



KIAAT RIDGE PRE-PRIMARY SCHOOL

ENROLMENT FORM

YEAR: 2020

REGISTRATION NUMBER _____

STARTING DATE _____

LEARNER INFORMATION

SURNAME _____

FIRST NAMES _____

KNOWN AS _____ DATE OF BIRTH (dd/mm/yyyy) _____

ID NO _____ GENDER (m/f) _____

HOME LANGUAGE (currently used at home) _____

RELIGION _____

RESIDENTIAL ADDRESS _____

NAME OF PRESENT SCHOOL (if applicable) _____

SPECIFY PARENT WHO HAS LEGAL CUSTODY OVER CHILD SHOULD PARENTS BE DIVORCED OR SHOULD THEY HAVE PASSED AWAY

NAME _____ ID _____

<i>(Please tick appropriate box)</i> <input type="checkbox"/> FATHER / <input type="checkbox"/> STEPFATHER / <input type="checkbox"/> GRANDFATHER / <input type="checkbox"/> GUARDIAN		<i>(Please tick appropriate box)</i> <input type="checkbox"/> MOTHER / <input type="checkbox"/> STEPMOTHER / <input type="checkbox"/> GRANDMOTHER / <input type="checkbox"/> GUARDIAN
	TITLE & INITIALS	
	FIRST NAMES	
	SURNAME	
	ID NO	
	CELL NO	
	HOME ADDRESS	
	POSTAL ADDRESS	
	OCCUPATION	
	EMPLOYER	

	WORK TEL	
	MARITAL STATUS	
	E-MAIL	
IS THE CHILD'S BIOLOGICAL FATHER STILL ALIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IS THE CHILD'S BIOLOGICAL MOTHER STILL ALIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE PROVIDE A CELLPHONE NUMBER TO RECEIVE SMS'S REGARDING SCHOOL RELATED INFORMATION	PLEASE PROVIDE A CELLPHONE NUMBER TO RECEIVE SMS'S REGARDING SCHOOL FEES & FINANCIAL RELATED INFORMATION

MEDICAL INFORMATION OF LEARNER

GENERAL HEALTH _____

ALLERGIES _____

IS YOUR CHILD ON ANY CHRONIC MEDICATION? (*Specify*) _____

FOR WHICH ILLNESS? _____

FAMILY DOCTOR _____ TEL NO _____

MEDICAL AID NAME _____ NO _____

MAIN MEMBER _____ ID NO _____

IS THERE ANY ADDITIONAL INFORMATION RELATING TO THIS APPLICATION WHICH YOU CONSIDER SHOULD BE BROUGHT UNDER THE ATTENTION OF THE SCHOOL? (*E.g. Health or learning difficulties*)

CONTACT NAMES AND NUMBERS OF RELATIVES AND / OR FRIENDS FOR EMERGENCY CASES (*Not Parents*)

1 _____ 2 _____

TEL _____ TEL _____

DETAILS OF PARENT / GUARDIAN WHO ACCEPTS RESPONSIBILITY FOR THE FINANCIAL COMMITMENTS TOWARDS THE SCHOOL

SURNAME _____ FIRST NAMES _____

ID NO _____ CELLPHONE NO _____

RELATIONSHIP TOWARDS LEARNER _____

POSTAL ADDRESS _____

continued...

RESIDENTIAL ADDRESS _____

EMPLOYER _____ OCCUPATION _____

MONTHLY INCOME _____

WORKING HOURS _____ WORK TEL _____

BANKING INSTITUTION _____ BRANCH CODE _____

ACCOUNT NO _____ CHEQUE SAVINGS

1. I / We, the undersigned, do hereby agree to the terms and conditions as set out in the attached agreement, rules and regulations as set out in this document for the enrolment of my child.
2. I hereby undertake to pay the school fees on / before the third (3rd) of each month, unless specifically agreed otherwise by the board of directors. See page 6 item 1.2.
3. I undertake to give one calendar month's written notice in the event of my child leaving the school.
4. I hereby give Kiaat Ridge Pre-Primary permission to do a credit check on me or the person taking care of the financial commitments and accept that admission will be based on the findings.
5. I / We understand that the completion of this application form does not necessarily guarantee that our child will be accommodated at Kiaat Ridge Pre-Primary.

