



VANILLA HOLDINGS (PTY) LTD Trading as SMART START PRE-PRIMARY SCHOOL

119 Liebenberg road, Noordwyk,

Midrand [www.smartstartschool.co.za](http://www.smartstartschool.co.za)

E-mail: [Smartstartpreprimary@gmail.com](mailto:Smartstartpreprimary@gmail.com)

061429 3379

## ENROLMENT FORM

This document, duly signed by both parties, forms an agreement between **Vanilla holdings (Pty) ltd Registration Nr. 2013/044677/07**

(Herein referred to as “**SMART START**”)

**AND**

The Signatory (parent or guardian) enrolling his or her child.

This document contains 12 pages and each guardian or parent is to initial every page and sign where required.

This form pertains to the enrolment of one child and additional forms will be required for additional children

We apologise for the fact that whilst completing this form, the duplication of information and signatures will be required.

PLEASE TELL US HOW DID YOU HEAR ABOUT OUR SCHOOL?

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For office use only:

Name of child .....

Assigned Class .....Start Date .....

INITIALS \_\_\_\_\_

**CHILDS INFORMATION**

Please take the time to print neatly, so we may capture your information correctly.

Full name and Surname .....

Preferred / Nick name .....

ID Number ..... Gender .....

Date of Birth ..... Nationality .....

Child lives with .....

Physical address .....

..... Code .....

Postal address .....

..... Code.....

**PARENT INFORMATION**

**Father** ..... Cell .....

ID Number ..... Tel (w) .....

Email address .....

Employer ..... Position .....

**Mother** ..... Cell .....

ID Number ..... Tel (w) .....

Email address .....

Employer ..... Position .....

INITIALS \_\_\_\_\_

## **EMERGENCY CONTACTS**

### **Person nominated other than yourselves in case of emergency**

Next of Kin ..... Cell .....

ID Number ..... Tel (w) .....

Relationship .....

Medical Doctor ..... Tel .....

Medical Aid details .....

## **PARENT COMMUNICATION**

We send regular communication to parents via email and text messages using our automated messaging service. These messages contain important information about the school. Please provide us with at least ONE active email address and phone number to which we may send these important messages.

Email address .....

Phone number .....

## **IRREVOCABLE CONDITIONS PERTAINING TO ENROLMENT**

No person will be permitted to collect a child without details of such person being provided on these forms or by means of a separate letter if changes occur during the school year.

Should you need to make alternative arrangements on any given day, it must be done by calling Principal Lara with instructions detailing the ID number of the person collecting your child. The person collecting the child must come to the office and present an ID book where a copy will be taken, and only then will the child be released into that persons care.

Any person whom we cannot identify will be asked to provide his/her ID document which will be verified and a copy taken and retained on our files.

No child will be released to anyone, including parents, who show signs of inebriation.

It will always remain the responsibility of the parents of the child enrolled at Smart Start to relay all school rules to any person collecting the child on any occasion.

INITIALS \_\_\_\_\_

## GENERAL SCHOOL RULES AND REGULATIONS

1. The school is open from 06h30am and closes strictly at 17h30pm on normal weekdays.
2. Breakfast is available from 08h15 to 08h45. No breakfast will be served after 08h45.
3. Your child must be personally handed by you to the class teacher on duty and not left to find his own way into the school. Please notify the teacher on duty of your child's arrival and departure.
4. Classes begin at 08h00. Please try have your child in school before this time.
5. If your child has been ill during the night or has contracted an infection of any kind, it is your duty to notify the school. If your child is not attending school on a particular day, please phone between 07h00 and 08h00 so that your child's teacher is informed in good time.
6. If your child has been vomiting, has a runny tummy or running a high fever, he/she should not return to school for 24hrs. Should your child be running a fever, your child may not attend school until the fever has normalised.
7. A child with any form of sickness (including a runny nose) should stay at home in order to stop the spread of the illness, however we do understand working parent's limitations in this regard.
8. If, while at school, your child has an increase in temperature to 38 degrees or higher, you will be contacted to collect your child. Whilst waiting for your arrival, the child will be required to lie down under supervision in the sick bay.
9. We are not legally entitled to administer medicine without the consent of the parent or guardian. If your child requires medicine, it is your responsibility to speak to the teacher on duty or the principal, hand the medicines over to them, and enter the administration of medicine in the child communication book. All medicine will be kept in the office lock up cabinet.
10. Solely in the event of emergency, the school reserves the right to obtain medical assistance for your child from any medical doctor available, and if required in such an emergency, the school also reserves the right to seek emergency hospitalisation for your child. The signatory hereto irrevocably undertakes to refund Smart Start any and all costs incurred on his/her behalf within 30 days after delivery of proof of payment to the signatory.
11. If any administration of prescribed medicine requires medical knowledge (e.g., insulin), individual training must be provided to the teacher by a medical professional at the cost of the signatory hereto.
12. Your child is required to bring a school bag every day, clearly marked with his name, containing a clean change of clothing, also clearly marked. Please send your child to school in old clothing so that you or your child does not get distressed if it becomes full of paint or dirt.
13. No toys or sweets allowed as this leads to conflict. These items will be removed from your child and returned at the end of the day. Smart Start does not accept responsibility for loss or damage to these items.
14. Blankets must be provided for your child's sleep time. Blankets are to be taken home for washing on Fridays.
15. Birthdays are celebrated at school with a sing along and a birthday crown. Please discuss your child's birthday with the teacher to arrange for cake etc.
16. Children are inclined to carry little bits of school equipment home in their pockets. Please can you return these bits found in bags and pockets.
17. Destructive play is not tolerated at Smart Start, and we have a strict policy on bullying, biting and anti-social play.
18. The teachers appointed at Smart Start have the required skills and expertise to train your child. All parents are expected to adhere to all school rules and work together with the school to enforce them.
19. Please do not send your child to school with jewellery, cell phones or any expensive items as Smart Start pre-primary will not be responsible for the loss or damage of these items.

