

Footsteps

Christian Pre-school, Plettenberg Bay
 'His footsteps, our pathway' - Psalm 85:13

Bowtie Avenue
 Plettenberg Bay
 071 6938 362
 footsteps.ps@gmail.com



ENROLMENT FORM & AGREEMENT - Page 1/5

Month & Year applied for:.....

Enrolment date:.....

Child's Surname:

Full Name:.....

Name child goes by:.....

Birth date:.....

Sex: M / F Home language:.....

Country of origin:.....

Parent's status: M / Div / W / Other

Mother's Surname:

Name:.....

Identity number:.....

Country of origin:.....

Occupation:.....

Company:.....

Home no.:.....

Work no.:.....

Cell no.:.....

E-mail:.....

Father's Surname:

Name:.....

Identity number:.....

Country of origin:.....

Occupation:.....

Company:.....

Home no.:.....

Work no.:.....

Cell no.:.....

E-mail:.....

PLS INDICATE: How many & which days? 3,4,5
 Mon Tue Wed Thu Fri After care? ^{2pm}
 5pm

With who does the child reside?

Residential Address:.....

.....

.....

.....

Postal address:.....

.....

.....

Who is responsible for payment?

.....

Contact number:.....

E-mail:.....

Terms of payment - please circle to indicate.

Monthly for 12 months or Annually before 31 Jan

Contact person other than parents?

.....

Relationship to child:.....

Contact number:.....

Who else will bring your child to school?

.....

Relationship to child:.....

Medical Details - In Case of Emergency

Your doctor:.....

Contact number:.....

Medical aid:.....

Medical aid number:.....

Allergies:.....

Any other relevant Medical Details

Any medical condition we should be aware of?

Is or has the child suffered from or received treatment for any psychological or emotional upset?

YES/NO : If YES, please give details:

.....

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Siblings' names

Ages

School

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

Has admission to any other pre-school ever been refused?

YES / NO : If YES, please state the reason:

.....

.....

GENERAL - please circle to indicate.

1. Where did you hear about us? FRIEND WEB NEWSPAPER OTHER

2. Do you have MySchool Card? YES / NO Beneficiary?.....

DECLARATION OF PARENTS / LEGAL GUARDIANS

We, the undersigned,.....

Hereby certify that the information given by us in this Enrolment Form is complete and accurate. We also agree to the conditions as set out herein.

*This Enrolment Form should be reconsidered
in the case where important relevant information is withheld.*

SIGNATURE OF MOTHER/FATHER/LEGAL GUARDIAN

DATE

NB: The signature of both parents and/or legal guardians are required where applicable.

**DECLARATION OF ACCOUNT HOLDER - FINANCIAL TERMS AND CONDITIONS
as per Page 3 of this document.**

We, the undersigned,.....

Hereby certify that the information given by us in this Enrolment Form is complete and accurate.

We accept joint and several liability to FOOTSTEPS CHRISTIAN PRE-SCHOOL for the due and punctual payment of the once-off, non-refundable Placement Fee, school fees and any other amounts which may become due and payable to the school or in respect of participation in or attendance of any extracurricular activity.

We accept the Financial Terms and Conditions and Rules of which a copy has been kept.

SIGNATURE OF ACCOUNT HOLDER

DATE

SIGNATURE OF 2ND PARENT/LEGAL GUARDIAN

DATE

NB: The signature of both parents and/or legal guardians are required where applicable.

FINANCIAL TERMS AND CONDITIONS

ACCEPTANCE OF LIABILITY

The person responsible for the account (hereafter the Account Holder) as set out in the Enrolment form herewith assumes liability for the account, alternatively binds him-/herself as co-debtor and surety payment for all fees to Footsteps. The legal guardian as described in the Enrolment form, binds him-/herself as surety and co-debtor for the payment of all fees by the Account Holder or any other payments that may arise from the Agreement.

