



19 Winnipeg Street; Raceview
info@raceviewkids.co.za
www.raceviewkids.co.za

Cell : 082 457 9124; 082 618 8333 (Lia)

Contract of Enrolment

DETAILS OF CHILD

We offer a transport service to primary schools for your convenience in the mornings at no charge to you. The aftercare fee includes for collection from the school to aftercare

Baby		Full day		Half day		Aftercare		Morning transport to school	
Name & Surname									
Date of birth (yy/mm/dd)						Gender		M	F
Nationality					First language				
Second language					Religion				
Home address									

DETAILS OF PARENTS

MOTHER

Full names:	
Surname:	ID no.:
Home telephone:	Work telephone:
Mobile telephone:	E-mail:
Occupation:	Employer:
Employer address:	

FATHER

Full names:	
Surname:	ID no.:
Home telephone:	Work telephone:
Mobile telephone:	E-mail:
Occupation:	Employer:
Employer address:	

Details of persons to contact in case of emergency other than mom or dad

1. Name & Surname:

Relation to child:

Home telephone:

Work telephone:

Mobile telephone:

2. Name & Surname:

Relation to child:

Home telephone:

Work telephone:

Mobile telephone:

Details of persons that may bring/collect child to/from school

Name & Surname:

ID #

Mobile telephone:

Relation to child

Name & Surname:

ID #

Mobile telephone:

Relation to child

Please provide copies of the ID documents.

In the event of a person having to collect your child other than as listed above, we require a telephone call from either parent to communicate this. This person must also sign a form upon collection.

Medical Information

Medical aid name:

Medical aid no.:

Main member:

House doctor & telephone no.:

Hospital preferences:

Allergies:

Raceview Kids Indemnity & Terms & Conditions

I/we hereby indemnify, Raceview Kids, the facilitators, all employees of the school and also any agent, guests or other persons associated with the school of said facilitators/teachers, in respect of any injury sustained or damage suffered by my son/daughter consequent upon any negligent act of any outing by or on behalf of the school or any of the said persons. This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury, damage or death.

1. School fees

- a. School fees are STRICTLY payable in advance on or before the 5th of every month.
- b. December & January months & school holidays are NOT excluded from payment of your school fees.
- c. PLEASE NOTE: The school fees increase once yearly.
- d. There is a once off registration fee payable. This is not refundable for whatever reason once paid.
- e. Statements are sent out via whats app/e-mail any time from the 20th of the month. A 10% late payment penalty will be levied on your account if it runs in arrears 5 days after the payment due date.
- f. Payments can be made via: Electronic Funds Transfer (EFT), Cash, or Debit order instruction.
- g. Please do not make direct cash deposits into the account as the charges that the banks levy on cash deposits will be for your account.
- h. It is YOUR responsibility to keep your account current, should you allow your account to fall into arrears and we are not successful in our efforts to collect outstanding fees from you, your account will be handed over and you will be liable for ALL fees incurred by law.

- i. We reserve the right to suspend your services immediately due to error on your part as per (h) above.
- j. The hours are strictly 06:30 to 18:00, Monday to Friday. Please contact the school if you are going to be late for collection. We understand the odd traffic situations and so on.
- k. Parents who make it a general rule by collecting children after 18:10 in the evenings without making arrangements will be charged a levy of R200 per 30 minutes.

2. Notice

- a. One (1) Calendar month's written notice is required for removal of your child from the school.
- b. Notice may NOT be handed in NOVEMBER OR DECEMBER.

3. Aftercare

- a. The aftercare rate includes for collection from school, lunch, snack and juice as well as homework supervision and/or help. Please provide your child/ren with a pen, pencil, eraser and ruler to keep at aftercare.
- b. Aftercare extra charges are: adhoc transport to drop and collect children from/at extra after school activities and/or home.
- c. Please enquire with the office about the applicable charge for Adhoc transport. Charges may vary due to the increase/decrease in fuel prices.
- d. Homework supervision is strictly controlled and maintained.
- e. If homework is not completed as a result of being collected from aftercare early, extra activities, or being off ill and so on, should be caught up at home and not left to catch up at aftercare. Please make special arrangements in the office otherwise.
- f. You are not charged an extra rate for aftercare holiday care during school holidays; however, it is required of you to pack in extra snacks for your child. Although they do get breakfast, snack, lunch and snack, they play hard and get hungry quickly and the kitchen times for serving lunch stays the same.
- g. We do assist with studying, please arrange for us to have a copy of your child's demarcations/exam roster to enable us to prompt them to study.