INITIALS \_\_\_\_\_

## SIGNED ENROLMENT

There are four types of fees you are responsible for:

1. Registration fee  
Payable on initial registration and enrolment of your child. This fee is not refundable and is a once-off payment upon admission of enrolment forms.
2. Monthly School Fee  
This fee is strictly payable monthly IN ADVANCE, from January through to December
3. Annual stationary fee:  
Payable on admission for the year of attendance.
4. Additional costs  
Ad Hoc activities during the year. These are not compulsory, and where applicable.
5. Security Deposit  
This fee is refundable certain to terms and conditions set out herein. This fee may be spread over 3 instalments, and strictly payable within the first four months of attendance.

### PLEASE ENROL MY CHILD FOR FULL DAY CLASSES AT

|                                    |       |         |
|------------------------------------|-------|---------|
| MONTHLY FEE - <b>R2785.00</b>      | ..... | INITIAL |
| REGISTRATION FEE – <b>R800.00</b>  | ..... | INITIAL |
| SECURITY DEPOSIT – <b>R2785.00</b> | ..... | INITIAL |

### PLEASE ENROL MY SIBLINGS FOR FULL DAY CLASSES AT

|                                     |       |         |
|-------------------------------------|-------|---------|
| MONTHLY FEE – <b>R5 320.00</b>      | ..... | INITIAL |
| REGISTRATION FEE – <b>R1 400.00</b> | ..... | INITIAL |
| SECURITY DEPOSIT – <b>R5 320.00</b> | ..... | INITIAL |

Person responsible for account payments:

.....

### SIGNED IN FULL BY PERSON/S RESPONSIBLE FOR PAYMENT

.....

NAME

SIGNATURE

.....

NAME

SIGNATURE

INITIALS \_\_\_\_\_

## SMART START STANDARD TERMS AND CONDITIONS

### ENROLMENT FEES

1. On enrolment, a non-refundable registration fee of R750 per child is payable, in advance, to the school.
2. Signed enrolment forms create a binding agreement between parties to pay the requisite fees on a monthly basis for schooling for one child from the commencement date up to and including December of each year.
3. A one month school fee amount is required as a deposit, payable in advance to the school. This deposit is refundable provided you have given the required written notice of one calendar months' notice before your child leaves the school.

### SCHOOL FEES

4. This agreement is binding for a fixed period of 12 (twelve) months, and which is subject to the standard cancellation conditions set out hereunder.
5. All school fees are payable in advance and are payable as usual during a child's absence whether it be due to illness or if away on holiday, etc.
6. January school fees are payable by the 15<sup>th</sup> of January at the latest. February to December school fees are payable by the 7<sup>th</sup> at the latest.
7. A 5% early settlement rebate applies if paying annually in advance in January.
8. Families with more than one child enrolled at the school qualify for further rebates. This rebate only applies if the account, including all other fees, is settled in full each month before the required date.
9. A one calendar month notification in writing is required when removing the child from the school.
10. Children are required to attend Smart Start pre-primary school for 5(five) days per week. Should the child not attend school every day of the week, you will still be billed for a 5(five) day week.

### PAYMENT

11. Electronic fund transfers are the preferred method of payment. No cash may be handed to the teachers, or left in the book of communication.
12. You may also instruct your bank to make a scheduled payment to the school every month.
13. Vanilla holdings/ Smart Start pre-primary will add all additional costs or fees solely related to late collection, penalties and aftercare etc., onto your monthly invoice.
14. School fees automatically increase annually by the standard industry increase of 10% to 15%.
15. Any resulting costs charged for dishonoured cheques or cash deposits will be the responsibility of the signatory/signatories.

