

**@Sandton Kids  
Enrolment form 2024**

The following documents MUST accompany the enrolment form when returned. Enrolment forms will not be accepted if ANY documents are outstanding.

Submission of this application form does not constitute an automatic placement of the learner.

- Unabridged Birth Certificate of the learner
- ID copies of the learner's parents/passport
- Immunisation certificate (clinic card) of the learner
- Proof of address ONLY Water, Lights/ Municipal account or Lease agreement/ Rent Contract
- Report from current school/ centre (if available)
- All relevant reports from therapists. If any?
- Read the Terms and Conditions

**LEARNER INFORMATION**

Full names:	
Surname:	
Nicknames:	
Date of Birth:	
ID Number:	

Gender:            Male                                  Female

Home Language:	
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Religion:	Race:	Nationality:
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Siblings:

Name:	Age:	Gender:
_____	_____	M/F
_____	_____	M/F
_____	_____	M/F

**PREVIOUS SCHOOL DETAILS:**

Last Pre-school attended:	
Contact Person	
Telephone No:	
Reason for leaving:	
Have your school fees been paid up to date in your previous school?	

**MEDICAL INFORMATION**

Medical aid name	
Plan option	
Membership No.	
Main member	

Family Doctor No.	
File Number	
Address	
Allergies	
Allergies Medication	
Chronic Sicknesses	
Special needs	
Special needs Medications	
Any Operations	
<u>Other Therapist</u>	
Name and Surname	
Any additional info	

**VACCINATIONS**

Has your child been vaccinated and inoculated?

B.C.G (Newborn)	Yes	No
Polio D.T.P (6 Weeks)	Yes	No
Polio, D.T.P. (10 Weeks)	Yes	No
Polio, D.T.P. (14 Weeks)	Yes	No
Measles (9-12 Months)	Yes	No
Rubella (M.M.R) (18 Months)	Yes	No

**EMERGENCY CONTACTS**

Name and Surname	
Relationship	
Cell No	
Work No	

Name and Surname	
Relationship	
Cell No	
Work No	

**PARENT INFORMATION**

Father/Guardian

Title:	
Nickname:	
Full names:	
Surname:	
ID:	

Religion:	Race:	Nationality:
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Physical address:	
Postal address:	
Occupation:	
Employer:	
Work address:	
Home no:	
Work no:	
Cell no:	
Email:	

Mother/Guardian

Title:	
Nickname:	
Full names:	
Surname:	
ID:	

Religion:	Race:	Nationality:
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Physical address:	
Postal address:	
Occupation:	
Employer:	
Work address:	
Home no:	
Work no:	
Cell no:	
Email:	

**TERMS AND CONDITIONS**

**Medication and Sickness**

- Medication should be handed to the teacher and written down in the medication book upon arrival.
- I accept that all possible medical precautions will be taken for the safety and well-being of my child.
- I hereby request that the person(s) in charge take note of the Chronic Medical Condition stipulated on page 2 (Sicknesses)
- As a parent, it is my responsibility to ensure that my child is vaccinated against normal infectious diseases (examples: tuberculosis, diphtheria, tetanus measles, mumps etc.)
- Child(ren) on antibiotics with fever will not be allowed to attend school until they are better.
- Child(ren) with burnt bums will not be allowed to attend school until they are better.
- Child(ren) on antibiotics who still has a fever and child(ren) with nits and or head lice may only return to school if a clinical nurse.

## Injuries

- I understand that I will be held responsible for all medical /hospital accounts if injured. Should a child sustain an injury and it is not due to negligence on the part of @Sandton Kids staff members, undertake the parents to not take legal action against @Sandton Kids on any legal grounds whatsoever.
- I hereby consent that if circumstances require my child to be treated by a doctor if the parents cannot be reached in time, I will transfer my powers as parent/guardian for the duration of the school day to the head and staff of @Sandton Kids in urgent cases if illness, accident or injury where I cannot be consulted. I agreed that the principal or her representative may take the necessary steps to consult a physician or transport my child to a hospital and in the event of a medical emergency necessary on behalf of my written consent and indemnify the said person(s) and @Sandton Kids of any liability and costs.
- As a parent, I authorise @Sandton Kids and/or its staff and representation that they may transport my child(ren) to/from @Sandton Kids to destinations as arranged from time to time, this arrangement will also include emergency transport such as; to the doctor and indemnify @Sandton Kids and/or any representative against any claims of any kind which may arise with the transport of the children to and from excursions and so on the same applies in respect of loss or damage to property.

### Father/Guardian

Name and Surname:	
Signature:	
Date:	

### Mother/Guardian

Name and Surname:	
Signature:	
Date:	

### Witness 1

Name and Surname:	
Signature:	
Date:	

### Witness 2

Name and Surname:	
Signature:	
Date:	

## Fee Structure

The fee structure will be sent to all parents who will be enrolling.

## Payment

**A R 4500 non-refundable registration fee is required on registration.**

**Registration fee will be used for all stationery, equipment and extra-mural activities needed for the year.**

- All money payable by the parents to @Sandton Kids in terms hereof shall be paid timeously on the due date.
- Fees are payable strictly in advance. Unless otherwise agreed in writing all monthly payments must be made by debit order and @Sandton Kids requires proof of the debit order on registration.

