



## **IMPORTANT:**

- A. Please notify the school of any change of address if you wish to remain on our records.**
- B. I/we hereby apply for the admission of the abovementioned child, subject to the attached conditions of entry and regulations which I have read and accept without reserve.**
- C. Please take notice that all the information requested in this form is compulsory and must be completed by both parents/guardians of the learner. All the sections of this form must be completed in full and substantiating documents must be submitted with the application. The school reserves its right to refuse admission based on incomplete information and any admission to the school will be at the discretion of the school Principal and subject to the conditions imposed by this document.**

## **SECTION 1: GENERAL TERMS AND CONDITIONS**

### **1.1 APPLICATION FOR ENROLMENT:**

- 1.1.1 This application will become the agreement between the school and parent(s)/guardian(s) of the learner upon the successful admission of the learner to Clivia Pre-Primary School and will remain in force until the learner leaves Clivia Pre-Primary School and until all financial and other obligations have been met. The agreement may only be amended in writing and no oral variations shall be of any force until reduced to writing and signed by the parties.
- 1.1.2 This agreement is primarily intended to govern the financial and general obligations of the parent(s)/guardian(s).

### **1.2 SCHOOL FEES:**

- 1.2.1 The annual fees, as determined from time to time, are payable annually in advance on or before the last day of February of each year, unless arrangements have been made on the prescribed form. Should parents fail to make arrangements by completing and submitting the prescribed form, legal action may be taken forthwith to recover the annual school fees. No indulgence or latitude shall be construed as a waiver or novation of any of the rights of Clivia Pre-Primary School.
- 1.2.2 Parent(s)/Guardian(s) will be required to sign an annual Agreement to Pay School Fees document, and should the parent(s)/guardian(s) fail to annually return the Agreement to Pay School Fees, duly signed, to the school within ten (10) days of admission, the parent(s)/guardian(s) shall be obliged to settle the school fees in full within the next ten (10) school days.
- 1.2.3 Should Clivia Pre-Primary School instruct an attorney to collect any amount due as a result of any breach of this agreement or of the agreement to pay school fees, then the parent(s)/guardian(s) shall be liable for costs on the scale as between attorney and own client, including collection commission and tracing fees.
- 1.2.4 The fees and expenses, as determined from time to time, shall be payable irrespective of whether the learner attends Clivia Pre-Primary School during the relevant period or not. No refund shall be given by Clivia Pre-Primary School for absence of the learner due to any cause whatsoever.

1.2.5 Parent(s)/Guardian(s) accept that their liability shall be joint and several, the one paying the other to be absolved, for the full amount at any time owing. In the event that the parent(s)/guardian(s) are separated or divorced then, by their signature hereto, they acknowledge their joint and several liability and confirm that any agreement between them regarding the payment of school fees is not binding upon Clivia Pre-Primary School.

1.2.6 A certificate signed by either the Principal or acting Principal or School Secretary with delegated authority, shall be *prima facie* proof of the amount owing to Clivia Pre-Primary School for the purpose of any legal proceedings instituted by Clivia Pre-Primary School and it shall not be necessary in such proceedings to prove the appointment of the designated person who signed the certificate.

1.2.7 A separate fee, additional to the school fee, is due and payable for aftercare.

1.2.8 The annual school fee excludes all extra-mural activities.

## SECTION 2: HEALTH QUESTIONS

2.1 Has the learner received all infant and child immunisations: **YES/NO**

If NO, state reason \_\_\_\_\_

Any other inoculations (Specify with dates): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 2.2 PRE-NATAL HISTORY:

Place in the family (First, Second child, etc.): \_\_\_\_\_

Difficulties in Pregnancy and Birth: \_\_\_\_\_

Birth Weight: \_\_\_\_\_

Breast Fed: \_\_\_\_\_ How Long: \_\_\_\_\_

Bottle Fed: \_\_\_\_\_ How Long: \_\_\_\_\_

### 2.3 HEALTH RECORD:

Is the child in good health generally (easily fatigued, frequent colds, pains in legs, etc.)

\_\_\_\_\_

Has the child a good appetite: \_\_\_\_\_

Any allergies: \_\_\_\_\_

Reaction: \_\_\_\_\_

Has the child ever been stung by a bee? \_\_\_\_\_

Reaction: \_\_\_\_\_

Is the child a sound sleeper (restless, bed wetter, have nightmares etc.)

\_\_\_\_\_

Bed time: \_\_\_\_\_ Wakes: \_\_\_\_\_

#### 2.4 INFECTIOUS DISEASES:

Measles Yes / No Age: \_\_\_\_\_

German Measles Yes / No Age: \_\_\_\_\_

Chicken Pox Yes / No Age: \_\_\_\_\_

Mumps Yes / No Age: \_\_\_\_\_

Whooping Cough Yes / No Age: \_\_\_\_\_

Diphtheria Yes / No Age: \_\_\_\_\_

Scarlet Fever Yes / No Age: \_\_\_\_\_

Any other diseases (specify): \_\_\_\_\_

Any operations and / or illnesses: \_\_\_\_\_

Any disabilities or defects (either congenital or accidental): \_\_\_\_\_

\_\_\_\_\_

#### 2.5 CHILD'S DEVELOPMENT:

##### Walking:

When did the child walk?: \_\_\_\_\_

How did the child move about before walking?: \_\_\_\_\_

##### Speech:

When did the child begin to talk?: \_\_\_\_\_

Present stage of speech ability (Clear, rapid etc.): \_\_\_\_\_

\_\_\_\_\_

Does he/she use complete sentences?: \_\_\_\_\_

Indicate any speech difficulties (Stutter, Stammer, etc.): \_\_\_\_\_

\_\_\_\_\_

Do you feel that his / her speech requires attention?: \_\_\_\_\_

Vision:

Is vision normal?: \_\_\_\_\_

Has this been checked by a Doctor?: \_\_\_\_\_

Hearing:

Is hearing normal?: \_\_\_\_\_

Has this been checked by a Doctor?: \_\_\_\_\_

Dentition:

When did the child cut first tooth?: \_\_\_\_\_

Any difficulties?: \_\_\_\_\_

Has child visited the dentist?: \_\_\_\_\_

Date of last examination: \_\_\_\_\_

Dominance:

Is your child left or right handed?: \_\_\_\_\_

**2.6 ANY PARTICULAR HABITS OR NERVOUS FEARS**

(thumb sucking, nail biting, fear of the dark, wetting etc.) \_\_\_\_\_

\_\_\_\_\_

**2.7 CHILD'S PHYSICIAN:**

Name of Doctor: \_\_\_\_\_

Date of last examination: \_\_\_\_\_

Has the child ever had a complete medical?: \_\_\_\_\_

When: \_\_\_\_\_ By Whom: \_\_\_\_\_ and with what result:

\_\_\_\_\_

## 2.8 IN CASE OF AN EMERGENCY

Who should be contacted?

**1<sup>st</sup> Person** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_ (Relationship)

**2<sup>nd</sup> Person** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_ (Relationship)

**3<sup>rd</sup> Person** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_ (Relationship)

**Doctor's name** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_

## SECTION 3: GENERAL CONDITIONS OF ADMISSION

3.1 By signing this document the parent(s)/guardian(s) agree to the following criteria for admission:

3.1.1 Language: The medium of instruction at Clivia Pre-Primary School is English.

3.1.2 Religion: Clivia Pre-Primary School is officially a school that adheres to the precepts, teachings and beliefs of the Christian faith, but there is no religious instruction in the teaching. Clivia Pre-Primary School encourages consideration and respect towards all.

3.1.3 Age: Children have to be turning three (3) years old by the 30<sup>th</sup> June and be potty trained before they are admitted. At present, only learners who are five (5) years, turning six (6) years and those who are four (4) turning five (5) will be eligible for admission in Grade R / Grade RR, respectively. Learners commence formal school education in the year in which they turn seven (7) or at the voluntary age of five (5) turning six (6) by the 30<sup>th</sup> June in the year of admission, subject to being developmentally ready.

3.1.4 Area: Clivia Pre-Primary is a community-based school and must serve the needs of it's immediate community.

3.1.5 Brothers and Sisters: Younger brothers and sisters will have preference.

3.1.6 Date of Application: Preference will be given to all applicants on a "first come first serve" basis.

- 3.1.7 Upon receiving final confirmation that the learner has been admitted to the school, a refundable deposit of R2 000.00 must be paid to secure placement and will be credited to the school fee account. In the event that the parent(s)/guardian(s) decide not to enrol the learner for whatsoever reason, the deposit will be forfeited *in lieu* of notice.
- 3.1.8 The fact that my/our child cannot attend the School does not relieve me/us of my/our liability for fees.
- 3.1.9 Professional Judgment: The Principal of Clivia Pre-Primary School will be fully entitled to exercise her professional judgment on admissions and subject to the best interest of the applicant learner's wellbeing.
- 3.2 The parent(s)/guardians(s) hereby consent to the learner participating in all activities at or arranged by Clivia Pre-Primary School.
- 3.3 The parent(s)/guardians(s) hereby agree that, in the event that the Principal or any staff member is unable to contact me/us or if such contact is impractical in the circumstances, I/we authorise them or any of them to give permission on my/our behalf for the learner to undergo any medical or dental treatment of an urgent nature that may be deemed to be in his/her best interest at any time.
- 3.4 The parent(s)/guardian(s) agree to abide by all the rules and policies of the school and to work with the school to uphold and enforce the rules and policies, the contents, effect and extent of which the parent(s)/guardian(s) warrant he/she/they have read and understand.
- 3.5 Notice of withdrawal from the school must be given in writing at least **one calendar month** preceding the month in which the learner will be withdrawn, failing which the parent(s)/guardian(s) will be liable for a full months' fee in lieu of notice.
- 3.6 Save in respect of official school excursions, Clivia Pre-Primary School is not responsible for the conveyance and transport of pupils to and from the school or for any arrangements made in this regard.
- 3.7 Parent(s) choose as their respective *domicilia citandi et executandi* for all purposes under this agreement their respective addresses recorded hereinabove [physical address in South Africa].
- 3.8 Clivia Pre-Primary School, its staff and any other learners of Clivia Pre-Primary School, shall not be liable for any damages arising from injuries sustained by the learner or for any loss or damage to property from any cause whatsoever and whether occasioned on the Clivia Pre-Primary School premises or not.
- 3.9 This enrolment agreement is to be read with the annual agreement to pay school fees and will remain in full force and effect for as long as the parent(s)/guardian(s)'s child is a learner at the Clivia Pre-Primary School.

**SECTION 4: CREDIT INVESTIGATION**

The signatory/signatories hereto, hereby authorise Clivia Pre-Primary School, or its duly authorised representative to conduct a full credit investigation into my/our affairs, and if necessary to report adverse credit information to any Credit Bureau upon non-payment or late payment of any account.

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

**SECTION 5: PHOTOGRAPHS IN THE MEDIA**

I/we hereby give consent for my/our child's photograph to appear on the school website, the Clivia Pre-Primary Facebook page and/or any other advertising media promoting the school.

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

**The following to only be signed at the parent interview in front of the Principal**

DATED at PIETERMARITZBURG on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

\_\_\_\_\_  
PRINCIPAL