### ADDITIONAL CHARGES

Over and above the monthly school fees, Smart Start pre-primary school charges for the following amounts.

16. Late payment penalty of 10% added to all outstanding funds if not received and paid by the 7<sup>th</sup> of every month.
17. Late collection of your child penalty:
 

|      |                |
|------|----------------|
| R 50 | 530pm to 545pm |
| R100 | 545pm to 600pm |
| R150 | 600pm to 630pm |
| R200 | from 630pm     |

18. Parents are expected to pay for their child's stationary requirements at the commencement of year, and a school t-shirt and hat are compulsory for all age groups on dedicated days.

INITIALS \_\_\_\_\_

## CANCELATION

19. Should the school fees (including all other due and payable fees) for whatever reason not be paid, Vanilla holdings (Pty) ltd / Smart Start pre-primary reserves the right to:
  - a. Immediately prevent the child from further school attendance and /or
  - b. Cancel the contract entirely with immediate effect and/or
  - c. Claim all amounts that may be payable in terms of the contract and/or
  - d. Hand over the outstanding account to a debt-collecting agency, attorney and/or
  - e. Charge a 10 % penalty on all outstanding amounts per month and/or
  - f. Send the default notice of the account holder to all credit vetting databases in South Africa
20. One (1) calendar months' notice, in writing, is required to be given when withdrawing the child from the school for any reason. Payment in lieu of notice may be given. The parent will still be liable for fees until the end of the notice period.
21. December is seen as part of the school year. No TERMINATION OF CONTRACT will therefore be accepted from the 1(first) November as the parent/guardian will be liable for payment of fees up to the end of December.

## DOMICILIUM

22. The signatory/ies hereto nominate his/her child's physical address as recorded on page 2 of this enrolment form as his/her chosen domicilium citande et executande for service of all notices and processes in connection with any claim that may arise in terms of this agreement to Smart Start preprimary school.

## JURISTITION

23. The signatories hereto agree and consent that Smart Start pre-primary school shall be entitled, at its option, to institute legal proceedings which may arise out of this agreement, in any Magistrates court in the Republic of South Africa, having jurisdiction, notwithstanding that the claim or the value of the matter in dispute might exceed the jurisdiction of such Magistrates court.

## AGREEMENT

24. No extension of time or any other relaxation or indulgence granted by Smart Start pre-primary to the signatories shall operate as, or be deemed to be a waiver by Smart Start pre-primary of its rights in terms of this agreement, or a novation of any of the terms and conditions of this agreement.
25. No amendments and/or alterations and/or variations and/or cancelations and/or additions of these terms and conditions, whether unilateral and/or consensual and/or bilateral shall be of any effect or force unless reduced in writing and signed by Smart Start pre-primary school.

## SIGNATURES

26. Upon signing of these forms you hereby confirm to Vanilla Holdings (pty) Ltd that you accept and understand the terms and conditions as set out and will take full responsibility in adhering to the contents, stipulations and conditions of these agreements.
27. On signing these forms you confirm that you understand that this is a legal and binding contract for a 12 (twelve) month period subject to the stipulated cancelation conditions.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

INITIALS \_\_\_\_\_

# CONSENT AND INDEMNITY FORM

I/ We the undersigned

NAME/S .....

BEING THE PARENT/S and/ or GUARDIAN/S OF .....

Do hereby irrevocably and unconditionally:

- 1. Consent to my/our child taking part in all activities of Smart Start Pre-primary school, unless specifically instructed by me/us in writing to the contrary;
- 2. Confirm and agree that my/our child will, on a regular basis, partake in physical activities at Smart Start pre-primary school;
- 3. Confirm and agree that all activities in which my/our child engages or undertakes are at my/our own risk and that we/I will have no claim of whatsoever nature against Smart Start pre-primary school or any of its staff or directors:
  - a. For any loss or damage to property owned by me/us from whatsoever cause arising and/or
  - b. For any loss or damage or compensation arising from or in respect of any physical injury of whatsoever nature which my/our child might sustain whilst at Smart Start
  - c. For any loss or damage or compensation arising from or in respect of any injury of whatsoever nature which my/our child might sustain during any extra mural activity provided by outsourced providers, in which my/our child may participate whilst at Smart Start.
- 4. Consent to my/our child participating in all school activities that teach Christian principals;

And I/we hereby indemnify against and hold harmless Smart Start pre-primary school, its staff and directors, from any liability which may be incurred arising from any or all of the a foregoing;