- Debit order is to run on or before the 1<sup>st</sup> of each month and by no later than the 7<sup>th</sup> day of each month unless agreed in writing and at @Sandton Kids sole discretion.
- Payment via direct deposits, Internet or ordinary banking must include the child's name and surname as a reference.
- No payment will be accepted on the property for security reasons.
- Please ensure that fees are banked / EFT/debit order into:

<b>Banking Details:</b>	
Name of Account Holder:	Sandton Creche
Bank Name:	Standard Bank
Branch Code:	000205
Account number:	000601918
Type of account:	Business Cheque Account

- Any Cash deposits incurring bank charges will be for the parent's account.
- The application form, signed addendum & proof of payment of R 4500 **non-refundable registration fee** must be e-mailed to [clarissa@sandton-kids.co.za](mailto:clarissa@sandton-kids.co.za)

### **Allowances**

- An allowance of R 50.00 per family can be deducted from monthly school fees, when payment has been made by Debit order (not EFT) and reaches the @Sandton Kids account before the 1<sup>st</sup> of each month.
- In the event of two (2) or more siblings, a 10% monthly allowance will be granted to the second sibling only, and will be cancelled if one sibling leaves @Sandton Kids
- Parent/s will qualify for an allowance where fees are paid annually in advance, by 5%.
- Parent/s will qualify for a 2.5% allowance for payments made four (4) months in advance.
- Any allowance allowed will be revoked on any accounts overdue.
- Only one (1) allowance is permitted per family. Allowances will not apply simultaneously.
- Allowances given for lump sum payments must be paid before the 1<sup>st</sup> of the month. Fees paid after this date will not be entitled to the 5% allowance. Any lump sum payments will not be refunded.
- The R4500 non-refundable enrolment fee applies to all children enrolling and there will be no allowances for siblings.
- No concession or refunds will be made for children not attending school for extensive periods such as illness, family holidays or any other reasons that may occur.
- Monthly fees are payable in advance, by the 1<sup>st</sup> of every month. This includes any outstanding amounts from previous months, as well as any extra amounts that may have accrued on the account.

### **Late Payment**

- Due to the nature of the allowances, late payments cannot be condoned.
- @Sandton Kids will charge an R150.00 penalty fee for payments later than the 7<sup>th</sup> day of the month and a further R150.00 for payments not made by the 15<sup>th</sup> day of the month.
- @Sandton Kids reserves the right to charge interest at the maximum rate permissible in terms of the National Credit Regulations which is 2% per month.
- @Sandton Kids reserves the right at its discretion to insist on the removal of children where accounts become overdue.

### **Credit information**

- The Parent/s authorises @Sandton Kids to, through the services of any NCR registered credit bureau:
- Carry out any checks or traces that @Sandton Kids deems fit;
- Report the Parent/s payment history;

- List the Parent/s in the event of the Parent/s defaulting in payment in terms of this agreement.

### **Default in Payments**

- Where fees are not paid within the discretionary two calendar months grace period (this will also apply to parent/s that have established payment plans):
- Children will not be taken for the educational assessment required for their termly report. Reports will be withheld until such time that accounts are paid up in full.
- Parent/s will be given two calendar months' written notice to remove their child from @Sandton Kids and will still be liable for the outstanding fees and the two months' notice period.
- Where school fees are outstanding for more than two months:
- The child/children will be suspended from school with immediate effect.
- The child's/children's report or transfer letter issued for the new school will be withheld.

### **Invoicing**

- Invoices will be sent out from the 24<sup>th</sup> – 26<sup>th</sup> of every month.
- It is the parent's responsibility to ensure that they have received the monthly statements and invoice, by providing proper and correct contact details.
- The Parent/s allegation of non-receipt of invoices will not be regarded as an equitable reason for non-payment.
- It is the Parent/s responsibility to notify @Sandton Kids of all changes and details.

### **Notice period / Termination of Contract**

- Two (2) full calendar month's written notice of termination (dated from the 1<sup>st</sup> of the month), is required when child/children are/are taken out of @Sandton Kids by parent/s.
- Where a parent/s fails to give the required notice of termination two (2) months' fees in lieu of notice will be charged.
- No extended holidays will be accepted as a reason for non-payment, as payments are made over a 12-month period.

### **Aftercare**

- Aftercare closes at 18:00 p.m. Where longer hours are required, Parent/s must advise @Sandton Kids and @Sandton Kids will strive to accommodate Parent/s caught in an emergency.
- A late penalty charge of R100.00 per hour per child will be charged for children left without notification after 18:00 p.m. The penalties will be added to the child's account by the end of the month.
- Where children are enrolled until 12:30 pm parent/s must fetch their children no later than 13:00, failing which the penalty as mentioned above will apply.

### **Extra mural activities**

- Swimming is included in the learner's school fees. We do teach the children safety and awareness of the water and also teach them how to swim, however, swimming will only commence if the weather for the week allows us and no more than five children should be sick for the week. This includes a runny nose.
- Babynastix is available every week for children aged 4 months – to 2.5 years to ensure that they develop fundamental skills to their full potential that will improve and lay the groundwork for future skills.
- Tumbling Tigerz comes in every week for children aged 2.5 – 6 years for physical, behavioural and social skills training through fun and interactive activities.

**The above contract was explained to me by a @Sandton Kids representative:**

- **Hereby give @Sandton Kids permission to perform a Credit Check.**

- Hereby understand and abide by the rules of the notice period set as above.
- Herby understand fully and completely all the rules and regulations set out in the contract clauses 1-10 in the above contract.

Father/Guardian

Name and Surname:	
Signature:	
Date:	

Mother/Guardian

Name and Surname:	
Signature:	
Date:	

Witness 1

Name and Surname:	
Signature:	
Date:	

Witness 2

Name and Surname:	
Signature:	
Date:	

**FOR OFFICE USE ONLY:**

Fees will only be paid:

- Monthly;
- Annually;
- Quarterly.

Via:

- Debit Order;
- EFT;
- Cash Deposit.

Date of Registration: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Enrolment Fee Paid: \_\_\_\_\_

Date of Withdrawal of \_\_\_\_\_