



educare
www.heartlandskidsandco.com

ENROLMENT FORM

ALL INFORMATION PROVIDED ON THIS ENROLMENT FORM IS STRICTLY PRIVATE AND CONFIDENTIAL

CHILDS' DETAIL

Date on Which Admission Is Required:

Full Names & Surname:

Gender:

Date of Birth: (Please Attach Copy of Birth Certificate)

Home Language:

Home Address:

Allergies:

Any Other Important Information:

Med Aid: Med Aid No:

Previous school attended:

Next of Kin, Name Surname (Relationship to the Child) & Contact Detail (in case of emergency):

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ADDRESSES AND NOTICES

For the purpose of this agreement, including the giving of notices in terms hereof and the serving of legal process, the parties choose *domicillium citandi et executandi* ("domicillium") as detailed below.

Any notice given in connection with this agreement may be delivered by hand; or be sent by prepaid registered post; to the *domicillium* chosen by the party concerned. Any notice or process delivered on any party in connection with any matter or subject arising out of this agreement or any notice shall be deemed to have been delivered if handed to any responsible person at the *domicillium* chosen by any party and it shall not be necessary to hand such process or notice to any party personally. A party may at any time change its *domicillium* by notice in writing, provided that the new *domicillium* is in the Republic of South Africa and consist of, or includes, a physical address at which process can be served.

PARENT / GAURDIAN DETAIL

Mother's Detail:

Full Name's & Surname:

Physical Address (If Different From Father's):

.....

Identity Number: Marital Status:

Work Address:

.....

Tel No (W): Tel No (H): Cell No:

Occupation:

Email Addr:

Father's Detail:

Full Name's and Surname:

Physical Address:

.....

Identity Number: Marital Status:

Work Address:

.....

Tel No (W): Tel No (H): Cell No:

Occupation:

Email Addr:

PLEASE ATTACH THE FOLLOWING DOCUMENTATION:

- Copy of Both Parents / Guardian Identity Book
- Childs' Previous School Record / Report (*if applicable*)
- Childs' Immunisation Chart
- Childs' Birth Certificate
- Recent Photo of The Child

"Heartlands Kid's & Co" reserve the right of admission and the right to request a parent to remove a child from the facility should we consider this to be in the best interest of the child or the school.

I have Read and Understand and will abide by the Rules and Regulations of "Heartlands Kid's & Co". I declare that all information supplied by me/us to be true and correct to the best of my/our knowledge.

Signature of Mother / Guardian: Date:

Signature of Father / Guardian: Date:

CONSENT AND INDEMNITY FORM

I, (the parents/guardian full names) _____ of

(Residential address) _____

Parent / Guardian of (child's name in full) _____

Do hereby give consent for my child to take part in the activities of “**Heartlands Kid's & Co**” Educare in the classroom or on the playground. I request the staff member(s) appointed to be in charge of my child act in “**loco parentis**” during the course of such activities.

On behalf of myself, my executors, my husband/wife and my child, I hereby Indemnify, hold harmless and absolve the principal/owner's and staff of “**Heartlands Kid's & Co**” Educare and any person who has been appointed by this Centre to take care of my child, of any claims whatsoever that may arise in connection with the loss or damage to the property or injury to the person of my child in the course of these activities.

EMERGENCY MEDICAL PERMISSION

I give my permission for the staff at “**Heartlands Kid's & Co**” to administer or obtain emergency medical care for my child, which may include transportation. I understand that the staff or medical personnel will contact me as soon as possible as to what action has been taken with my child.

SIGNATURE OF PARENT/S / GUARDIAN/S _____

DATE: _____



HEARTLANDS KIDS & COMPANY
21 RAVENSCOURT ROAD
PARKLANDS
TEL 021 557 7914
E Mail kidco@mweb.co.za

HEARTLANDS KID'S & COMPANY
42 CHARLES HOFFE AVENUE
VAN RIEBEECK STRAND
MELKBOSSTRAND
Tel 021 553 3990



RULES AND REGULATIONS OF "HEARTLANDS KIDS & CO" EDUCARE

ARRIVAL AND DEPARTURES TIMES

Children are received personally by the teacher in charge from 6.30am. ***Please note the children may not be left at the gate***, but must be handed over to the person on duty. For safety reasons the gate is locked at all time and we request all to close the gate on entering and leaving the Educare. The departure time is 6.00pm. If a child is to be collected by someone other than the parents, please notify us before the time, as we will not allow the child to leave without the parents consent. **Parents are requested not to be late in collecting their child, as this upsets the child to see other children leaving and they are left waiting. A fee of R50 per every 5 minutes will be charged after 6.00pm which will be levied together with the school fee at the end of month.**

NOTICE OF ABSENCE

Parents are kindly requested to please notify us if a child is to be absent.

SICK CHILDREN AND MEDICATION

All medication is to be given to the child's teacher with dosage requirements written in the child's message book and signed.

Children with contagious illnesses must be kept at home until the illness has been cleared up. If a parent has been notified of their child been very sick, the child has to be collected within 1 hour of notification.

HEAD LICE

We do weekly inspection on all children for head lice and nits. If a child is found with head lice or nits, parents will be notified to come collect their child and the child may not return until all lice and nits have been removed. ***Head lice*** are very contagious.



CLOTHING REQUIREMENTS

BABIES

Bibs
2 sets of clean clothing
Nappies and 2 pkt's of wet wipes for the month.

TODDLERS

Nappies and 2 packets wet wipes for the month.
Underwear for when they start potty training.
Set of clothing.

