

HIGHLAND KIDS NURSERY SCHOOL



REGISTRATION 201__

Starting date: _____

RE-REGISTRATION 201__

I hereby apply for admission of my child to Highland Kids Nursery School. In the case where parents are divorced, both parents' signatures are required and a copy of the decree of divorce must be attached stating which parent has custody of the child and who is responsible for the payment of all school fees. Both parents/legal guardians will be held jointly and seperately liable for any arrear accounts, which includes the event where the person responsible for the account as referred to on page 2 hereof is in arrears with the payment thereof.

Information regarding child			
Surname		Gender	
Christian names		Half day / Full day	
Name addressed by		Attendances per week	3x <input type="checkbox"/> 4x <input type="checkbox"/> 5x <input type="checkbox"/>
Date of birth		Religion	
ID / Passport no.		Home Language	
Physical address		Postal address	
Medical Information:			
Allergies or any other important medical information Chronic medication:		House Doctor	
		House Doctor tel no.	
		Medical Aid	
		Membership no.	
		Main member	

In case of emergency first contact

Father/Parent 1

Mother/Parent 2

If not available contact the following person/s (N.B must reside in Pretoria)

Relationship	Relationship
Surname	Surname
Christian names	Christian names
Name addressed by	Name addressed by
ID / Passport no.	ID / Passport no.
Tel no.	Tel no.
Cell no.	Cell no.

Persons bringing child to and collecting child from school

Father / Parent 1		Mother / Parent 2	
Surname		Surname	
Christian names		Christian names	
Name addressed by		Name addressed by	
ID / Passport nr.		ID / Passport nr.	
Tel no.		Tel no.	
Cell no.		Cell no.	
Other		Other	
Relationship		Relationship	
Surname		Surname	
Christian names		Christian names	
Name addressed by		Name addressed by	
ID / Passport nr.		ID / Passport nr.	
Tel no.		Tel no.	
Cell no.		Cell no.	

I/we hereby confirm that I/we got the necessary permission from the above persons to give their information to Highland Kids Nursery School. _____

Information regarding Parents/Guardians/Persons responsible for school account
 Complete information for **both parents/ guardians**. If another person is paying the account please complete the last column as well. This person also needs to sign the contract.

	Father/ Guardian	Mother / Guardian	Person responsible for acc. other than father/mother
Surname			
Christian name			
Name addressed by			
Title			
ID / Passport no.			
Physical address			
Postal address			
Tel : House no.			
Work no.			
Cell no.			
Fax no.			
E-mail address			
Employer			
Occupation			

1. Undertaking by parent/ guardian/ person responsible for account

- 1.1 Fees are payable monthly in advance
- 1.2 I hereby undertake to pay all school fees promptly before or not later than the fifth day of every month.
- 1.3 A fine of R250 per child per month will be levied on late payments.
- 1.4 I am responsible for any outstanding school fees as well as any costs arising from legal action taken against me.
- 1.5 **December and January's fees must be paid in full regardless of the number of day's your child attends school.**
- 1.6 NB No reduced fees i.r.o a child/ren who do not attend school for any reason whatsoever.
- 1.7 No reduced fees for children who do not eat food provided by the school.

2. Notice

- 2.1 I undertake to give one calendar month's notice when my child/ren leave Highland Kids Nursery School.
- 2.2 Notice must be given no later than the last day of the month prior to the notice month.
- 2.3 November is not accepted as a notice month.
- 2.4 Highland Kids Nursery School reserves the right to give parents and their child/ren one month's written notice. See disciplinary policy of Highland Kids Nursery School.

3. Indemnity:

- 3.1 I, the undersigned as parent/guardian of the above child give my permission that he/she may participate in all school activities except the following: _____
- 3.2 I/we accept that within reason precaution will be taken to ensure the safety and well being of my/our child/ren. I/we accept responsibility for payment of any medical and/or hospital accounts which may arise as a result of a medical condition and/or injury.
- 3.3 I/we declare that in the event of a medical condition and/or accident (fatal or otherwise) of my/our child which might occur whilst being transported or during the practice of school activities I/we will not hold the owner, principal or any member of the personnel, responsible for such incident.
- 3.4 I/we as parents transfer my/our authority to the owner, principal of the school or the school's representative should my/our child require medical treatment/surgical procedure.

