



Enrolment Form: Babies & Toddlers

Child's name & Surname:

Child's date of birth:

Y	Y	Y	Y	M	M	D	D
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Please provide recent photo of child

Emergency contact numbers:

Father's name & number: _____

Mother's name & number: _____

Additional person - Name, Number & Relation to child: _____

OFFICE USE ONLY:

Copy of medical aid card

Copy of birth certificate received

Copy of Clinic Card received

Copy of agreement to parent

Copy of mother's id document

Recent colour photo of mother

Copy of father's id document

Recent colour photo of father

Registration fee	R
(Non Refundable)		
Pro-rata	R
Monthly fee	R
Security Gate Tag		
(Non Refundable)	R
Additional Transport	R
Other	R

Banking Details/Bankbesonderhede

Kinnerlant
 First National Bank
 Account number: 62553342818
 Branch Code: 25695500
 Cheque account

Please use your child's name and surname as reference

Thank you for enrolling your child at Kinnerlant!

ENROLMENT AGREEMENT FORM

Enrolment date:

Child's name: Child's surname:

Date of Birth:

DD	MM	CCYY

 Gender: Male Female Home Language:

Please click service required:

	Full Day Baby/ Toddler care		Half Day Baby/ Toddler care		3 day a week Half day/ Full day		Transport

Medical Aid Scheme:	Medical Aid Number:
Family doctor:	Paediatrician:
Phone:	Phone:
Chronic Illnesses:	
Allergies:	
Special dietary requirements:	
Previous school attended:	Telephone number:
Period attended:	
Any additional information regarding the child that we need to know:	

People who may collect child (Please submit photo)	Telephone number
1.	
2.	

MOTHER'S DETAILS	FATHER'S DETAILS																				
Full Names and Surname:	Full Names and Surname:																				
ID number:	ID number:																				
<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr><tr><td style="text-align: center;">Married</td><td style="text-align: center;">Single</td><td style="text-align: center;">Divorced</td><td style="text-align: center;">Widow</td><td style="text-align: center;"> </td></tr></table>						Married	Single	Divorced	Widow		<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr><tr><td style="text-align: center;">Married</td><td style="text-align: center;">Single</td><td style="text-align: center;">Divorced</td><td style="text-align: center;">Widower</td><td style="text-align: center;"> </td></tr></table>						Married	Single	Divorced	Widower	
Married	Single	Divorced	Widow																		
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Home address:	Home address:																				
Phone H:	Phone H:																				
Mobile:	Mobile:																				
Postal Address:	Postal Address:																				
Employer:	Employer:																				
Occupation:	Occupation:																				
Work Address:	Work Address:																				
Phone W:	Phone W:																				
E-mail:	E-mail:																				
Fax number:	Fax Number:																				

PERSON RESPONSIBLE FOR ACCOUNT				
Payment method: Stop / Debit Order		Cash		Internet
Details of person paying account:				
Name & surname:				
Postal address:				
Contact number:				
E-mail:				

PLEASE TAKE NOTE THAT BOTH PARENTS ARE LIABLE FOR PAYMENT OF ACCOUNT!

CERTIFY INFORMATION
I hereby confirm the accuracy of the information above.

.....
Signature (Mother)

.....
Signature (Father)

.....
Date

.....
Date

TERMS AND CONDITIONS

Introduction

- 1 The signatory of this agreement ("the parent"), or a person authorised by the parent, has requested Kinnerlant, with this Enrolment Agreement, to provide to the parent the services as stipulated therein.
- 2 Kinnerlant agrees to provide the services to the parent in accordance with this Enrolment Agreement.
- 3 This agreement is binding on both parties until either party gives notice in writing to the other party.

