



**KIAAT RIDGE PRE-PRIMARY SCHOOL**

ENROLMENT FORM

YEAR: 2021

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
	<b>TITLE &amp; INITIALS</b>	
	<b>FIRST NAMES</b>	
	<b>SURNAME</b>	
	<b>ID NO</b>	
	<b>CELL NO</b>	
	<b>HOME ADDRESS</b>	
	<b>POSTAL ADDRESS</b>	
	<b>OCCUPATION</b>	
	<b>EMPLOYER</b>	

	<b>WORK TEL</b>	
	<b>MARITAL STATUS</b>	
	<b>E-MAIL</b>	
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 \_\_\_\_\_

Cell \_\_\_\_\_ Cell \_\_\_\_\_

**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 (3<sup>rd</sup>) 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

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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.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parents or Guardians are responsible to fetch their children from school and take care of them, should the child get sick to such an extent that the responsible teacher may deem it necessary to inform you.

Because of the distance we recommend Kiaat Hospital in case of critical cases but should you not agree please indicate the hospital of your choice \_\_\_\_\_

Are you in agreement if we make use of **any** available ambulance services, please state yes or no \_\_\_\_\_

If not, please indicate alternative ambulance services to be used \_\_\_\_\_

In any emergency or critical incident, the teacher, principal or directors are given full permission to act to the child's best interest and must inform the reachable parent, guardian or family member immediately.

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

\_\_\_\_\_  
SIGNATURE OF PARENT

\_\_\_\_\_  
DATE

\_\_\_\_\_ ID OF PARENT OR LEGAL GUARDIAN.

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

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**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 related to the person responsible for the monthly school fees

**1. SCHOOL FEES – SCHEDULE OF FEES**

**1.1 The Enrolment fee is R 500.00 per child per 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, 2 or 3 children.

**1.2 School fees**

**School fees are calculated annually and are payable monthly in advance on or before the 3<sup>rd</sup> day of each month (January to December).** Should the 3<sup>rd</sup> 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.

**2021 SCHOOL FEES 1 – 6 YEARS OLD**

**R 2200.00 PER MONTH**

**The first 2 children from any family are entitled to R 200.00 discount per child.**

**Discount 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 4097960748**

**Branch No 632005**

**Reference 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](mailto:school@kiaatridge.co.za)
- 1.2.3 Visit our website [www.kiaatridgepreprimary.co.za](http://www.kiaatridgepreprimary.co.za)

**NB!! ENROLMENT FEES PAYABLE BEFORE 15 NOVEMBER TO SECURE SPACE FOR CHILD**

**1.3** Although the school closes over December and January for approximately three weeks, school fees are payable in full on or before the 3<sup>rd</sup> 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 or any other non-school periods.

**3.3** Kiaat Ridge Pre-Primary School will be closed for the festive season from around the 15<sup>th</sup> of December to around the 7<sup>th</sup> of January the following year depending on how the days fall. Parents or guardians are to make alternative arrangements for the care of the learners during this time. School fees are to be paid in full in advance or not later than the 3<sup>rd</sup> of December **as all expenses like rent, salaries etc, must still be taken care of.** Parents will be informed of actual closing and opening 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.

*continued...*

**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 1<sup>st</sup> day of the last month of attendance by any party wishing to cancel this agreement, and to be done officially by e mail to [school@kiaatridge.co.za](mailto:school@kiaatridge.co.za) Verbal, Whatsapp or any other means of notice of cancellation will not be accepted. Not adhering to this will be a breach in contract.

**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 1<sup>st</sup> to December 15<sup>th</sup>**.

#### **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.
- Responsible to collect medicine personally after school for home use by the person fetching the child from school.
- 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.**

- 5.5 English is the official medium of instruction at Kiaat Ridge Pre-Primary.
- 5.6 Christian norms and values with the recognition of freedom of belief, speech and association will be maintained.
- 5.7 **Refreshments:** The school provides breakfast, a mid-morning snack and drinks, a cooked full lunch as well as an afternoon snack to the learners together with juice or rooibos tea. **If your child suffers from allergies to certain foods, the class teacher must be informed verbally and in writing.**
- 5.8 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.
- 5.9 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.
- 5.10 **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 and not later than 15 February of the specific year.
- 5.11 Learners are prohibited from bringing sweets, chewing gum, chips, toys or valuables to school. These items will be taken away by the staff members, and cause unnecessary anxiety to the learners
- 5.12 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.
- 5.13 Please provide your child with a clearly marked schoolbag / backpack to keep all his / her belongings together.
- 5.14 Please advise the class teacher / principal of any domestic problems, changes, illness, etc. in order that they may assist the learner accordingly.
- 5.15 **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.
- 5.16 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, or late payment of school fees, 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

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### DECLARATION BY APPLICANT

I, the undersigned (full names and Surname), \_\_\_\_\_  
\_\_\_\_\_ 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; 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.

**Initial**

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.
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 7 item 4
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 or foster parent)

**Initial**

- 23. The Laws of the Republic of South Africa shall apply to all or any disputes arising from this agreement.
- 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 NOT 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