SIGNATURE OF PARENT / GUARDIAN RESPONSIBLE FOR MONTHLY FINANCIAL OBLIGATION DATE

PRINT NAME _____ ID _____

SIGNATURE on behalf of KIAAT RIDGE PRE-PRIMARY SCHOOL DATE

KIAAT RIDGE PRE-PRIMARY SCHOOL
INDEMNITY FORM

I, (Full name and surname) _____ the parent / guardian of

(Full name and surname of learner)

ID No of learner _____

hereby give permission for him / her to be transported to all the outings as arranged by the school.

I accept that all reasonable precautions will be taken to ensure the safety and welfare of my child and that I shall be held responsible for the payment of medical and / or hospital accounts or any other damages which may occur during the transport where applicable, should an injury sustained which cannot be ascribed to negligence on the part of the driver and staff responsible.

I cede my power as parent / guardian to the principal of the school or his / her representatives should medical treatment / surgery be deemed necessary for my child.

As far as I know he / she is in good health.

However, the persons responsible should please note the following: *(Please state what the teaching staff should be aware of. E.g. allergies, tendency towards abnormal bleeding, epilepsy etc.)*

Should your child require immediate medical attention, please indicate the Hospital where your child should be taken if none of the contact numbers previously mentioned are reachable _____

Please indicate if you would have a problem should the Principal or Director of the school on their opinion of events send your child to Kiaat Hospital, please state yes or no _____
and in which case you will take full responsibility for the payment of all medical expenses.

Are you in agreement if we make use of any available ambulance services, if we cannot take the child ourselves? Please state yes or no _____

If not, please indicate alternative ambulance services to be used _____

In any emergency the teacher, principal or directors are given full permission to act to the child's best interest.

I have read and understood the above and confirm that the information given is correct.

SIGNATURE OF PARENT

DATE

ID

KIAAT RIDGE PRE-PRIMARY SCHOOL (*"The School"*)
AGREEMENT, RULES & REGULATIONS

THE FOLLOWING DOCUMENTS OR CERTIFIED COPIES MUST ACCOMPANY THE ENROLMENT

1. Birth certificate of learner
2. Immunisation certificate of learner
3. Copy of ID documents of parents / guardians responsible (*see enrolment form*)
4. ID size photo of the learner
5. Proof of residential address, E.g. a current electricity / Telkom bill
6. Credit reference of the parents responsible, E.g. statements (*see page 4*)

1. SCHOOL FEES – SCHEDULE OF FEES

1.1 Enrolment fee of R 500.00 per child per year

An enrolment fee is payable for each child every year. This fee is payable upon registration and is not refundable. Parents with two or more children from the same family only pay R 500.00 enrolment fee notwithstanding if they are more than 1 or 2 or 3.

1.2 School fees

School fees are calculated annually and are payable monthly in advance on or before the 3rd day of each month (January to December). Should the 3rd fall over a weekend, fees will be payable on the Friday prior to such date. Interest will be charged on outstanding payments. Penalties / interest will be charged on all late payments.

2020 SCHOOL FEES 1 – 6 YEARS OLD

R 2000.00 PER MONTH

The first 2 children from any family are entitled to R 100.00 discount per child.

Fees for additional children from the same family to be negotiated with Management.

1.2.1 **Method of payment:** (*Please take note that no cheques will be accepted*)

1.2.1.1 By EFT: To the **Admin Officer**

ABSA

Account No 40 9796 0748

Branch No 632005

Reference **The REGISTRATION NUMBER of child enrolled.**

(Registration number will be issued on payment of R 500.00 enrolment fee.)

1.2.1.2 No refunds will be given for illness or vacations.

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- 1.2.2 Our e-mail address is school@kiaatridge.co.za
- 1.2.3 Visit our website www.kiaatridgepreprimary.co.za

NB!! ENROLMENT FEES PAYABLE OCTOBER TO SECURE SPACE FOR CHILD

- 1.3** Although the school closes in December for approximately three weeks, school fees are payable in full on or before the 3rd of December.
- 1.4** In the case of divorce or separation of a learner's parents, it will not be the school's responsibility to collect outstanding fees from either of the parties. It is both parties' responsibility, together with the signatories to this application form jointly and severally in total, to ensure that school fees are paid by the due date. The school will, however, have the right to collect the entire amount from any of the relevant parties at its election.

