

ENROLLMENT FORM 20..



RUIMSIG NURSERY SCHOOL

CHILD'S DETAILS:

Child's Name & Surname: _____

Name by which child is known: _____

Date of Birth _____ Male ☐ Female ☒

Position of child in family: 2 _____ No. Of children in family: 2

ATTENDANCE:

My child will be attending: Full Day Half Day

PREVIOUS SCHOOL DETAILS:

Last Nursery/Pre-school attended: _____

Contact Person: _____

Tel No: _____

Reason for leaving: _____

Has your school fees been paid up to date in your previous school? N/A

VACINATIONS:

Has your child been vaccinated and inoculated against: -

			DATE
B.C.G (Newborn)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Polio DTP (3 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Polio, D.P.T. (4? Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Polio, D.P.T. (6 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Measles (9-10 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Rubella (M.M.R)(18 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Initials: _____

MEDICAL INFORMATION:

Does your child have any allergies or chronic illnesses / life threatening?

Is your child on any permanent medication? If so please give details below.

Any special remarks concerning your child?

Family Doctor: _____

Tel: _____

Pediatrician: _____

Tel: _____

Name of Medical Aid: _____

Main Member: _____ No.: _____

IN EMERGENCY:

Names of people to contact: (Family or close friends details)

1. Name: Tel: _____

Relationship: _____

2. Name: Tel: _____

Relationship: _____

PARENTS DETAILS:

Father:

Fathers Name & Surname: _____

Fathers ID No.: _____

Initials: _____

Fathers Occupation: _____

Fathers Employer: _____ Father's Employer Address: _____

Father's (H) Tel: _____

Father's (W) Tel: _____ Father's

Cell: _____

Father's E-mail: _____

Home Address: _____

Postal Address: _____

Alternative contact person: (not living with you)

Name: _____

Tel Cell: _____ (W) _____ Relationship

Marital Status:

Married ☐ Customary Union ☐ Divorced ☐ Single ☐

I (print name in full) _____ hereby agree that
information provided above is correct.

Signature: _____

Dated: _____

PARENTS DETAILS:

Mother:

Mothers Name & Surname: _____

Mothers ID No.: _____

Mothers Occupation: _____

Mothers Employer: _____

Mother's Employer Address: _____

Mother's (H) Tel: _____

Initials: _____

Mother's (W) Tel: _____

Mother's Cell: _____

Mother's E-mail: _____

Home Address: _____

Postal Address: _____

Alternative contact person: (not living with you)

Name: _____

Tel Cell: _____ (W) _____ Relationship

Marital Regime:

Married ☐ Customary Union ☐ Divorced ☐ Single ☐

I (print name in full) _____ hereby agree that
information provided above is correct.

Signature: _____

Dated: _____

Initials: _____

INDEMNITY

The signatory/ies expressly indemnify/ies RUIMSIG NURSERY SCHOOL , it's owner, agents or employees from being held responsible or liable for any damages, death, injury, directly or indirectly, consequential or otherwise to the signatory/ies, his or her child/ren in terms of this agreement while engaging in any activity of the school, while on the school property or any other such place where such activities are where such activities are engaged in. I/We hereby agree that my child receives the necessary medical attention in case of need or emergency, by the School staff. I/We further agree that your child can be admitted to a medical facility in an emergency at the SCHOOL staff's discretion if need be.

We the signatory/ies, hereby state that I/we acknowledge that I/we have read and fully understand and agree to abide by RUIMSIG NURSERY SCHOOL policy. I/we state that I/we am/are duly authorized to sign this document and that to the best of our my/our knowledge and that all knowledge provided is true and correct and contains no Omissions. I/We agree to inform RUIMSIG NURSERY SCHOOL in writing of any changes from time to time as may be necessary.

IMPORTANT:

Please see TERMS AND CONDITIONS.

FATHER

Print your full name _____

Sign: _____ Date: _____

MOTHER

Print your full name _____

Sign: _____ Date: _____

Witness: 1

Print Name in full: _____ Signature: _____

Witness: 2

Print Name in full: _____ Signature: _____

TERMS AND CONDITIONS

DEFINITIONS

11. "Parent/s" means:

Initials: _____

Parent 1: _____ (print full name)

Parent 2: _____ (print full name)

1. FEE STRUCTURE

The fees are as follows:

- 1.1 Full Day: R 3100---- p.m. Daily Rate: R 140--- 6.00 am - 6 pm
- 1.2 Half Day: R 2940--- p.m. Daily Rate: R 120--- 6.00 am - 1 pm
- 1.3 Registration: R 1450----- **Per child and Non Refundable**
- 1.4 Siblings : R 5750-00 Additional discount for a 3rd and 4th child

2. PAYMENT:

Registration fee is required on registration.

