

@Sandton Kids Preschool Enrolment Form 2026



Welcome to @Sandton Kids!

We are thrilled that you are considering @Sandton Kids for your child's early education journey! At our preschool, we believe in creating a nurturing and engaging environment where every child can thrive and discover their unique potential.

Our dedicated team is here to support you and your family every step of the way. We are committed to providing a safe, fun, and educational experience for your child.

Document Submission Checklist

To ensure a smooth enrolment process, please provide the following documents. Tick the boxes next to the documents you have included:

- ☐ Completed Enrolment Form
- ☐ Copy of Child's Birth Certificate
- ☐ ID Copies of the learner's parent/passports
- ☐ ID copy of designation person if parents are foreigners
- ☐ Proof of Residence
- ☐ Medical History Form (therapy reports etc.)
- ☐ Report from current school (if available)
- ☐ Immunization Records

Payment Options

To better accommodate your family's needs, please select your preferred payment option:

- ☐ Monthly Payment Plan
- ☐ Termly Payment Plan
- ☐ Annual Payment Plan



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and exploration for your child

**SAFE,
CLEAN, AND
FUN!**



At @Sandton Kids, we understand that choosing the right preschool is a significant decision. We are here to answer any questions you may have and ensure you feel confident in your choice. Our doors are always open for you to visit, meet our team, and see our vibrant learning environment.

Thank you for choosing @Sandton Kids! We look forward to welcoming your family to our preschool community.

STUDENT INFORMATION:			
Name and Surname:			
Preferred Name:			
Age:			
Date of birth:			
ID number:			
Nationality:			
Religious denomination:			
Gender:	☐ Male ☐ Female		
Home language:			
Does the child have any siblings:	☐ Yes ☐ No		
How many siblings:	Name and surname:	Age:	School:
SPECIAL INSTRUCTIONS:			
Please select your preferred attendance option below: Half Day (06:00 – 12:30) ☐ Option A – 5 days (Mon - Fri) ☐ Option B – 4 days ☐ Option C – 3 days Full Day (06:00 – 18:00) ☐ Option A – 5 days (Mon – Fri) ☐ Option B – 4 days ☐ Option C – 3 days			
Dietary requirements, if yes please specify:	☐ Yes ☐ No		
Any other special instructions for our teachers to know:			



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THROUGH
PLAY IS THE
WAY!**

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PARENT/GUARDIAN INFORMATION:	FATHER/GUARDIAN	MOTHER/GUARDIAN
Title:		
Full names:		
Surname:		
Preferred name:		
ID number:		
Date of birth:		
Marital status:		
Home language:		
Cell phone number:		
Home phone number:		
E-mail:		
Residential address:		
Postal address:		
Occupation:		
Employer:		
Employer address:		
Child living with parent /guardian:	☐ Yes ☐ No	☐ Yes ☐ No

EMERGENCY CONTACT INFORMATION 1 (Not parent/guardian)	
Name and Surname:	
Relationship to parent:	
Cell phone number:	

EMERGENCY CONTACT INFORMATION 2 (Not parent/guardian)	
Name and Surname:	
Relationship to parent:	
Cell phone number:	

ALTERNATIVE PICK-UP INFORMATION	
Name and Surname:	
Relationship to parent:	
Cell phone number:	



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**WATCH THEIR
IMAGINATIONS
SOAR!**

MEDICAL INFORMATION OF LEARNER	
Medical aid name:	
Medical aid plan:	
Medical aid member number:	
Medical aid phone number:	
Medical aid Primary member:	
Family doctor name:	
Family doctor phone number:	

AUTHORIZED MEDICATION CONSENT	
Do you give permission for the school to administer first-aid treatments or emergency medication? (e.g., antihistamines)	☐ Yes ☐ No