2. LIST OF ITEMS NEEDED FOR SCHOOL

The teacher responsible will issue a list of items required which will vary from time to time.

3. OPERATING HOURS AND TERMS

06h45 – 17h15 Mondays to Fridays.

- 3.1** The Official Teaching Programme (school term) starts and finishes in conjunction with the Government School terms for the year enrolled.
- 3.2** Kiaat Ridge Pre-Primary School will be closed on weekends, public holidays and official school added holidays as decided by the department of education for government schools to form long weekends.
- 3.3** Kiaat Ridge Pre-Primary School will be closed for the festive season from around the 15th of December to around the 7th of January into the next year depending on how the days fall. Parents or guardians are to make alternative arrangements for the care of the learner during this time. School fees are to be paid in full in advance or not later than the 3rd of December as we must see to all expenses like rent, salaries etc. Parents will be informed of actual dates in time.
- 3.4 Late collection:** Please do not collect your child late from school as this causes him / her extreme anxiety. If you are unavoidably delayed for any reason, please phone the school and inform the principal or the teacher on duty.

An additional overtime fee will be charged to those who are repeatedly late at a rate of R 100.00 per hour or part thereof unless agreed otherwise in writing.

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3.5 No learner will be allowed to leave the school with any other person other than the parent / guardian unless a prior arrangement has been made by the parent / guardian and the principal of the school.

4. NOTICE PERIOD

4.1 **One calendar months' notice** must be given on or before the 1st day of the last month of attendance by any party wishing to cancel this agreement. Verbal notice of cancellation will not be accepted.

4.2 Parents are responsible for all school fees up to and including December if notice is given or child registered is taken out of Kiaat Ridge Pre-Primary during the period October 1st to December 15th.

5. HEALTH & MEDICATION

5.1 If your child becomes ill, or in case of a medical emergency at school, a staff member will immediately contact you.

5.2 Please do not send sick children to school and we request you to inform the school before 08h30 in the morning if your child will not be attending school. Sick children who have been booked off by a doctor, must bring the doctors' note to school on re-entry.

5.3 No medication will be routinely administered at the school except for children with chronic health conditions (*E.g. Asthma*).

5.4 If your child has to take medication, the following procedures should be followed:

- The medication must be handed personally to the teacher or principal by a parent / guardian and not to any teacher assistants.
- Must be prescribed by a medical doctor.
- It must be supplied in a container that has a chemist label on it with clear instructions regarding:
 - ❖ The dosage;
 - ❖ Time and frequency of administration;
 - ❖ The child's name;
 - ❖ The prescribing doctor's name;
 - ❖ The name of the medication, and;
 - ❖ The date of the prescription as well as the expiry date of the medicine.
- The parent / guardian must fill in and sign the medication administration form giving complete details regarding all of the above. THESE FORMS ARE AVAILABLE AT THE CLASS TEACHER.

6. GENERAL

- 6.1** English is the official medium of instruction at Kiaat Ridge Pre-Primary.
- 6.2** Christian norms and values with the recognition of freedom of belief, speech and association will be maintained.
- 6.3** Refreshments: The school provides breakfast, a mid-morning snack and drinks, lunch and an afternoon snack to the learners with juice or rooibos tea. If your child suffers from allergies to certain foods, the class teacher must be informed verbally and in writing.
- 6.4** Educational outings will be undertaken once per term. Parents / guardians are responsible for entry fees to such places and the school will be responsible for the transport fees. Information on such outings will be corresponded to parents / guardians timeously.
- 6.5** The school uniform consists of a t-shirt worn with denim jeans or shorts. We request that all learners wear their t-shirts on special days and educational outings. The t-shirts can be bought at the school in various sizes.
- 6.6** Stationery & Educational material: Parents will be supplied with a list of items needed for each specific age group. These items must be brought to school during the first week of attendance no later than the first school term.
- 6.7** Learners are prohibited from bringing sweets, chewing gum, chips, toys or valuables to school. These items will be taken away by the staff members.
- 6.8** All items of clothing, including shoes, socks and school bags must be clearly marked with the learner's name and surname as no responsibility will be accepted by the school or any of the staff members for lost or stolen items. Toys supplied with needed items remain the school's property and must not be marked with the child's name. Marked toys with names make it difficult to teach children to share
- 6.9** Please provide your child with a clearly marked schoolbag / backpack to keep all his / her belongings together.
- 6.10** Please advise the class teacher / principal of any domestic problems, changes, illness, etc. in order that they may assist the learner accordingly.
- 6.11** **NB!** Please inform the school of any change in personal information, especially the telephone numbers so that the school records and emergency lists can be amended accordingly.
- 6.12** Kiaat Ridge Pre-Primary School is responsible only to the person undersigning this document (see page 4). In the event of any dispute between the relevant parties, Kiaat Ridge Pre-Primary School reserves the right to use its own discretion in allowing the learner to continue to attend school.