- 2.1 All monies payable by the parents to RUIMSIG NURSERY SCHOOL in terms hereof shall be paid timeously on due date.
- 2.2 Fees are payable strictly in advance. Unless otherwise agreed in writing all monthly payments must be made by debit order and RUIMSIG NURSERY SCHOOL-requires proof of the debit order on registration.
- 2.3 Debit order is to run on or before the 1st of each month and by no later than the 3th day of each month, unless agreed in writing and at RUIMSIG NURSERY SCHOOL sole discretion.
- 2.4 Payment via direct deposits, Internet or ordinary banking must include surname and reference.
- 2.5 No payment will be accepted on the property for security reasons.
- 2.6 Please ensure that fees are banked / EFT / debit order into:
- 2.7 Kindly register on www.rns.studentplus.co.za/register
- 2.8 Registration will automatically carry over to a new year, no December notice (notice as per contract)

Banking Details:

Name of Account Holder: Ruimsig Nursery School

Bank Name: Absa

Branch Code: 632005

Account Number: 4059030602 Type of

Account: Cheque

- 2.9 Any Cash deposits incurring bank charges will be for the parent's account.

Initials: _____

2.10 The application form, signed addendum & proof of payment of R-----
---**non-refundable registration-fee** must be e-mailed to
ruimsig.preprimary@gmail.com

3. ALLOWANCES:

- 3.1 In the event of two (2) and more siblings, a 10% monthly allowance will be granted on the second sibling only, and will be cancelled if one sibling leaves RUIMSIG NURSERY SCHOOL
- 3.2 Parent/s will qualify for an allowance where fees are paid annually in advance, by 5%.
- 3.3 Parent/s will qualify for a 2.5% allowance for payments made four (4) months in advance.
- 3.4 A sibling allowance of 10% will be offered to those parent/s paying per month for children enrolled on a full time basis. This 10% allowance will be calculated on the second child enrolled.
- 3.5 Any allowance allowed will be revoked on any accounts overdue.
- 3.6 Only one (1) allowance is permitted per family. Allowances will not apply simultaneously.
- 3.7 Allowances given for lump sum payments must be paid before the 1st of the month. Fees paid after this date will not be entitled to the 5% allowance. Any lump sum payments will not be refunded.
- 3.8 The R950 non-refundable enrolment fee applies to all children enrolling and there will be no allowances for siblings.
- 3.9 No concession or refunds will be made for children not attending school for extensive periods such as illness, family holidays or any other reasons that may occur.
- 3.10 Monthly fees are payable in advance, by the 1st of every month. This includes any outstanding amounts from previous months, as well as any extra amounts that may have accrued on the account.

FOR OFFICE USE ONLY:

Fees will only be paid:

- * Monthly;
- * Annually;
- * Quarterly.

Via:

- * Debit Order;

APPENDIX A

- * Cash Deposit. –refer to clause 2.7

FOR OFFICE USE ONLY:

Date of Registration: _____

Date of Admission: _____

Enrolment Fee Paid: _____

Date of Withdrawal of Pupil: _____

4. LATE PAYMENT:

- 4.1 Due to the nature of the allowances, late payments cannot be condoned.
- 4.2 RUIMSIG NURSERY SCHOOL will charge R150.00 penalty fee for payments later than the 7th day of the month and a further R150.00 for payments not made by the 15th day of the month.

Initials: _____

- 4.3 RUIMSIG NURSERY SCHOOL reserves the right to charge interest at the maximum rate permissible in terms of the National Credit Regulations which is 2% per month.
- 4.4 RUIMSIG NURSERY SCHOOL reserves the right at its discretion to insist on the removal of children where accounts become overdue.