3.5 To the best of my knowledge my/our child is physically able to engage in all activities and is in good health.

3.6 I/we give permission that in case of an emergency the school may transport my/our child to a medical facility.

3.7 I/we hereby give permission that photographs of my child may be published on the website, Face Book or on advertisements for Highland Kids Nursery school: _____

3.8 I, the undersigned parent/legal guardian acknowledge that in the event of my child taking part in and/or being transported to extramural activities, then I will not be able to hold Highland Kids liable for any injuries or damages.

4. Take note of the following:

4.1 We are a Christian based school. We do not discriminate against other religions.

No child will be excused from any Christian based activities.

4.2 The school will be closed on Ascension Day which is not a public holiday.

4.3 If a public holiday falls on a Tuesday or Thursday the school will be closed on the Monday or Friday.

4.4 I/we as parent / guardian acknowledge the disciplinary policy of Highland Kids Nursery school.

4.5 I /we acknowledge the guidelines of Highland Kids Nursery school.

4.6 Reports are sent out electronically 2 x per year.

4.7 I acknowledge that livestreaming takes place at Highland Kids, and that the possibility exists that the other parents may be able to observe/view my child on the livestreaming as well, and I hereby provide my consent thereto. I hereby exempt Highland Kids against any claims which may arise as a result of the livestreaming.

5. Protection of personal information:

5.1 According to the POPI (Protection of Personal Information) law that was passed in April 2015, we are required to carry out the following:

5.2 We may not supply any parent and child's number, e-mail addresses or any personal information.

5.3 By law we are not allowed to play back any camera footage to parents

6. Signing of document

6.1 I /we hereby confirm my/our competency to sign this indemnity, permission and information document.

Signed at _____ on this _____ day of _____ 20__

Name and surname

Signature

Father / Parent 1 / Guardian

Father / Parent 1 / Guardian

Mother / Parent 2 / Guardian

Mother / Parent 2 / Guardian

Person responsible for account

Person responsible for account

For office use only

Date registration paid: _____

Amount: _____

Receipt no. _____

Start date: _____

Other: _____

Date left school : _____

Copy of ID / Passport document of father / parent 1

Copy of ID / Passport document of mother / parent 2

Copy of ID / Passport document of person responsible for the account

School address: 69 Leander Road, Olympus, Pretoria

MANAGEMENT

- a.) Winnie Nicholson – Owner
083 299 9028
- b.) Suzette van Staden – Principal
083 290 6280
- c.) Andrea Biedell - Deputy principal
063 788 5795
- d.) Annemarie Smit – Deputy principal
076 717 9937

CONTACT DETAILS

Street address: Plot 69, Leander Rd, Olympus
Postal address P. O. Box 74291, Lynnwood Ridge, 0040
Telephone (012) 991 1892
Cell: 074 323 0349
Fax: (012) 991 0118
Internet address: w.w.w.highlandkids.co.za
E-mail address: winnie@highlandkids.co.za
Secretary: Wendy McDonald 082 3310472

SCHOOL HOURS

Children must please not arrive at school later than 08h00

Monday to Friday: 06:45 – 17:30
School Holidays: 06:45 – 17:30
Half day: 06:45 – 13:30

FEES 2019

<u>Babies</u>	<u>Half day</u>	<u>Full day</u>
3 months – 24 months	R3870	R3935
<u>Toddlers</u>		
2 turning 3	R3870	R3935
<u>Pre school groups</u>		
3 turning 4	R3495	R3570
4 turning 5	R3495	R3570
<u>Grade R</u>		
5 turning 6	R3495	R3570

Access tags -R60 per tag (lost / damaged tags R75 per tag)
Registration fee R350 per year (non-refundable)

A deposit equal to one month's school fees is payable when your child is enrolled at school.

A discount of R150 applies for a second child.

NB A calendar month's notice is required when leaving school.

NB November. is not accepted as a notice month.

Please note – School fees will be adjusted annually.

Creative / Activity fees:

Babies, Toddlers and Pre school – R400 per year

Grade R – R500 per year

CCTV registration R150 per annum plus R20 per month

Compulsory

Computer classes for Grade R and Grade RR pupils at R210 per month

Weekly Pony rides R80 per month (from 1-2 age group)

Direct transfers: First National Bank - Olympus Plaza

Account holder - Highland Kids

Branch code: 258155

Account number: 62035423011