TERMS AND CONDITIONS OF ENROLMENT

DECLARATION BY APPLICANT

I, the undersigned (full names), _____ ID _____

(hereinafter referred to as the Applicant) of (physical address) _____

do hereby agree to be bound by the following terms and conditions of enrolment in the event of

(full names) _____ ID _____

(hereinafter referred to as the Learner) being admitted and enrolled as learner to Kiaat Ridge Pre-Primary School (hereinafter referred to as the School):

1. The Applicant and the Learner will be bound by all and any rules, regulations, policies and procedures of the School as laid down by the Board of Governors and / or its Head from time to time.
2. The Applicant, in his / her capacity as parent and / or legal guardian of the Learner consents to the exercise of the necessary parental powers by the Head over the Learner whilst the Learner is on school premises and / or engaged in any activity in connection with or incidental to the Learner's education at the School, whether academic, sporting, recreational or otherwise. The Head shall be deemed to be in Loco Parentis, having inter Alia and without deterring from the generality of the foregoing, the following rights:
 - a) in case of emergency, to give any consent that may be required for medical treatment, operation, anaesthetics or blood transfusions;
 - b) to take any decision or furnish any consent or perform any act that they may consider to be in the best interests of the Learner in the prevailing circumstances.
3. The Learner will be subject to the rules and system of discipline laid down by the Board of Governors and the Head from time to time.
In addition, should the School incur or be obliged to incur any direct or indirect costs in the implementation of any disciplining of the Learner; such costs shall be borne by the Applicant.
4. All tuition fees are payable either:
 - a) yearly in advance at a reduced rate decided on annually by the Board of Governors; or
 - b) termly in advance on or before the first day of term; or
 - c) monthly in advance as set out under School Fees in the Agreement, Rules & Regulations.
5. Incidental expenses incurred during the course of the term shall be due and payable as and when charge and upon presentation of the School's customary Statement of Account.
6. Refunds or rebates of school tuition fees will not be granted in circumstances in which the cessation of services by the School is a consequence of the conduct of the Learner and / or the Applicant or illness or any other incapacity of the Learner.
7. Interest shall accrue on all fees and expenses not paid within thirty days of due date, at a rate to be decided upon by the Board of Governors from time to time, but which shall not exceed the maximum interest rate prescribed by law and calculated from due date to date of payment. The said interest shall be calculated and compounded monthly.
8. In addition to the foregoing the Applicant shall be obliged to pay a R 200.00 penalty administration fee (an amount reviewed annually) in lieu of administration and collection costs on a monthly basis relating to the late or non-payment of fees.