- 5. Agree that in the event of any emergency, the staff of Smart Start may (without any obligation to do so) at their sole discretion take steps as may be necessary for the provision of medical attention for my/our child and that should the medical practitioner require consent prior to provision of medical services, I/ we confirm that the staff members of the school are hereby authorised and empowered to act as my/our duly authorised agent in giving such consent;
- 6. Agree that I/we will be liable personally for all medical fees and expenses of whatsoever nature incurred in the treatment of my/our child in the event that medical services are procured by Smart Start pre-primary school staff on my/our behalf;
- 7. Agree that I/we will be liable personally for all medical fees and expenses of whatsoever nature, including therapeutic and holistic services incurred in the treatment of my/our child in the event of any incidents that may possibly occur at Smart Start.
- 8. Consent to my/our child being given medication (after having received a phone call from the school requesting such permission) in the event of an emergency.
- 9. I/ We agree that as signatory to this agreement, I/we will be liable for any and all fees / interests or penalties as agreed to in this contract despite the fact that I / we may not be legal guardian or parent of the child or court order directing a different party to be responsible.
- 10. Agree to pay interest at a rate of 10% per month on any outstanding school fees, as well as legal fees on an attorney and own client scale for the recovery of any amounts due to Vanilla Holdings / Smart Start.
- 11. Agree to the payment of additional charges relating to dishonoured cheques, cash deposits or late payments and / or late collection penalties as mentioned above.
- 12. Agree that if any amount due and payable in terms of this agreement is not paid on the due date, the remainder of the fees payable for the year will immediately become due and payable without further notice.

.....

|           |           |      |
|-----------|-----------|------|
| Full Name | Signature | Date |
|-----------|-----------|------|

.....

|           |           |      |
|-----------|-----------|------|
| Full Name | Signature | Date |
|-----------|-----------|------|

.....

|           |           |      |
|-----------|-----------|------|
| Principal | Signature | Date |
|-----------|-----------|------|

(For and on behalf of Smart Start Pre-primary School) INITIALS \_\_\_\_\_



**PUPIL INFORMATION FORM**

Please be as specific as possible, so we can better understand your child's needs.

Child position in family .....

Brothers and Sisters information.....

.....  
.....  
.....

Relatives important to the child .....

.....

Birth weight .....

Was baby breast fed?.....

Illness during the first year? .....

Any operations or hospitalisation

.....

If so, please specify details .....

.....

Name used for bowel movement ..... Urination

.....

Please list any nervous habits, and details of when this might occur

.....

.....

.....

How is this treated .....

.....

General comments regarding health.....

.....

Any physical abnormalities .....

Family health (allergens, sinus etc.).....

.....

Any hereditary conditions in the family .....

.....

Are your child's vaccinations up to date? Please note we do not accept children who have not been vaccinated.

DPT ..... date.....

POLIOMYELITIS .....date..... INITIALS \_\_\_\_\_

MMR .....date.....

CHICKEN POX .....date.....

TB .....date.....

HEPATITIS B .....date.....

Headaches ..... Comments .....

Frequent colds ..... Comments .....

Haemophilia ..... Comments .....

Food allergens .....Comments.....

Hay fever.....Comments.....

Eczema.....Comments.....

Urinary infections.....Comments.....

Epilepsy .....Comments.....

Sinusitis.....Comments.....

Asthma.....Comments.....

Bee stings .....Allergic? .....

Penicillin .....Allergic?.....

Any other allergens we should know about? .....

**PHYSICAL CONCERNS**

Sight..... Physical.....

Hearing..... Speech.....

Learning issues .....

Any other important information pertaining to the health and wellbeing of your child we should know about?

.....  
.....  
.....  
.....

INITIALS \_\_\_\_\_



## PARENT CHECK LIST

### WHAT YOU NEED TO BRING TO SCHOOL

All personal items must please be clearly marked.

**1-2 years** - Wet wipes, nappies, bum cream, sun hat, sun block, a water bottle, marked change of clothing, and any sleep comforters such as a favourite blanket, doll, dummy or bottle. Healthy snacks.

**3 years** Wet wipes, sun hat, sun block, marked change of clothing, and any sleep comforters such as a favourite blanket or doll. Dummies and bottles should be discouraged at this age. Healthy snacks.

**4-6 years** Wet wipes, sun hat, sun screen and marked change of clothing. Healthy snacks. **It is compulsory for all students to bring a water bottle, school bag and a blanket for winter.**

### WHAT YOU REQUIRE FOR THE ADMINISTRATION OFFICE.

Before your child's first day at school, please ensure the school office receives the following:

1. Registration fee
2. Required deposit.
3. The enrolment form, fully completed and signed and each page initialled.
4. Copies of immunisation record and birth certificate.
5. Copies of both parents ID books.

Please request a copy of the completed enrolment form for your records.

We trust that your child will be happy and blossom in our care. We will provide a safe, loving and nurturing environment where your child will feel special and cared for on every level possible. We welcome any comments on where you feel we may improve. Your child's education is important to us, and we will continue to provide the best we possibly can.

# Welcome!

INITIALS \_\_\_\_\_