



☎ Tel: 011 954 2492
 📱 Cell: 082 751 9874 (Linsy Rignate)
 🌐 www.steppinstonez.co.za
 ✉ 259 Voortrekker Rd
 Monument
 Krugersdorp 1739

 info@steppinstonez.co.za

Steppin Stonez Pre School
 CC 2010 / 095922 / 23 – Education Steppin' Stonez Nursery School

P.O. Box 969
 Paardekraal
 1752

CHILD'S NAME _____

ENROLMENT FORM

YEAR: 20

For Office Use Only:

Date of Enrolment		Lists to be completed:	
Date of First Attendance		Attendance Register	
		Birthday	
Birth Certificate		Class File	
Immunisation Certificate		Kidsoft	
Parents ID Documents		Kidsoft Acc Payment Date	
		Music & Maths Register	
Registration Fee		Phone Contacts	
Full / Half Day		Tuck Shop Register	
Mattress Levy Inv / Paid			
Mattress Cover		Clever Critters Sent Off	
Cover Embroidery Del / Col			

_____ (initial)

Enrol Form September 2015

SECTION A:

1 - CHILD INFORMATION:

NAME & SURNAME			
PREFERRED NAME			
DATE OF BIRTH			
MALE / FEMALE			
FIRST LANGUAGE			
PREVIOUS SCHOOL			
SIBLINGS NAME		D.O.B.	
SIBLINGS NAME		D.O.B.	
SIBLINGS NAME		D.O.B.	

2 - MEDICAL INFORMATION:

DOCTOR:		TEL	
DENTIST		TEL	
NAME OF MEDICAL AID		NO	
NAME OF MAIN MEMBER		CODE	
ALLERGIES			
CHRONIC MEDICATION			
THERAPY ATTENDED?			
EMERGENCY CONTACT			

I/we declare that I/we are the only legal guardians of the child/ren as listed above

FATHER'S SIGNATURE

MOTHER'S SIGNATURE

_____ (initial)

3 - FAMILY INFORMATION:

	FATHER / GUARDIAN	MOTHER / GUARDIAN
SURNAME		
FIRST NAMES		
IDENTITY NUMBER		
CELL. NO.		
TEL NO (H)		
TEL NO (W)		
EMAIL		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
EMPLOYER NAME		
PHYSICAL ADDRESS		
OCCUPATION		
ALTERNATIVE CAREGIVER (e.g. STEP PARENT)		
NAME & SURNAME		
CELL NO		
TEL NO		
EMAIL ADDRESS		
RELATIONSHIP HELD		

I/we the undersigned, agree to the terms, conditions and contents of this Enrolment Agreement. All information supplied is correct.

FATHER'S SIGNATURE

MOTHER'S SIGNATURE

_____ (initial)

Enrol Form September 2015

4 - PAYMENT INFORMATION:

* PLEASE INDICATE WHICH PARENT WILL BE RESPONSIBLE FOR PAYMENT FOR INVOICING & CORRESPONDENCE PURPOSES
FATHER...../ MOTHER.....

5 - BANKING DETAILS:

	PAYEE
NAME OF ACC HOLDER	STEPPIN STONEZ NURSERY SCHOOL
NAME OF BANK	FIRST NATIONAL BANK
BRANCH & CODE	KEY WEST / 256 955
TYPE OF ACCOUNT	CHEQUE
ACCOUNT NUMBER	623 296 255 47
PAYMENT STRUCTURE	12 MONTHS
REFERENCE	CHILD'S NAME AND SURNAME

I / We the undersigned, agree to the terms, conditions and contents of this Enrolment Agreement. All information supplied is correct.

Signed at _____ on this _____ day of _____ 20__

FATHER'S SIGNATURE

MOTHER'S SIGNATURE

_____ (initial)

SECTION B:

1 - PAYMENT OF FEES & OTHER CHARGES

I / We jointly and severally assume absolute responsibility for the payment of any fees and other charges accruing as a result of the child/ren, referred to in SECTION A, attending Steppin' Stonez. _____ **(initial)**

I / We hereby undertake to pay all fees according to the monthly option selected. _____ **(initial)**

I / We agree that fees are payable in advance, with proof of payment reflecting by the 3rd of each month or otherwise arranged with Steppin Stonez _____ **(initial)**

I / We the undersigned, agree to the terms, conditions and contents of this Enrolment Agreement. All information supplied is correct. _____ **(initial)**

Any other amount invoiced will be payable on receipt of Statement. _____ **(initial)**

I / We agree that each payment made to Steppin' Stonez shall be free of bank costs and charges or other deductions of whatsoever kind. _____ **(initial)**

I / We agree that a non refundable annual Registration Fee shall be levied at the end of October to confirm attendance for the following year; this Fee shall increase annually at the discretion of Steppin' Stonez (notification of such will be made to parents in advance). _____ **(initial)**

I / We agree that late collection of child/ren will be subject to penalty fees being charged and the money will be payable to the teacher on duty in cash before collecting your child. The rates are up for view in the entrance hall. _____ **(initial)**

I/We give Steppin Stonez permission to relay account conduct information to another Educational Institution for admission purposes & herby acknowledge that in turn Steppin Stonez would require likewise information. _____ **(initial)**

2 - DEFAULT DISPUTE

I / We acknowledge that by signing this document, I / We consent to Steppin' Stonez conducting whatsoever enquiries may be considered necessary to verify any information given in this application. _____ (initial)