Initial

9. A certificate given under the hand of the Business Manager of the School shall be prima facie and sufficient proof of any amount due by the Applicant of the School.
10. The Applicant accepts liability for any loss or damage suffered by the School arising from the loss of or damage to any instrument, equipment or property of the School and whether occasioned by theft, misuse or negligence of the Learner. The Applicant's liability shall be commensurate to the cost of repair or replacement of the aforesaid property.
11. The Applicant consents to the jurisdiction of the Magistrate's Court and / or the High Court of South Africa, the forum at the sole discretion of the School and its aforesaid organs, to determine any dispute arising from the enrolment of the Learner and between the Applicant and the School. In the event that the School is obliged to institute legal proceedings in either the Magistrate's Court and / or the High Court of South Africa, for outstanding tuition and related expenses due by the Applicant, then and in that event, the Applicant shall be liable to the School for all expenses incurred in collecting any amount owing by the Applicant, which expenses shall include all legal charges on the scale as between Attorney and own client, all collection charges and tracing fees.
12. The Applicant undertakes to furnish the School, at the School's request with a Certificate of Health and the enrolment or otherwise of the Learner at the School will be subject to the School's acceptance that the Learner is in a sound state of health. This acceptance shall be in the sole discretion of the School.
13. The board of Governors may in its sole discretion grant refunds, and make changes or adjustments of fees, but there shall be no entitlement to any rebate of fees if the Learner is absent for any portion of a term owing to illness or any other cause.
14. The Applicant hereby accepts the Schedule of Fees applicable to the School, as prescribed from time to time, and will be bound thereby.
15. The Applicant hereby accepts and agrees that any credit balance reflected on the pupil's fees or deposit accounts with the School at any time would not attract interest or any other charge against the School of whatsoever nature.
16. The Applicant accepts and agrees that the non-payment of fees will constitute a breach of this contract. The School reserves the right to demand payment of school fees and other monies due to the School by the Applicant on the due date. If the school fees and / or outstanding monies remain unpaid, the School reserves the right to cancel the contract with the Applicant and, in doing so, exclude the Learner from the School.
17. Should the Applicant wish to terminate the Learner's enrolment at the school, follow the procedure as set out on page 8 item 4.1.
18. For the purposes hereof Kiaat Ridge Pre-Primary School chooses a domicilium citandi et executandi as: PORTION 130, FARM FRIEDENHEIM 282, R40 BETWEEN NELSPRUIT AND WHITE RIVER, NELSPRUIT, MPUMALANGA.
19. All notices required to be given by the Applicant in terms hereof shall be delivered to the School on due date, or shall be sent by prepaid registered mail to the aforesaid domicile.
20. The Applicant accepts that the personal possessions of the learners are not covered in respect of any risks by the School's insurance and that it is the responsibility of the Applicant to personally arrange the necessary and appropriate insurance cover for the pupils' personal possessions.
21. The medium of instruction to be used is English.
22. In the event of only one parent signing this application form, the parent shall indemnify the School as stated, and shall procure a joint and several indemnities from the other parent (is the other parent the natural, adoptive of foster parent).
23. The Laws of the Republic of South Africa shall apply to all or any disputes arising from this agreement.

Initial

- 24. Any relaxation or deviation from the terms of this agreement shall not be deemed to be a waiver of the School's rights to enforce strict compliance of its rights.
- 25. The Agreement, Rules & Regulations shall be deemed to be included upon acceptance of the enrolment of the Learner by the School.
- 26. The Applicant hereby gives consent to the School to verify any information provided on this application.
- 27. The Applicant hereby gives consent to the School to conduct an enquiry and / or information search about the Applicant's financial circumstances with a credit information bureau, persons acting as their agents and / or credit grantors and hereby acknowledge that the School has the right to refuse enrolment on the grounds of unfavourable credit information.

DATED at _____ on this _____ day of _____ 20_____

_____ ID No _____

SIGNATURE OF APPLICANT *(Please tick the appropriate box)*

(FATHER / MOTHER / GUARDIAN / CUSTODIAN PARENT / OTHER)

THIS SECTION IS TO BE COMPLETED AND CO-SIGNED BY THE FATHER / MOTHER / GUARDIAN / CUSTODIAN PARENT / OTHER WHO IS OT THE ABOVEMENTIONED APPLICANT

- 1. I am the father / mother / guardian / custodian parent of the child referred to in paragraph 1.
- 2. I have read the contents of the application form and confirm that the contents thereof, as completed by the responsible parent / guardian, are true and correct in all respects.
- 3. I confirm that the responsible parent / guardian is duly authorized to complete and sign the Application Form, and has done so with my full knowledge and approval. I acknowledge and accept liability in terms thereof is to be joint and several.
- 4. I hereby give consent to Kiaat Ridge Pre-Primary School to conduct an enquiry and / or information search about the financial circumstances with a credit information bureau, persons acting as their agents and / or credit grantors and hereby acknowledge that the School has the right to refuse enrolment on the grounds of unfavourable credit information.

SIGNATURE *(Please tick the appropriate box)*

DATE

(CO-SIGNED BY FATHER / MOTHER / GUARDIAN / CUSTODIAN PARENT / OTHER)

PRINT NAME

ID NO