HEALTH RECORD	
BCG:	☐ Yes ☐ No
Hepatitis B:	☐ Yes ☐ No
DTP (Diphtheria, Tetanus, Pertussis):	☐ Yes ☐ No
Hib:	☐ Yes ☐ No
Polio:	☐ Yes ☐ No
PCV (Pneumococcal):	☐ Yes ☐ No
Rotavirus:	☐ Yes ☐ No
MMR (Measles, Mumps, Rubella):	☐ Yes ☐ No
Varicella (Chickenpox):	☐ Yes ☐ No
Any illnesses which your child suffers from or had suffered? If yes please provide details:	☐ Yes ☐ No
Is your child on chronic medication? If yes please provide details:	☐ Yes ☐ No
Does your child have any allergies? If yes please provide details:	☐ Yes ☐ No
Does your child have any problems with:	
Hearing:	☐ Yes ☐ No
Sight:	☐ Yes ☐ No
Speech:	☐ Yes ☐ No
Does your child show any signs of nervousness:	☐ Yes ☐ No
Physical disabilities:	☐ Yes ☐ No
Has your child ever needed any type of therapy? If yes please provide details as well as the full assessment results with the enrolment form:	☐ Yes ☐ No

PREVIOUS SCHOOL DETAILS	
Name of school:	
Reason for leaving school:	

PERSON RESPONSIBLE FOR ACCOUNT	
☐ Father ☐ Mother ☐ Other: _____	
Title:	
Full name:	
Surname:	
Initials:	
Preferred name:	
ID number:	
Occupation:	
Home Language:	
Cell phone number:	
Work number:	
Email:	
Residential address:	
Work address:	
Postal address:	

PARENTAL CONSENT		
Category	Question	Yes/No
Photos on social media	Do you give permission for your child's photos to be posted on the preschool's social media pages?	☐ Yes ☐ No
Photos for Marketing	Do you allow your child's photos to be used in promotional materials (e.g., brochures, websites)?	☐ Yes ☐ No



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**FRIENDS
TODAY,
LEADERS
TOMORROW!**



PARENTAL CONSENT		
Category	Question	Yes/No
Classroom Photos and Videos	Do you give permission for your child to be in photographs and videos on the class WhatsApp group.	☐ Yes ☐ No

CHILD DEVELOPMENT INFORMATION		
Toilet Trained	Is your child fully toilet trained?	☐ Yes ☐ No
Napping	Does your child nap during the day?	☐ Yes ☐ No
Specific Fears	Does your child have any specific fears?	☐ Yes ☐ No
Follow Instructions	Is your child able to follow simple instructions?	☐ Yes ☐ No
Favourite Activities/Toys/Books	Does your child have any favourite toys etc?	☐ Yes ☐ No

BEHAVIOURAL INFORMATION		
Behavioural Concerns	Does your child have any behavioural concerns (e.g., biting, hitting)?	☐ Yes ☐ No
Expression of Frustration/Anger	How does your child express frustration or anger?	
Changes in Routine	Has your child experienced any significant changes in routine (e.g., moving, family changes)??	☐ Yes ☐ No



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**ACTIVE
MINDS,
ACTIVE
BODIES!**



1. ENROLMENT AND REGISTRATION FEES:

Registration Fee: A non-refundable registration fee of R4,500 is required to secure your child's place at @Sandton Kids.

Re-registration Fee: For returning parents, a non-refundable re-registration fee of R2,500 is required to secure your child's place for the following academic year.

By submitting the enrolment form, parents/guardians agree to all terms and conditions outlined here. This enrolment agreement remains binding until a written notice of withdrawal is submitted by the parent/guardian or termination is initiated by the school.

2. FEES AND PAYMENT:

Validity of Enrolment: The enrolment contract is valid for the entire year, and re-enrolment for subsequent years is not automatic but dependent on updated applications and payment of the re-registration fee.

School Fees and Payment Policy

Tuition Fees

- Fees are payable monthly in advance, no later than the 1st day of each month. For parents opting for termly or annual payment plans, acceptance of the fee structure provided by @Sandton Kids Preschool includes adherence to the specified payment dates. Invoices will be issued on the 24th of each month via email to the address provided on the enrolment form. If the 24th falls on a weekend, the invoice will be sent on the following Monday
- No concession or refunds will be made for children not attending school for extensive periods such as illness, family holidays or any other reason that might occur.

