



Attach photo

PRE-SCHOOL APPLICATION FORM 2020

How you came to know about ADDNUM? : _____ Registration date: _____

School address you are applying for?: _____

CHILD INFORMATION

1st Child First Name: _____ Last Name: _____

Known as: _____ Class: _____

Child's Address: _____

Date of Birth: _____ Gender: [] Male [] Female

School grade applying for: _____ Which year you are applying for: _____

First Language: _____ Mobile No: _____ (Emergency & SMS)

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

DOCTOR'S INFORMATION

Pediatrician's Name: _____ Phone: () _____

Address: _____

PARENT/GUARDIAN INFORMATION

Mother/Guardian First Name: _____ Last Name: _____ Date of Birth _____

Address: _____

Mother's Occupation: _____ Home Phone: () _____

Employed By: _____ Office Phone: () _____

Work Address: _____ Work Hours: _____ Cell Phone: () _____

Email: _____ ID No _____

Marital Status: [] Married [] Single [] Divorced [] Separated [] Widowed []

Others: _____

Father/Guardian First Name: _____ Last Name: _____

Address: _____

Occupation: _____ Home Phone: () _____

Employed By: _____ Office Phone: () _____

Work Address: _____ Work Hours: _____ Cell Phone: () _____

Email: _____ ID No: _____

Marital Status: [__] Married [__] Single [__] Divorced [__] Separated [__] Widowed [__] Other: _____

INFORMATION ABOUT PREVIOUS SCHOOL

Previous School Attended: _____

Director/Teacher: _____ Period/Attendance: _____

School Address: _____ Tel no: _____

OTHER INFORMATION

Child/family background that may need to be taken into consideration by the school management:

Any other aspects of your child which may impact his/her education and/or participation in school programmes:

CHECK LIST

I have attached a copy of my child's birth certificate & Immunization card.

I have attached a copy of parent/s ID documents.

I have attached a copy of my medical aid

I have attached my proof of residence

passport size photos

Enrolment can be confirmed only after the place has been offered and the non-refundable placement fee has been received by the school.

Emergency Contacts & Authorized Pickup Persons:

Contact/Pick up Name& Surname: _____ Phone: _____

Relationship to the Child: _____

TERMS & CONDITIONS

PRE-SCHOOL BOOKINGS

Parent seeking to secure a place for their child must complete a registration form. A complete registration form must be lodged with the service prior to the child attending the Centre. Children will be admitted on a “first come first serve” basis following the completion of the registration form. The children fees must be paid before attending.

REGISTRATION FEE AND DEPOSITS

A non-refundable registration fee & Deposit is required along with monthly fee. Fees are billed in advance on a monthly basis. They may be paid in full (12 months), bi-annual or monthly .Installments must be paid by the first installment date. If paying in full the payment should be made by the first installment date. We reserve the right to charge late fees of R100 every day for any installments made AFTER the 01ST. continual failure to meet payments, this may result in the termination of the School place. In such cases, the parent remains liable for all outstanding fees. All sessions that have been booked for the child will be included in your bill, even if your child misses a session due to illness or holidays. Payments should be made directly to the School bank account number to be provided by the School.

LATE COLLECTION OF CHILDREN

Please note that it is important for the children and staff that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge R70 every 15 minutes late to cover our costs, as staff may have to be paid overtime.

SCHOOL CLOSURE

Meridian Pre-school runs throughout the year. Private Pre-school (Grade RRR to Grade RR) is also open throughout yet closes once every first week of every term and the last 2 weeks of December.

TERMINATION/CANCELLATION CHANGE

We require one month written notice should you wish to terminate a pre-school place for any reason. Parents remain liable for fees throughout the notice period. We reserve the right to terminate a School place with immediate effect if fees are not paid by the due date or if a parent or child displays abusive, threatening or otherwise inappropriate behavior. In all other cases, One month notice will be issued in writing should you wish to terminate a Pre-School place for any reason. Nonetheless, no termination of the child shall be accepted towards festive seasons from the 1st of October.