4. Discounts

- a. You DO NOT qualify for any sort of discounts for keeping your child from school for whatever period/s of time.
- b. A 2.5% discount is however applicable to you for signing a debit order authorisation form provided funds are not returned unpaid (where 1e above will apply).

5. Absenteeism

- a. If your child/ren is/are absent from school on a regular basis, it obviously will affect the outcome of their assessments and may result in a report not being handed to you. All the work is copied and marked with an "A" for absent. The worksheets are still filed in your child's file for record keeping.

6. Admission rights

- a. A credit check may be performed on you prior to admission of your child/ren in the school through a credit service bureau.
- b. Raceview Kids reserve the right to admission on the premises.
- c. No smoking is permitted on the property.

7. Closing times

- a. The school is closed on public holidays and may be closed over a period when the public holiday falls on a Thursday or Tuesday.
- b. We close for about 5 to 15 days over the Christmas period.
- c. We **do reserve the right to change the period of closure over the Christmas holidays.**

8. Cloting & other personal belongings

- a. Your child's belongings must be marked clearly. We do not take responsibility for lost items that are not marked.
- b. An additional set of cloths should be provided daily – MARKED CLEARLY PLEASE
- c. Toddlers may (during winter months only), bring their own blankets (clearly marked) for naptime. We send it home every Friday for a good wash.
- d. Please do not send your child to school with any valuables, clothing items that you appreciate.

9. Sick Policy & medicine

- a. The Health Department is very strict on the rule by having any sick children at schools that carry any contagious viruses. Please help us to adhere hereto by not sending your child if your child has an infectious disease.
- b. ANY prescribed medicine administer instructions MUST be completed by yourself in the medicine register which is on top of the reception desk. Medicine that is not instructed in writing by the parent/guardian WILL NOT be administered.
- c. The medicine register may be completed by the persons listed by you on this contract under "Details of persons that may bring/collect children to/at school.
- d. The school will not administer any medicine other than THAT and THOSE quantities as set out in te medicine register as directly instructed by the parent/guardian or any other person as per 30 above.
- e. In the event of an outbreak of head lice, any child/ren that are affected HAVE TO STAY AWAY FROM SCHOOL until FULLY cleared. We are extremely strict with this rule. You should not take it personal as head lice are a pest and statistics show that it is a common problem the world through.

10. Other

- a. We do not use facecloths – You are required to provide wet wipes and tissues as per the stationery list applicable to your child's group.
- b. Please do not send sweets, chips and soft drinks to school. We will send it back.
- c. Please provide a drinking bottle for your child for water during outside playtime. We prefer not for them to share cups as this promotes viruses spreading.
- d. Tuck shop is on Tuesdays, Wednesdays and Thursdays where children will have the opportunity to buy something. This is part of the teaching program.
- e. You are OBLIGATED to keep your personal details updated with us.

<p>Required documents to accompany the application</p> <ul style="list-style-type: none"> a. ID document Mother b. ID document Father c. Medical aid card or copy d. Clinic card copy e. Birth Certificate copy f. Six (6) month statement of account from previous school or if not in school before statement of account from Ekurhuleni electricity and rates g. Proof of residence not older than 3 months 	<p>A B C D E F G</p>
<p>No variations of the agreement shall be binding unless reduced to writing and signed by both parties hereto.</p> <p>I/we hereby declare that the information provided in this Contract of Enrolment is true and correct.</p>	
<p>In the event that I/we cannot be reached, I/we hereby give permission for my child to receive any necessary emergency medical care or treatment. I/we acknowledge that every effort will be made by Raceview Kids to contact me/us. Before such action is taken, I/we will be responsible for the payments for such care or treatment.</p>	
<p>SIGNATURE: MOTHER</p>	<p>SIGNATURE: FATHER</p>
<p>DATE:</p>	<p>DATE:</p>

This form must be initialled on each page by both parents & signed in full by both parents living together