Change of Enrolment Plan:

- One full term's written notice is required should you wish to change or switch the enrolment plan originally selected. Failure to provide the required notice will result in charges for the following term based on the existing enrolment plan.



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MORE
TIME FOR
FUN AND
LEARNING!



Payment Methods

- Payments may be made through various methods, including EFT, direct deposit, or by using our Credit card facilities. Parents are encouraged to set up automatic payments to ensure timely settlement of fees. Please note that we are not accepting any CASH payments for the child's school fees. **All proof of payments should be sent to accounts@sandton-kids.co.za**

Late Payments

- A late payment penalty of R250 will be applied to any account not settled by the due date and another R250 will be applied every 10 days thereafter until fees are paid. If fees remain unpaid for more than one month, the school reserves the right to suspend the child's attendance until the account is settled.
- Continued default in payments may result in further actions, including the referral of the account to a collections agency.
- Any outstanding amounts from previous months, as well as extra amounts should be paid along with the monthly school fees on the 1st of every month.

Credit Information

- By signing this enrolment form, the Parent agrees that the school may conduct a credit check before joining the school and/or if payments are consistently late or in default. This is to ensure responsible financial management and the continued operation of the school. The parent also authorises the school to, through 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.

Allowances

- **Sibling discounts:** If a sibling withdraws from the school, the discount will be discontinued immediately. The discount applies only to the second, third, fourth, and additional siblings. The first enrolled sibling is not eligible for a discount.
 - 2nd sibling 10% discount on monthly fees.
 - 3rd sibling 15% discount on monthly fees.
 - 4th sibling 20% discount on monthly fees.
- The R4500 non-refundable enrolment fee applies to all children enrolling and there will be no allowance for siblings.
- Any allowances will be revoked when accounts become overdue.

Please ensure that fees are paid into:

BANKING DETAILS	
Name of Account Holder:	Sandton Creche
Bank Name:	Standard Bank
Branch Code:	000205
Account Number:	000601918
Type of Account:	Business Cheque Account

Note: All payments should reference the child's name and surname to ensure proper allocation of funds.



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**PARENTS
LOVE US AS
MUCH AS
THE KIDS
DO!**



3. NOTICE PERIOD AND WITHDRAWALS POLICY FOR SANDTON KIDS PRESCHOOL:

Notice Requirement

- Parents/guardians are required to provide two full calendar months' written notice when withdrawing a child from Sandton Kids. This notice must be submitted on or before the 1st day of the month to take effect. Failure to give proper notice will result in financial penalties as outlined below.

Cancellation Fee

- In the event that less than the required two months' notice is given, parents/guardians will be charged a cancellation fee equivalent to two months' tuition fees. This fee is non-negotiable and is intended to cover the school's operational and staffing commitments during the notice period.

Holiday Fees

- Parents/guardians are required to continue paying full fees during holiday months, regardless of the child's attendance during that period. The school operates on a 12-month fee structure, meaning that no deductions or exemptions will be granted for extended family holidays or absences during the year. This ensures the child's place at the school remains secure and contributes to the continuity of operations.

4. EXTRACURRICULAR ACTIVITIES:

- The school offers a variety of extracurricular activities. Some of these activities may incur additional fees. The Parent will be notified in advance of any extra costs.
- Consent for Outings:** Written consent will be required for all outings, excursions, or events held off the school premises.

5. LATE COLLECTION POLICY FOR SANDTON KIDS PRESCHOOL

Overview

- Parents/guardians are required to collect their children promptly at the end of the school day. For half-day attendees, collection must occur by 12:30, and for full-day attendees, by 18:00.]