I / We acknowledge that any fee owed by a parent/s not paid on or before the due date for payment thereof, will bear interest up to the maximum rate of interest in terms of the National Credit Act, 2005 ("NCA"). This includes the recovery of default administration costs and collection costs. _____ (initial)

I / We acknowledge that, in the event of default, termination of educational services shall be instituted and shall not detract from or prejudice the right of Steppin' Stonez to recover from me or us all amounts owing, together with interest, default admin and collection costs and other costs aforesaid _____ (initial)

_____ **(initial)**

I / We hereby agree in terms of Section 45 of the Magistrates' Courts Act No. 32 of 1944 that Steppin Stonez shall, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by me / us to Steppin' Stonez in any Magistrates Court having jurisdiction in respect of such proceedings in terms of Section 28 of that Act, which will include an Acknowledgement of Debt, a Letter of Demand, Notice to hand over to Debt Collectors and Hand over to Debt Collector. _____ (initial)

By returning via email / signing this document I / we agree to the terms and conditions set out by Steppin' Stonez.

I / We the undersigned, agree to the terms, conditions and contents of this Enrolment Agreement. All information supplied is correct.

3 – TERMINATION

One (1) months written notice, accepted on the 1st of the month is required for termination of attendance.

Should notice be given on the 1st of November and the fees structure selected is over 12 months, I / We agree that December is still payable in full. This also pertains to our Grade R class. Should notice be given at the end of the year in order to evade the December fees, the said child shall not be accepted for enrolment the following year. We do NOT accept notice in the month of December.

Please note that Steppin Stonez reserves the right to terminate this contract with notice to the parents. This could be with immediate effect or 1 (one) month's written notice. The reason for such cancellation would be as per particular circumstances of which would be discussed in writing and in detail with the parents before action taken. _____ (initial)

4 – CAMERAS AND OTHER SOCIAL MEDIA

- Please note that several surveillance cameras have been installed in and around the school. This is for security reasons and to back track at any point should the need arise. Any incident should be brought to our attention as soon as possible, as the footage has a 7 day recording period.
- Steppin Stonez Pre-School has a website (www.steppinstonez.co.za) and a Facebook page, where photos of the school and your child/ren may appear. Should you **NOT** want any photos of your child/ren to appear, please put said in writing and e-mail us at info@steppinstonez.co.za _____ (initial)

_____ (initial)

5 - MEDICINE PROCEDURE

- a. No medication will be accepted without a written instruction from the parents
- b. Medicine to be given to the teacher and not left in your child's bag.
- c. All medicine to be clearly marked and be placed in a see through plastic bag with the child's name on.
- d. Please collect medication when picking up your child.
- e. Please note that we are unable to administer any non prescription medication including daily vitamins etc.

6 – CODE OF CONDUCT

At Steppin Stonez it is our ideal to strengthen and nurture each child's unique individuality and to prepare balanced young girls and boys whilst creating a positive learning environment and to nurture in children self-discipline, strong moral choices and social responsibility.

Children are to

- Treat each other with respect and dignity
- Respect classrooms and equipment
- Adhere to classroom rules
- No child may threaten any other person physically or verbally, use racist, offensive or derogatory language, harass another, bully or steal

Parents Co-Operation

- School hours are from 06h15 to 18h00
- All children to be signed in and out in the attendance register. This ensures that all children are accounted for should an emergency arise.
- Parents are requested to contact the school as early as possible if their child/ren are to be absent that day – the class register is marked at 09h00 morning and catering is done accordingly.
- Please inform the school if your child has an infectious disease or condition. Infectious children should be kept at home and allowed sufficient time to recover.
- In the case of lice, children may not return to school unless or lice and/or nits have been removed.
- All complaints, suggestions and/or compliments must be done in writing and e-mailed to info@steppinstonez.co.za.

I / We agree to abide by the Code of Conduct and any other policies or procedures that may be adopted from time to time by Steppin' Stonez. I/We accept, for myself/ourselves and my/our child/ren, the ethos of Steppin' Stonez and its underlying principles. Compliance with all the rules and regulations, old and new is my/our responsibility.

_____ (initial)

Enrol Form September 2015

7 - DISCLAIMER

I / we accept that Steppin' Stonez does not take any responsibility for theft, loss or damage of any property brought onto the school premises.

I / We accept that in the case of accidental injury, parent/s will be contacted immediately. Should you be unavailable Steppin' Stonez will contact the emergency doctor and / or ambulance, of which all expenses will be for the parent/guardian's account.

8 – INDEMNITY

I/we hereby indemnify and absolve Steppin Stonez Pre-School, it's Management and Teachers from any liability due to the necessary transport and or participation of child/ren as mentioned in Section A, of any claim, of any nature whatsoever and howsoever caused which may arise from injury, death, illness, damage, loss, mishap, accident or any other occurrence.

In so doing I acknowledge that I/we am/are aware of the risks to which I might be exposed to as a result of any participation/transport and voluntarily accept all such risks.

I further indemnify Steppin Stonez Pre-School, Management and Teachers against any claim or legal proceedings instituted by myself or any third party which may arise.

Child's Full Name and Surname : _____

Date of Birth : ____/____/____

Parent / Legal Guardian Details

Full Name and Surname : _____

Address : _____

Phone Number : _____

Signed at _____ on this ____ day of _____ 20__

FATHER'S SIGNATURE

MOTHER'S SIGNATURE

_____(initial)