LIABILITY & INSURANCE

The school cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged.

We accept no responsibility for children whilst in their parents care or on the School premises. On certain occasions there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that may mean the decision has to be taken to close the Pre-school. If the School is obliged on these occasions to pay the staff, then the School reserves the right to charge for any session which your child would have attended if the Pre-school had not been closed due to circumstances beyond its control.

ACCIDENTS AND ILLNESS

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, every effort will be made by the School to contact parents but failing this we are hereby authorized to act on behalf of parents and authorize necessary treatment. We will only administer prescribed medicines if parents have completed a 'medicine consent form'; however, the first dose must be given at home and medicines must not be left on the Pre-School premises overnight.

We require parents to withdraw their child from School in the event that they require special medical care or attention, should the child be considered too unwell to attend or it is thought the child has an infectious or contagious disease. We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents of cases of such diseases or infections within the School. We reserve the right to contact parents at any time if their child becomes ill during normal pre-school hours. Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk. Parents are required to inform the School if their child is suffering from any illness, sickness or allergies.

SECURITY

Under no circumstance will a child be allowed to leave Pre-School/School with anyone unknown to School staff unless the Parent has made previous arrangements. A list of responsible adults who are authorised to collect the child should be given to the School Administrator.

GENERAL INFORMATION

Parents are required to inform Academy of any food, medicine, activity or other circumstance that may cause the child to have an allergic reaction or allergy. Parents must provide full details, in writing, of the severity of the reaction and must keep the School informed of any change to the condition.

ADDITIONAL COMMENTS & INFORMATION:

Is there any other information that that would be helpful to our management and teaching staff?

PHOTOS CONSENT

I consent that ADDNUM ACADEMY has permission to use the learner’s photograph, name, comments and results for advertising purposes without compensation. (Please underline the correct option) (YES / NO)

INDEMNITY DECLARATION

I/we the parent(s) / legal guardian(s) of

.....
.....

Full names of pupil

hereby confirm the admission of the pupil named above to: **ADDNUM EDUCATIONAL INSTITUTE.**

I/we hereby give permission for him/her to participate in the curricular and co-curricular activities of ADDNUM and to go on excursions that are necessary in the course of such activities.

I/we accept that all reasonable precautions will be taken to ensure the safety and welfare of my/our child and that I/we shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should any injury or loss be sustained by my/our child. I specifically indemnify and hold ADDNUM and its staff harmless against any claims of whatsoever nature arising out of any injury, damage or loss sustained in pursuance of the aforesaid participation.

I/we indemnify ADDNUM and its employees from all liability for any injury or loss sustained by my child on account of any act or omission by my child and I/we accept full liability and responsibility for any such act or omission.

I/we cede our power as parent/guardian to the headmaster of ADDNUM or his representatives should medical treatment or surgery to my child be deemed necessary. As far as I/we know, my/our child is physically capable of participating in all ADDNUM activities and he/she is in good health.

I/we undertake to inform the ADDNUM principal in writing should my/our child not be able to participate in normal school activities. However, the persons responsible should please note the following (please state medical aspects that the staff should be aware of, eg. allergies, tendency towards abnormal bleeding, epilepsy, etc.)

I/we agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the pupil’s enrolment at ADDNUM.

Signed at on this..... day..... 20.....

Father/guardian signature Mother/guardian signature.....

ADDNUM REPRESENTATIVE

Name & Surname:..... Signature:..... Date.....

CONTACT US

For more information about ADDNUM EDUCATIONAL INSTITUTION or to make an appointment to see our facility, please contact our sales department at:

14 Suikerbekkie, Terenure, Kempton Park, 1916; [Tel: 011 056 9667](tel:0110569667) Email: info@addnum.co.za

4759 Mokgoro str, Birch Acres, Kempton Park, 1916; [Tel: 011 056 6149](tel:0110566149) Email: info@addnum.co.za