Late Collection Fees

- If a child is collected later than the designated times, a late collection fee of R100 per 15 minutes (or part thereof) will be applied. This fee helps cover the costs of additional staffing required to supervise children beyond regular hours.



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Late Collection Notification

- Parents/guardians are requested to inform the school as soon as possible if they anticipate a late arrival. Failure to notify the school in advance of a late pick-up may result in additional disciplinary measures.

Repeated Late Collection

- Repeated instances of late collection without prior notification may result in disciplinary actions, including but not limited to the suspension of the child's attendance at Sandton Kids.

Billing of Late Fees

- Late collection penalty fees will be billed to the child's account and included in the monthly statement issued at the end of the month. Parents/guardians are expected to settle these fees along with the monthly tuition payment.

6. DISCIPLINE AND BEHAVIOUR:

Discipline Policy

- Sandton Kids follows a positive reinforcement approach to discipline, encouraging good behaviour and respect among all children. Punctuality is considered an essential aspect of discipline; children are expected to arrive at school by 8:15 am. Timely arrival helps set a positive tone for the day and ensures that all children can participate fully in the planned activities.
- If a child arrives after 8:15 am without a valid excuse, they will not be permitted to enter the school until the next appropriate entry time as it disrupts the children engaged in activities.

Behaviour Expectations

- Children are encouraged to exhibit respectful behaviour towards peers, teachers, and the school environment. If a child's behaviour becomes disruptive or consistently fails to meet these expectations, the school may take appropriate actions, which could include meetings with the parents, temporary suspension, or, as a last resort, termination of enrolment.

Prohibited Actions

- Physical punishment or verbal abuse is strictly prohibited and will not be tolerated under any circumstances.

7. MEDICATION, SICKNESS, AND INJURIES POLICY FOR SANDTON KIDS PRESCHOOL:

Medication

- All medication must be handed directly to the teacher or receptionist upon arrival. It must be logged in the medication book or on the school app, including the child's name, dosage, and time of administration.
- Medication will not be administered if it is not recorded in the medication log or app.
- Children on antibiotics are not allowed to attend school until the course has been completed. In special cases a doctor's note may be required for re-attendance.
- Children with burnt bums or in any other discomfort will not be allowed to attend school until they are well enough.
- Children with a fever are not allowed to attend school. Low-grade fevers linked to teething in babies are exempt from the above.
- It is the responsibility of the parent/guardian to ensure that your child is vaccinated against normal infectious diseases such as tuberculosis, diphtheria, tetanus, measles, and mumps.
- Children with head lice / nits may only return to school once the infestation has been eradicated.

Sickness

- Children showing symptoms of contagious illnesses (e.g., fever above 37.5°C, green nasal discharge, diarrhoea, pink eye, etc.) will not be permitted to attend school.
- Parents will be contacted to collect their child if they become ill during the school day.
- Child(ren) on antibiotics, with a fever, or presenting contagious symptoms must remain at home until they are completely well.

Injuries

- If a child sustains an injury at school, the parent/guardian will be contacted immediately.
- In the case of a medical emergency, if the parent/guardian cannot be reached, the school reserves the right to seek emergency medical assistance. Any costs incurred for medical treatment will be the responsibility of the parent/guardian.
- The school will take all possible medical precautions for the safety and well-being of the child.
- If a child is injured and negligence on the part of Sandton Kids staff members is not proven, parents/guardians agree that they will not pursue legal action against the school.
- Parents/guardians agree to cover all medical or hospital costs if their child is injured during school hours, provided that no gross negligence by the staff is proven.
- Indemnity and Emergency Treatment Consent
- By enrolling your child, you authorize Sandton Kids staff to act on your behalf in case of an emergency. If parents/guardians cannot be reached in time, the principal or staff may consult a physician, provide first aid, or transport the child to a hospital.
- Parents/guardians indemnify Sandton Kids and its staff from any liability for costs, losses, or damages that may arise from emergency medical treatment or injuries sustained during school activities unless gross negligence is proven.