5. CREDIT INFORMATION

- 5.1 The Parent/s authorises RUIMSIG NURSERY SCHOOL to, through the services of any
NCR registered credit bureau:
- 5.1.1 carry out any checks or traces that RUIMSIG NURSERY SCHOOL deems fit;
- 5.1.2 report the Parent/s payment history;
- 5.1.3 List the Parent/s in the event of the Parent/s defaulting in payment in terms of this agreement.

DEFAULT IN PAYMENTS

- 7.1 Where fees are not paid within the discretionary two calendar months grace period (this will also apply to parent/s that have established payment plans):
- 1.1.1 Children will not be taken for the educational assessment required for their termly report. Reports will be withheld until such time that accounts are paid up in full.
- 1.1.2 Parent/s will be given two calendar months' written notice to remove their child from RUIMSIG NURSERY SCHOOL and will still be liable for the outstanding fees and the two months' notice period.
- 7.2 Should the account not be settled within 21 days after receiving the credit bureau letter the Parent/s will be black listed and handed over to our attorney, all costs incurred will be for the Parents account.
- 7.3 Where school fees are outstanding for more than two months:
- 7.3.1 The child/children will be suspended from school with immediate effect.
- 7.3.2 The child's/children's report or transfer letter issued for the new school will be withheld.

8 INVOICING AND STATEMENTS:

- 8.1 Invoices will be sent out on the 25th of every month.
- 8.2 It is the parent's responsibility to ensure that they have received the monthly statements and invoice, by providing proper and correct postal/e-mail contact details.
- 8.3 The Parent/s allegation of non-receipt of invoices will not be regarded as equitable reason for non-payment.
- 8.4 It is the Parent/s responsibility to notify RUIMSIG NURSERY SCHOOL of all changes and details.

Initials: _____

9 NOTICE PERIOD / TERMINATION OF CONTRACT

- 9.1 Two (2) full calendar month's written notice of termination (dated from the 1st of the month), is required when a child/children is/are taken out of RUIMSIG NURSERY SCHOOL by parent/s.
- 9.2 Where a parent/s fails to give the required notice of termination in 9.1 two (2) months fees in lieu of notice will be charged.
- 9.3 No extended holidays will be accepted as reason for non-payment, as payments are made over a 12 month period.
- 9.4 Termination of this contract: a child is enrolled for a fixed period of twelve months, after which the contract is automatically renewed indefinitely. This is consistent with the provisions of Section 14 of the CPA. In terms of this Section of the Act, the consumer may only terminate the contract by giving 2 months calendar written notice as per clause 9.1

10AFTERCARE(primary school kids)

- 10.1 Aftercare closes at 5.30 pm. Where longer hours are required, Parent/s must advise RUIMSIG NURSERY SCHOOL will strive to accommodate Parent/s caught in an emergency.
- 10.2 A late penalty charge of R100.00 per 15 min per child will be charged for children left without notification after 5.30 pm.
- 10.3 Where children are enrolled until 2.00pm parent/s must fetch their children no later than 2.15pm, failing which the penalty in 10.2 will apply.

11EXTRA MURAL ACTIVITIES:

- 11.1 Extra mural activities will be charged as an optional extra.
- 11.2 Where extra mural activities are not paid for, children will not be allowed to participate in any private extra mural activities and RUIMSIG NURSERY SCHOOL extra murals, which include the in house Music lessons, baking and all school concerts.

12GENERAL:

- 12.1 Neither party may cede or assign their rights or delegate their obligations in term of this Agreement without prior approval from the other party which approval shall not be unreasonably withheld.

Initials: _____

13NON-VARIATION AND WAIVER:

13.1 No extension of time or any other relaxation or indulgence granted by RUIMSIG NURSERY SCHOOL to the Parent/s shall operate as, or be deemed to be a waiver by RUIMSIG NURSERY SCHOOL of any rights under this Agreement, or a novation of any of the terms and conditions of this Agreement.

13.2 No alteration, variation, or addition to this agreement or this clause shall be of any force or effect unless reduced to writing and signed by the parent/s and duly authorized representative of RUIMSIG NURSERY SCHOOL

14. DOMICILIUM ADDRESS:

14.1 The Parent/s nominates the Parents physical home address as recorded herein as their chosen address (*domicilium citandi et executandi*) for the service on it of all legal processes and notices.

14.2 Communications sent by prepaid registered post from RUIMSIG NURSERY SCHOOL to the Parent/s will be deemed to have been delivered within 3 (three) days of the date that such communication was sent.