TERMS OF PAYMENT (as per rules 3-6 of the School Rules)

- 1.1 It is recorded that fees are determined at the end of the previous year and that the Account Holder is informed in writing.
 - 1.2 The Account Holder shall inform Footsteps immediately if he/she has not received an invoice at the start of the academic year or in any consequent months.
 - 1.3 Fees for twelve(12) months are payable, monthly in advance before the second (2) day of each calendar month or annually in advance by 31 January, depending on the fee payment option exercised by the Account Holder in the Enrolment form. Annual payments before 31 January qualify for a 5% discount. **Bank details:** Footsteps Preschool, Current account, ABSA, Plettenberg Bay: 4087840988, branch code 632005, reference is your **Child's name and surname**, not the number on the invoice please.
 - 1.4 The school reserves the right to charge a R100 fine on all accounts that are paid after the 7th of the month that the payment is due.
 - 1.5 Payment of monthly fees are not subject to the presentation of a statement. Payments are made in accordance of the applicable fee structure of Footsteps (3,4 or 5 days).
 - 1.6 In the event where an existing account is/has not been managed in the proper manner, no further Enrolments will be considered.
- BREACH OF CONTRACT.**
- In the event where the undersigned surety, Account Holder or legal guardian commits a breach of contract of any of the terms of the Agreement the school may in its sole discretion:
- 1.7 Refuse the child entry to the School's premises until the breach has been remedied; or
 - 1.9 Claim damages from the Account Holder and/or the surety and legal guardian; or
 - 1.10 Take whatever legal steps that may be necessary.

JURISDICTION

This agreement is subject to South African law.

CREDIT INFORMATION

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the National Credit Act.

GENERAL

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executer pursuant to or in terms of the Agreement and no settlement of any disputes arising under this agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or Terms of this Agreement or of any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

DOMICILIUM

The parties choose as their *domicilia citandi et executandi* the addresses set out in the Enrolment form.

LEGAL FEES

In the event where Footsteps takes legal action against the Account Holder, he/she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

CANCELLATION (as per rules 3-6 of the School Rules)

30 Days written notice is required when withdrawing a child from the school.

Failure to give notice shall render the parent/guardian liable for school fees for the month.

Under no circumstances will notice be accepted in during the 4th term. In the event that the child is withdrawn at the end of an academic year, the parent/guardian is still liable to **pay for the complete 4th term**.

Footsteps is entitled to terminate the enrolment of any child under the following circumstances;

Summarily, and with immediate effect, if the child is guilty of an offence which, in the sole opinion of the school, renders his/her continued enrolment at the school impossible, in which event the Account Holder, after deduction of all amounts otherwise owing to the school, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such child.