8. POPIA COMPLIANCE POLICY FOR SANDTON KIDS PRESCHOOL:

Introduction

Sandton Kids Preschool is committed to protecting the privacy and personal information of all children, parents, guardians, and staff in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA). This policy outlines how we collect, use, store, and protect personal information in compliance with the Act.

Purpose

- The purpose of this policy is to ensure that Sandton Kids Preschool adheres to the principles and regulations of POPIA by safeguarding all personal information provided to the school and ensuring it is only used for legitimate purposes in connection with the education and well-being of the children.

Scope

- This policy applies to all personal information collected by the school, including but not limited to:
 - ✓ Personal details of children (name, age, birthdate, medical records)
 - ✓ Contact details of parents/guardians (phone numbers, email addresses, residential addresses)
 - ✓ Financial information (tuition payments, banking details)
 - ✓ Employment and personnel information (for staff)

Types of Information Collected

- Sandton Kids Preschool collects the following personal information:
 - ✓ Student Information: Name, age, medical history, immunization records, dietary requirements, emergency contact details, and photos for school-related purposes.
 - ✓ Parent/Guardian Information: Contact details, payment information, and legal guardianship status.
 - ✓ Staff Information: Contact details, qualifications, employment records, and performance evaluations.

Collection and Use of Information

- Personal information is collected through the following channels:
 - ✓ Enrolment Forms: Information provided during the enrolment process.
 - ✓ Medical Forms: Information about allergies, chronic conditions, and emergency contacts.
 - ✓ School Communications: Any information exchanged through emails, calls, and other correspondence.
 - ✓ Financial Information: Banking details collected for tuition payment processing.

Sandton Kids Preschool will only collect and use personal information for the following purposes:

- ✓ Administration of the child's enrolment and education
- ✓ Communication with parents/guardians regarding school matters
- ✓ Medical emergencies and health management
- ✓ Financial management, including billing and payments
- ✓ Compliance with legal obligations

Data Storage and Security

- All personal information collected will be securely stored in both physical and digital formats. Sandton Kids will take reasonable precautions to protect this data from unauthorized access, alteration, or destruction. These precautions include:
 - ✓ Physical Security: Locked filing cabinets and restricted access to staff only.
 - ✓ Digital Security: Password-protected systems, regular data backups, and encrypted communications.

Disclosure of Information

- Personal information will not be disclosed to third parties without the express consent of the parent/guardian, except in the following cases:
 - ✓ If required by law or court order.
 - ✓ In emergency situations where immediate medical attention is required.
 - ✓ For purposes directly related to the child's education and well-being (e.g., field trips, school events).

Access to Information

- Parents/guardians have the right to request access to their personal information, make corrections, or request the deletion of data that is no longer required. All such requests can be directed to the Information Officer of Sandton Kids, who will respond within a reasonable timeframe.

Data Retention

- Sandton Kids will retain personal information for as long as necessary to fulfil the purposes for which it was collected. Once the information is no longer required, it will be securely disposed of in accordance with the school's data retention policy.

Consent

- By enrolling their child at Sandton Kids, parents/guardians' consent to the collection, use, and storage of personal information as outlined in this policy. Parents/guardians have the right to withdraw consent at any time, but doing so may affect the school's ability to provide certain services.

Information Officer

- In compliance with POPIA, Sandton Kids has appointed an Information Officer who is responsible for overseeing the implementation of this policy and ensuring continued compliance with data protection laws. The Information Officer can be contacted at:
 - ✓ Email: nasmeen@sandton-kids.co.za

Breach Notification

- In the event of a data breach, Sandton Kids will notify affected individuals and the Information Regulator within a reasonable time frame, as required by POPIA.

Policy Updates

- This policy will be reviewed periodically to ensure continued compliance with POPIA and any relevant legal developments. Parents/guardians will be notified of any significant changes to this policy.