Fees

- 4 School fees are payable every month as per the current school fees. A 10% increase will be instituted every January.
- 5 A non refundable general stationery/registration fee is payable with the January fees each year or new enrolment. This will ensure that all your child's stationery needs for the year ahead are met (especially important for the Grade R children).
- 6 Reduced rates or discounts will not be considered in the event of absenteeism or illness.
- 7 Fees are payable in advance by STOP / DEBIT ORDER, EFT or CASH not later than the 1st day of each month.
- 8 The parent will receive an account/statement from the school every month.
- 9 A 10% penalty will be added to the account if the monthly payment was not received before the 3rd of the new month.
- 10 A R150 for bank charges will be added to the account when a debit order payment was rejected or for dishonoured cheques.
- 11 When depositing cash at the bank, a cash deposit fee of **R50** is payable and will be invoiced for.
- 12 In the event that an account is not settled admission to the child may be refused without notice. The parent will be responsible for one calendar month's notice.
- 13 All fees are subject to a collection commission which includes attorney/client fees and tracing fees (where applicable). This fee shall be for the account of the client and not refundable. I also agree thereto, that if necessary, a credit check can be conducted on me
- 14 As Kinnerlant's hours are from 06:00 to 18:00 during weekdays, an additional charge of R50 per child for every 15 minutes or part thereof per evening will be levied in cases where the child is collected later than 18:00.
- 15 Kinnerlant is open 12 months of the year but will be closed over the festive season in December/January. Fees are also payable during school holidays.

Illness and injuries

- 16 The parent should make alternative arrangements for a child with a bad cough, sore throat, loose stomach, vomiting, or fever. This is for your child's own well being as well as for others. In the case of infectious diseases, please notify the school immediately and do not send your child back to school without doctor's approval.
- 17 The school will deal with illnesses, as follows:
 - The child will be kept under observation; signs, symptoms and the temperature will be recorded in the message book.
 - After an hour the school will phone the parent to inform the parent of the child's condition.
- 18 The school will deal with injuries, as follows:
 - The wound or injury is treated and recorded in the injury book.
 - The parents will be informed if the injury is serious and a doctor needs to be seen.
 - Medical or paramedical assistance will be summoned if an extreme (life threatening) emergency occurs.

Medication

- 19 The parent must provide the appropriate medicine for the child.
- 20 The parent must enter in the Medication Book (or child's communication book) the name of the medicine, dosage, and the time when the medicine must be administered to the child. No medication will be given without written permission.
- 21 Do not leave medicines in the child's bag; it must be handed to the care worker on duty.
- 22 Only one staff member per class will be responsible for giving medicine to children.

Clinic visits

- 23 A copy of the child's clinic card must be handed in with enrolment. It is the parent's responsibility to make sure that the child is up to date with his/her vaccinations. An updated copy must be submitted to the school on an annual basis or with re-registration.

Meals

- 24 The school supply sandwiches, fruit and cold drinks during snack time breaks.
- 25 Meal-times:
BREAKFAST: Between 07:30 and 08:30. Children that come in after this time will forfeit his/her breakfast.
LUNCH: 12:00
SNACK: 10:00 & 15:00

The parent must provide the following:

- 1 x Additional set of clothing for the child
- 1 x Blanket for use during naptime.
- Sun block and hat
- 26 All belongings must be clearly marked.
- 27 Bedding will be send home on Fridays to be returned clean, on Mondays.

Discipline

28 When fighting between children occurs the school try to diffuse the situation and make the children apologise to each other. The school do not use physical discipline. Time-out is the main method of discipline. Parents will be consulted if bad behaviour persists and a course of action will be decided on. Biting and swearing will not be tolerated and immediate action will be taken. The parent will be notified that same evening of such an occurrence.

Kinnerlant's obligations

29 Subject to the terms and conditions of this agreement, Kinnerlant undertakes to provide the selected services to the parent.

Parent's obligations

30 Subject to the terms and conditions of this agreement the parent must inform Kinnerlant in writing within seven (7) days of any changes to any of the information provided by the parent.