SIGNATURE OF ACCOUNT HOLDER

DATE

SCHOOL RULES

1. Footsteps runs in conjunction with the Department of Education's TERMS AND HOLIDAYS & as a Christian school we observe certain Christian holidays.
2. All parents must complete an ENROLMENT FORM and all other relevant forms requested and pay a Placement fee on enrolment.
3. FEES: Parents/guardians must assume full liability for school fees in respect of the enrolled child for the academic year. School fees are:- 5 days per week: R1470, 4 days per week: R1320, 3 days per week: R1170 and per day: R110. Fees are payable at the 2nd of each month for 12 months, January to December. Payments can be made over **12 months**, 10 months, per term or per year. Annual payments before 31 January qualify for a 5% discount. **Bank details:** Footsteps Preschool, Current account, ABSA, Plettenberg Bay: 4087840988, branch code 632005, reference is your **Child's name and surname**, not the number on the invoice please
4. Fees that reflect in the school's bank account after the 7th of the month will incur a fine of R100. Fees are payable as usual during a child's absence due to illness, being taken on holiday, etc.
5. The school reserves the right to restrict admission of any child of whom monies due to the school are outstanding. In such a case, the child's place will then be open for a new enrolment.
6. *30 Days written notice is required when withdrawing a child from the school. Failure to give notice shall render the parent/guardian liable for school fees for the month.
*Under no circumstances will notice be accepted in during the 4th term.
*In the event that the child is withdrawn at the end of an academic year, the parent/guardian is still liable to **pay for the complete 4th term.**
MEDICAL CONCESSION: If a child needs to stay away from school for *medical reasons* half the monthly school fee is payable to keep the child's space - non refundable. To qualify for this discount we will need a written request with a doctor's letter and the dates clearly indicated.
7. ILLNESS: Children suffering from colds, coughs, or any infectious condition should be kept at home until the infectious condition has passed. In the event that medication needs to be administered by mouth at school, the parent must give a written and signed directive in the child's note book.
8. ABSENCE: The office and/or the child's teacher should be notified of the reason for a child's absence per phone call or sms, if possible before 9 a.m.
9. Parents are asked to co-operate by seeing that ALL their child's clothing is clearly MARKED with his/her name.
10. All children should bring a marked HAT to school to stay for outside play.
Please pack a CHANGE OF CLOTHING (marked) in case of accidents or water play.
11. CHILDREN SHOULD NOT BRING toys, junk food, yoghurt(messy) or candy to school, this includes chocolate, candy bars and sweet muffins.
12. Children will be placed in AGE APPROPRIATE classes.
13. We organize OUTINGS and/or at least once a term for the older classes and a small cost may be required.
14. TRANSPORT: the school will not be responsible for transporting children to or from school. If parents privately organise lifts with staff members the school will not be held liable for anything happening to that child whilst being transported.
15. SAFETY AND SECURITY: Parents are requested to deliver their children personally to the teacher in charge. School starts at 08:00. Please ensure that all gates are closed during entrance and exit.
NO Footsteps Child is allowed to press the buttons to open the main gate and all gates **MUST** be closed behind you. Please notify the school of any changes to the person collecting or dropping off your child. It is imperative that the school is notified of any changes in telephone and address details.
16. SCHOOL HOURS are from:- 08:00 – 12:00 for Fishies Class. 08:00 – 12:15 for Puppies, Eendjies and Bunnies Classes and 08:00 – 12:30 for Kitties & Ellies Classes. Staff are not able to supervise children who arrive before 08:00, so please adhere to the school times.
17. AFTERCARE: Teachers are not able to supervise the children if they have not been collected within 15 minutes of home time. Therefore all children that have not been collected by this time will then automatically be put into after care and charged accordingly. We do this for the safety of your children. Aftercare operates from directly after school to 5pm, Monday to Friday.
AFTER CARE FEES: are charged *pro rata*. Per day: 2pm: R50 and 5pm: R70.
Per full month: 2pm: R650 and 5pm: R1080

INDEMNITY FORM

Welcome to Footsteps!

Each parent is required to complete this form as proof that you accept the position of Footsteps.

The first priority of Footsteps and it's Staff is to provide a quality service to you and your children in a professional manner and we undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all children, educators and visitors to our school during school time and after care in the classes and on the school terrain.

I hereby indemnify and hold harmless Kim Matter, Footsteps, teachers, people in their employ or any volunteer helpers, against all loss or damage from any cause arising from any accident, injury or any other unforeseen circumstances which may occur to my child,

_____ (Child's name)

whilst in attendance at Footsteps Preschool, Plettenberg Bay. In particular I authorize that the aforementioned child may be involved in all excursions undertaken by his/her class during school days as part of his/her learning experience and, where applicable, I agree that he/she may utilise the transport arranged by the school for such excursions.

I further indemnify the above mentioned person, school and helpers against any claim whatsoever arising from the injury, death or damage to property of the said child. I further give my permission for any medical treatment deemed necessary by the responsible adult in charge and agree to pay any costs that arise there from.

Permission to use photographs I understand and acknowledge that from time to time photographs may be taken of my aforementioned child. The sole purpose of this request is to be able to recognize pupil achievement, promote the school within the local community and engage with parents and teachers in a fun, informative and interactive manner in print and social media. In so far as the use and publication of photographs that are placed in the control of Footsteps and Footsteps will endeavor to ensure that these photographs are used in good taste.

Signed at _____ on this _____ day of _____ 2017.

SIGNATURE OF PARENTS/LEGAL GUARDIANS

NAME IN PRINT

WITNESS 1

Name & Surname:

WITNESS 2:

Name & Surname:

Please attach:

1. Copies of child's birth certificate and identity documents or passports of both parents.

2. Proof of payment of Placement fee as per invoice.

3. Proof of payment of 1st month with additional annual fees as per invoice.

4. Copy of child's most recent report – if applicable.