9. DATA RETENTION POLICY FOR SANDTON KIDS PRESCHOOL

Purpose

- The purpose of this policy is to outline how long Sandton Kids Preschool retains personal data, in compliance with the Protection of Personal Information Act (POPIA) and relevant South African data protection regulations. It ensures that personal information is kept only as long as necessary for the school's legitimate operational needs and is securely disposed of when no longer required.

Scope

- This policy applies to all personal information collected from parents, guardians, children, and staff, including:
 - ✓ Enrolment forms and contact details
 - ✓ Medical records and emergency contact information
 - ✓ Financial and billing information
 - ✓ Attendance and progress records
 - ✓ Employment records for staff

Data Retention Periods

- Personal data will be retained as follows:
- **Enrolment Information** (e.g., contact details, child information): Retained for **5 years** after the child has left Sandton Kids to comply with regulatory and legal requirements, after which it will be securely destroyed.
- **Medical and Health Records:** Retained for **5 years** post-enrolment to ensure compliance with any potential health or safety queries, unless an extended retention period is required by medical or legal advice.
- **Financial and Billing Information:** Retained for a period of **7 years** to comply with financial record-keeping laws (e.g., the Companies Act and SARS requirements).
- **Attendance and Progress Reports:** Retained for **3 years** after the child leaves Sandton Kids for administrative purposes, unless required longer by educational regulations or parental requests.
- **Staff Employment Records:** Retained for **5 years** post-employment in compliance with labour regulations and for potential reference needs.

Secure Disposal of Data

- At the end of the retention period, personal information will be securely disposed of through the following methods:
 - ✓ **Physical records:** Shredding of paper documents.
 - ✓ **Digital records:** Permanent deletion from all digital storage systems, including backups



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FOR AN
ADVENTURE
TODAY!



Exceptions

- In some cases, personal data may be retained for longer than the periods specified if:
 - ✓ Legal action or investigations are pending that require the retention of records.
 - ✓ Regulatory or financial obligations require extended retention.
 - ✓ Parental or guardian consent is obtained for the prolonged retention of certain records (e.g., for educational tracking or alumni purposes).

Rights of Parents and Guardians

- Parents/guardians may request access to their personal data or that of their child at any time during the retention period. They may also request the correction or deletion of data if it is no longer accurate or necessary for the school to hold. These requests must be made in writing to the **Information Officer**.

Data Breach and Notification

- If a data breach occurs, Sandton Kids will notify affected individuals and the Information Regulator as soon as possible, detailing the breach and the steps taken to mitigate any further risks.
- **Policy Review**
- This policy will be reviewed regularly to ensure it remains in compliance with POPIA and any other applicable data protection regulations.

10. FOREIGN PARENTS/GUARDIANS:

For parents/guardians residing outside of South Africa, @Sandton Kids Preschool requires the designation of a specific local representative who will be responsible for all account-related matters, including the settlement of fees and communication with the school.

Designation of Local Representative	
Name of Local Representative:	
Relationship to Child:	
Contact Number:	
Email Address:	
ID number:	

By signing below, both the parent/guardian and the designated local representative acknowledge their understanding of the responsibilities regarding account management and fee settlement.

Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	
Local Representative Name:	
Local Representative Signature:	
Date:	



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Acknowledgment and Agreement

By signing below, you acknowledge that you have read and understood all terms and conditions outlined in this enrolment form. You agree to adhere to the policies of @Sandton Kids Preschool, including but not limited to payment schedules, withdrawal procedures, and the handling of personal information.

Name:	Date:	Signature:
Parent/Guardian 1		
Parent/Guardian 2		
Local representative (if parents are foreigners)		
Account holder (if different from parent/guardian)		
Witness		

Thank you for choosing @Sandton Kids! We are excited to embark on this educational journey with you and your child

FOR OFFICE USE ONLY:

Fees will be paid:

- ☐ Monthly
- ☐ Termly
- ☐ Annually

Date of registration: _____

Date of admission: _____

Half day or full day: _____

Enrolment fee paid: _____

Date of withdrawal: _____



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