3 - 6 YEAR

Children must wear clothes that are practical, in which they can play comfortably and which can be *dirtied*. The day's work includes working with paint, sand, mud etc and smart clothes will be ruined. We require the children to be independent in using the toilet. Parents must ensure that their clothing is easily put on and removed by the children themselves. Parents are required to send a packet wet wipes every month.

ALL AGES

All ages are required to have the following:

Sunhat
Hairbrush
Water bottle
Wet wipes (*once a month*)

All items including clothing are required to be marked clearly. "Heartlands Kid's & Co" Educare is not responsible for the loss of anything.

BIRTHDAYS

A birthday is a very special time in every child's life. Mothers may arrange beforehand to bring some healthy snack's on this day. Parents are welcome to stay. Parents (*maximum of 3 people*) are welcome to share this special time. We would like the birthday to take place either at midmorning or mid afternoon snack time.



FOOD AND REFRESHMENTS

BABIES

Formula (to be provided by the parents)

The babies will be introduced to cereal, pureed vegetable and fruit which will be arranged between mother and caregiver. Solids are provided by the school.

Refreshments are fruit juice, rooibos tea or water.

1 YEAR AND 18 MONTHS

Babies a year and older are introduced to lists of food below.

TODDLERS AND OLDER CHILDREN

BREAKFAST 8.00AM – 8.30AM

Jungle Oats

Maltabela

White Porridge with Custard.

MIDMORNING SNACK 10.00AM

Sandwiches

LUNCH 11.45AM

Spaghetti Bolognese

Savoury Mince, Vegetable and Rice

Macaroni with Cheese

Stew

Chicken a La King with Rice

Fish Fingers and Mash

Chicken Nuggets and Chips/Mash

Hotdogs and Chips

MIDAFTERNOON 3.00PM

Sandwiches with Peanut Butter, Bovril or Jam

Parents to supply a yogurt or fresh fruit



“Heartlands Kid’s & Co” Educare children are not allowed to:

1. bring toys to school
2. physically or verbally abuse another child or staff member
3. be destructive with school equipment
4. wear high heels (girls) to school.

The owner's of “Heartlands Kid’s & Co” Educare reserves the right of admission and the right to dismiss any parent/s or cancel any child’s enrolment for the following reasons:

1. Parents who spread rumours to bring the name of a staff member or the owner’s or “Heartlands Kid’s & Co” Educare into disrepute.
2. Parents that are bad payers and continuously have to be reminded about payments.
3. Parents that are continuously late in collecting their child.
4. Parents that are abusive and use foul language towards staff or the owner’s of “Heartlands Kid’s & Co” Educare.
5. A letter from management will be given as a last resort before dismissal and/or legal action to be taken.

ENROLMENT

There is a once-off non-refundable enrolment fee on admission. To qualify for enrolment in the future, the enrolment fee and one month school fees must be paid in advance. This will guarantee your child’s placement in the school.

It is required by all parents to inform the school should there be a change in vital information concerning telephone numbers/addresses/doctors. This information is very important to us in case of an emergency.

FEE STRUCTURE AND RATES

Enrolment Fee: Pre-school: R850.00 per child *non-refundable (2014)*
Aftercare: R850.00 per child *non-refundable (2014)*

- **(Option 1) Pre Primary School Fees: 8:30am to 12.00pm R985.00 per Month x 12 Months**
- **(Option 2) Pre Primary School Fees: 6.30am to 6.00pm No Meals R1, 500.00 per Month x 12 Months**
- **(Option 3) Pre Primary School Fees: 6:30am to 3.00pm With Meals R1,700.00 per Month x 12 Months**
- **(Option 4) Pre Primary School Fees: 6:30am to 6.00pm With Meals R2,100.00 per Month x 12 Months**
- **Stationary: R400.00 per Year**

- **Grade R School Fees: Full Day 6.30am to 6.00pm R2, 150.00 per Month x 12 Months**
- **Grade R: R100.00 per Term (x 4) for Work Books**

- **Aftercare School Fees: (1.00pm to 6pm) R1,050.00 per Month x 12 Months (including meals and homework)**

- **Toiletries: 4 rolls toilet paper and 2 boxes (200) tissues per term. 1 Pack of wet wipes once a month.**

There is an annual increase in school fees which will be adjusted every January of the following year.



(PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING)

Heartlands Kid's & Co Parklands and Melkbos are strictly **"Cash Free Zone's"**
and NO Cheques are Accepted.

School fees are to be paid directly into the Educare's bank account/s or via internet transfer
Fees are paid by the last day of the month. A R50 penalty will be levied for late payments. All transfers must reflect in the Educare's account by no later than the 2nd day of the month.

Please note ...

School fees are paid in advance and

School fees have to be paid in full even if the child is sick or on holiday.

NOTICE WILL ONLY BE ACCEPTED FROM JANUARY TO 1 OCTOBER. Should a parent wish to terminate this agreement in November or in December the parent will be liable for the November and December school fees as **One calendar month written notice is required on cancellation.** In the event of an account not being settled by the person who was indicated as the 'person responsible for the account', the parent or guardian/s signing this agreement will still be held liable to settle it.

The Educare closes during mid December and reopens mid January (exact dates to be advised).

Kindly note that both months December of the current Year and January of the following Year are payable in full.

Late or non payment will lead to the suspension of the child until all outstanding fees are paid in full.

Invoices and Statements are sent out on a monthly basis.

Our Banking Details Are As Follows:

NEDBANK

Kids & Company

Cheque Account no: 1050 778 189

Branch Code: 120710

FNB

Heartlands Kids & Co

Cheque Account no: 6237 412 6102

Branch Code: 250655

Please use your child's Name and Surname as the reference.