Enrolment fee is R150 per child for new pupils payable upon enrolment.**
- **Casual rates will be R100 per day.**
- **All fees will remain unchanged throughout the year.**

OVERDUE ACCOUNTS, RD CHEQUES etc

- No child will be allowed to attend school after the 4th of the month if school fees have not been paid by the 3rd.
- This is a cash business, accounts are not sent out each month. **Therefore:**
- Any computer generated notice about late fees, extra mural fees, etc will cost R30 in administration costs.
- Interest at current bank rates will be charged on all overdue accounts
- Should school fees be in arrears the school reserves the right to suspend the child from school, institute proceedings against the parents and recover all costs including legal costs and interest from the parents.
- Parents are liable for all bank costs in respect of RD Cheques, incorrect cheques, etc.

NOTICE

- A full calendar month's notice is required if you are removing your child from school
- Written notice is required If your child will not be attending school in December, please make sure you notify the school on or before the 31st of August; failure of which will make you automatically liable for the December fees whether your child attends school in December or not. No such notice will be acceptable after the 31st August.

MISCELLANEOUS

- Family discounts are available. Brothers and Sisters ONLY – not cousins. Please enquire.
- Early settlement discounts are available if fees are paid in advance. Please enquire
- No Transportation is provided.
- Final term reports and work, Grade R work and Graduation certificate will only be handed out on the last day of school every year and will only be given if school fees are fully up to date.

This section must be returned to school

I, _____ parent of _____

Have read the above fee structure and hereby agree to the above terms and conditions.
I understand that:

Full fees are payable for the month of December
Fees are due strictly on the FIRST of each month
Late payment penalty of R100 is due if I pay later than the 3rd of each month.

Signed _____ Date _____