14.3 The Parent/s undertakes to notify RUIMSIG NURSERY SCHOOL of any change in the Parent/s physical and/or registered address.

The above contract was explained to me by a RUIMSIG NURSERY SCHOOL representative:

(Non-South African residents / citizens must supply a certified copy of the current SA residence or work permit)

Father:

I (print full name) _____ ID
number _____ Passport Number _____ ✓

Hereby give RUIMSIG NURSERY SCHOOL permission to perform a Trans Union Credit
✓
Check.

✓ Hereby understand and abide to the rules of the notice period set out in clause 9
✓ as above.

✓ Herby understand fully and completely all the rules and regulations set out in the
contract clauses 1-14.3 in the above contract.

Signature: _____

Signed at _____ on this _____ day of _____ 20

Mother:

Initials: _____

I (print full name) _____ ID
number _____ Passport Number _____ ✓

Hereby give RUIMSIG NURSERY SCHOOL permission to perform a Trans Union Credit
✓
Check.

- ✓ Hereby understand and abide to the rules of the notice period set out in clause 9
- ✓ as above.
- ✓ Herby understand fully and completely all the rules and regulations set out in the
contract clauses 1-14.3 in the above contract.

Signature: _____

Signed at _____ **on this** _____ **day of** _____ **20.** _____

Witness: 1

Print Name in full: _____ Signature: _____

Witness: 2

Print Name in full: _____ Signature: _____

Signed at _____ **on this** _____ **day of** _____ **20.** _____



TESTIMONIAL (CONFIDENTIAL)

Please complete this CONFIDENTIAL report and email it to _____

Name of pupil: _____

Present school: _____

Date of enrolment at current school: _____

Are fees paid timeously? Yes ☐ No ☐

Are school fees paid up to date ? Yes ☐ No ☐

Would you recommend the child? Yes ☐ No ☐

Principal's name: _____

Contact number: _____

Initials: _____

Teacher's name: _____

Signed:

Principal: _____

Teacher: _____

SCHOOL STAMP



ConsentFormforFacebookpage

RUIMSIG NURSERY SCHOOL uses a Facebook page as a form of communication to parents. We post pictures of your child on the social media website to connect with you. We only "friend" people, whose children attend RUIMSIG NURSERY SCHOOL crèche and Pre-school and there direct families in other words, other members of Facebook cannot view your children's pictures/videos.

Please check ONE of the options below:

_____ **I HEREBY allow** RUIMSIG NURSERY SCHOOL to post pictures and or videos of **my child** on Facebook.

_____ **I HEREBY allow** RUIMSIG NURSERY SCHOOL to post pictures and or videos of **myself and direct family** on Facebook. (Fun days or functions)

_____ **I DO NOT allow** RUIMSIG NURSERY SCHOOL crèche and Pre-School to post pictures and or videos of my child on Facebook.

_____ **I DO NOT allow** RUIMSIG NURSERY SCHOOL to post pictures and or videos **myself and direct family** on Facebook. (Fun days or functions)

CHILDS NAME

DATE

PARENT NAME (Mother)

DATE

PARENT SIGNATURE

DATE

Initials: _____

PARENT NAME (Father)

DATE

PARENT SIGNATURE

DATE

: RUIMSIG NURSERY SCHOOL

COMPULSARY DOCUMENTATION REQUIRED FOR ADMISSION OF A PUPIL

The admission process will not commence until ALL required documents are provided
(Certified copies)

1. Copy of Mother's ID
2. Copy of Father's ID
3. Immunization Card
4. Copy of Medical Aid Card
5. Clearance Letter
6. Copy of the latest school fee statement from the present school
7. Proof of Payment
8. Unabridged Birth Certificate
9. Proof of Residency (not older / 3 months (Rates, water, electricity, lease agreement))
10. Non-South African residents / citizens must supply a copy of the current SA residence or work permit
11. Most recent school report and the previous year end report
12. Application form must be signed by both parents / guardians

Initials: _____

13. In the case of a single parent, a death certificate must be attached or an affidavit stating custody details for the applicant.
14. Consent Form for Facebook page
15. If child been collected by organized transport consent letter.
16. If child not been collected by the consented mother or father: ID of whom may collect the child and letter giving permission.

Initials: _____