General

- 31 The child must be dropped off between 06:00 and 08:30 in the mornings.
- 32 Half-day toddlers may only be collected between 12:45 and 13:00. Parents may only collect their child earlier with prior arrangement. No staff member is allowed to neither give out their cell phone numbers to parents nor use it during class time.
- 33 No visitors will be allowed during the day as the children become very upset when left for a second time at the school. The parent may check telephonically, at any time.
- 34 Please ensure that the security gates are closed properly when used and deliver the child personally to the care worker on duty.
- 35 A child will not be handed over to anyone other than the parent. The parent must notify the school of any changes to the normal cause of events. The child will not be handed to a stranger. To prevent embarrassment, please remember to inform the school.
- 36 For those with busy lifestyles, a word of encouragement and a smile will make our day – we like and need to know the good with the not so good!
- 37 Inform the school when your child will not be present.
- 38 Any instructions regarding the child must be noted in the message book for this purpose at reception or the child's communication book.
- 39 No toys/snack boxes from home will be allowed at school.
- 40 The child must bring a bag to school for his/her personal belongings.
- 41 Every child will receive a mail/post bag at the beginning of the year. All notes, communication books, newsletters, etc will be put in the post bag. Postbags must be at school every day, even during school holidays. A plastic pocket will be placed in the back of each child's communication book to place money in for e.g. tuck shop etc.
- 42 Any belongings of the child must be clearly marked. Lost property is kept on the "LOST PROPERTY" basket for a week.
- 43 The parent must ensure that the school always has the correct contact numbers for the parent and the substitute. Either the parent or the substitute must always be available to be contacted in the case of emergencies.
- 44 The parent must notify the school in writing, within three (3) working days, of any event that has affected the happiness and well-being of the child.
- 45 All full day pre-schoolers have to rest between 12:30 and 14:30. No exception will be made to this rule.

Amendments

- 46 The school will immediately notify the parent in writing of any amendments to these Terms & Conditions.
- 47 The school will send notices via the child's communication book, SMS system or e-mails.

Termination

- 48 Only the signatory may terminate this agreement.
- 49 One calendar month written notice (From the first day to the last day of the month) is required should the parent wish to terminate the child's attendance.
- 50 **NOTICE WILL ONLY BE ACCEPTED FROM JANUARY TO 1 OCTOBER.**
- 51 Should the parent wish to terminate this agreement in November or in December the parent need to give notice during October. If not, the parent will be liable for the November and December school fees. No notice will be accepted during December.

Liabilities and indemnities

- 52 Although every necessary precautions will be taken to prevent accidents, neither Kinnerlant, the facilitator, all employees of the school, any agents, guests nor other persons associated with the school of said facilitator / teachers will be held responsible for any claims to a child arising from an accident which may occur whilst the child is on the premises or at any outing by or on behalf of the school or any of the said persons.
- 53 This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury.
- 54 Kinnerlant is not liable for any delay or failure to fulfil its obligations under this agreement to the extent that such delay or failure results from causes beyond Kinnerlant's reasonable control.
- 55 Although Kinnerlant endeavours to allow only accredited third party agents e.g. transport, extramural activities, medical, etc. to render their services, each agent acts as an independent contractor and is not an employee, subcontractor or agent of Kinnerlant. Kinnerlant is not liable for any damage of any nature whatsoever caused by the conduct of the agent.
- 56 In the event of an account not being settled, by the person who was indicated as the person responsible for the account, the parent signing this agreement will still be held liable to settle it.

Breach of agreement

- 57 The parent's failure to comply with any of the terms and conditions of this agreement constitutes a material breach of this agreement.
- 58 If the parent breaches this agreement, Kinnerlant, without prejudice to any other remedy that it may have, may immediately and without notice to the parent terminate this agreement.
- 59 If the parent breaches this agreement, the parent must pay Kinnerlant all –
 - Legal costs, including attorney and own client costs, tracing agent's fees and collection charges, which Kinnerlant may incur in taking any steps pursuant to such breach; and
 - Damages incurred by Kinnerlant directly or indirectly as a result of the parent's breach.
- 60 If a parent remedies such a breach, complies with the terms and conditions of this agreement and pays Kinnerlant all payments due in terms of this agreement, Kinnerlant may re-enrol the child, but subject to the prior payment by the parent to Kinnerlant of the enrolment/registration fee. If the agreement had been terminated, the parties may conclude a new agreement.

I acknowledge that I have read and understand and am legally bound by the terms and conditions of this agreement.

Signed at, on this day of
.....20.....

.....
Mother Signature

.....
Mother's name in block letters

.....
Father Signature

.....
Father's name in block letters

.....
for KINNERLANT

Copy of agreement to parent - Signature parent: _____

Date copy received: _____