



APPLICATION FORM: 2019
Crèche 1-5 years

When do you plan to start your child attending:

Particulars of the Child:

Surname: _____ Full Names: _____
 Nick name: _____ Date of Birth: _____
 Home Language: _____ Gender: _____
 Home Address: _____

Medical Information of the Child:

Allergies: _____
 Any other medical condition? (Epilepsy, asthma...) _____

Particulars of Parents:

FATHER

Surname: _____
 Full Names: _____
 ID number: _____
 Employer: _____
 Work phone number: _____
 Home Phone number: _____
 Cell Number: _____
 E-mail: _____

MOTHER

Surname: _____
 Full Names: _____
 ID number: _____
 Employer: _____
 Work phone number: _____
 Home Phone number: _____
 Cell Number: _____
 E-mail: _____

Particulars of next of kin in an emergency:

Surname: _____ Name: _____
 Relationship: _____ Phone number 1: _____
 Phone number 2: _____

Kids using Private Transport (taxi's etc)

Name and nr of Driver:

I/We _____ state that the above information is correct and true.

Parent / Guardian signature

Date

Contract and Payment Declaration

ENTERED INTO AND BETWEEN: HLAPI YA GAUTA NURSERY SCHOOL CC
(HEREIN AFTER CALLED 'The Centre')
AND

(Parent or Person responsible for payment of this account)

Parent/Guardian of: _____

(Herein after called the "Parents")

The purpose of this agreement is to place on record the terms and conditions whereon the Centre will be willing to provide Daycare services to the child/ren of the Parent and the Parent accept hereby such terms and conditions.

It will be the parent's responsibility to deliver and collect the child to and from the Centre at the times as stipulated herein or as otherwise agreed upon, and the Centre will not be obliged to supply transport to and from the Centre.

The operating hours for the Centre will be Monday to Friday from 06h00 till 18:00, excluding Public holidays, but including normal School holidays.

1. **Gates are locked at 8:30.** Parents have to make sure their kid/s are on the premises before 8:30. **No child will be allowed after 8:30,** unless prior arrangements have been made, eg. Doctor of clinic appointments.
2. Breakfast is served only up to 8 o'clock. Kids who arrive after this time, will not be given breakfast. If your child is transported by public or private transport and you know your child will be arriving at crèche after 8 o'clock, please give him/her breakfast before leaving home.
3. **Penalty fee for late pick up (after 18:00)** Please note: **R200** will be charge for every 15 minutes or part thereof when your child is pick up after 18:00 (six o'clock) payable within 24 hours of the incident
4. The Centre will be closed over the festive season during December month, or as agreed by the parties from time to time.
5. Children must be collected by the parent with the consent and knowledge of an employee of the Centre. Family members or friends can only collect children if they have a valid letter of consent by the parent.
6. **The Centre has take all necessary precautions to make sure that kids are safe, with sufficient supervision, during the day, and will not be liable for any injuries, losses and or any other damages suffered by the child of the parent whilst on the property of the Centre, or whilst in the care of the Centre. If any child should fall ill, or be injured during the time the child is in the care of the Centre, the parent will be immediately contacted telephonically to collect the child. The parent will at all times be responsible for any and all medical care provided by the Centre or their doctor.**
7. Children will be supplied with breakfast in the morning, a light snack between breakfast and lunch, cooked lunch and a light snack at 15h00. Children will not be allowed to bring any sweets and or food to the Centre, except for on special occasions, and with the prior permission of the Centre.

8. Children may not bring any toys to the Centre, and all toys thus brought to the Centre will immediately be confiscated from the child, and be handed over to the parent.
9. **The parent will pay the Centre, in advance the agreed amount as stipulated in the application form per month per child, which fee is inclusive of the foodstuff and drinks.**
10. **Fees are payable on or before the 7th of each month(month-end payers) and on or before the 22nd of each month(15th of month payers).**
11. **LATE PAYMENTS ARE SUBJECT TO A PENALTY FEE OF 10% OF THE MONTHLY FEE. This penalty fee should be paid with the outstanding overdue fee.**
12. **Monthly fees are payable in full not withstanding the fact that the child has attended the Centre for the full month or not.**
13. The parents will also pay the Centre a annual registration fee as an administration fee.
14. Should the parent not pay the mentioned fees to the Centre within the time frames as stated herein, the Centre will have the right to immediately
 - a. hand over such account for collection and /or
 - b. refuse the child admission to the Centre until such fees has been paid in full and/or
 - c. cancel this agreement and claim damages.

In the event of the account being handed over for collection, the parent consent to pay all cost on a scale as between attorney and client and/as contemplated in Act 114 of 1998. a Certificate signed by the Principal of the Centre will be prima facie proof of the outstanding amount.

The parent also consent the judgment in terms of section 57/58 of the Magistrate's Court Act of 1944, as well as the interest at the maximum rate allowed.

Should the parent wish to cancel the agreement, a WRITTEN, PAID, notice should be given to the Centre at least 30 days prior to cancellation. Refusal by the parent to give notice shall mean that the Centre will have the right to hand this account over for collection to our Legal Department.

All clothes, shoes, etc. must be clearly marked with the name of the child in black ink. The Centre will not be responsible for any losses regarding clothes and/or any other items. The parents shall provide the children with a big enough bag for the purpose of taking it to the Centre on a daily basis. The parent shall provide an extra set of clean clothing for the child on a daily basis.

School fees 2019

Registration fee: R1 250

Registration fee include Communication Book, Activity Books, 2x Educational Days, Photo Package and all Stationary for the year

Full Day Care: 06H00 – 18H00 (1-5 years)

R2 000 per child

Monthly fee includes food (Breakfast, Lunch, 2x snacks)

NO FEES WILL BE REFUNDED, INCLUDING PAYMENTS IN ADVANCE OR REGISTRATION FEES

Extra Mural

Ballet - From 4 Years

Computer – From 4 Years

Playball - From 1 Year

Swimming – From 3 Years (Must be Fully Potty Trained)

Payments and communication should be done direct to the specific parties involved

The parents consent to the jurisdiction of the Magistrate's Court Pretoria.

Thus constitutes the entire agreement between the parties, and no other agreement will be enforceable unless in writing and signed by both parties.

I / we _____ parents of _____ hereby agree to abide by the following payment regulations and by signing this declaration I/we take note of the action that will be taken against us:

1. Indicate your monthly payment date..... to the amount of R.....
2. All payments should be made within 7 days of abovementioned payment date.
3. **No learner will be accepted at the Centre if the outstanding amount is not paid in full.**
4. **ARREARS OR PARTIAL PAYMENTS WILL NOT BE ALLOWED.**
5. **Learner will be removed from the register after 7 days if no payments have been received.**
6. **R200 (10%) late payment charge for every month outstanding.**
7. **Penalty Fee for late pick up (after 18:00) Please note: R200 will be charge for every 15 minutes or part thereof when your child is pick up after 18:00 (six o clock) payable within 24 hours of the incident**

Payment procedure:

1. All fees payable into bank account:

Bank: Absa

Account name: Hlapi ya Gauta Nursery School CC

Account number: 4068227131

Reference: Your child's Name & Surname

Signed at Pretoria on this _____ day of _____ 2_____.

For and on behalf of the Centre

AS WITNESS

Both Parent(s) / Guardian(s)