



APPLICATION FOR ADMISSION

I hereby make application for my child: (please insert full name and surname)

to be enrolled as a pupil at Rivonia Preschool, and agree that this form contains the basis of the contract between myself and Rivonia Preschool.

1. Child's Particulars:

- a. Name the child is commonly called: _____
- b. Gender: Male or Female (please tick the appropriate box)
- c. Date of birth: _____
- d. Home language: _____
- e. Month and year, when admission at Rivonia Preschool is required: _____
- f. School hours: (please select the appropriate box)
 - i. 07:00 – 12:30 monthly fee (including snack, excluding lunch)
 - ii. 07:00 – 14:00 monthly fee (including snack and lunch)
 - iii. Full Day (07:00 – 17:30) monthly fee (including 2 snacks and lunch)
 - iv. Afternoon Care (14:00 – 17:30)
 - v. Holiday Care (during specified school holiday periods)
- g. Details of allergies:

- h. Any medical conditions the school should be aware of:

- i. Medical practitioner name: _____
 - i. Medical practitioner address:

 - ii. Medical practitioner telephone number:

j. Alternative contact if parents are not available (name and telephone number)

k. Name of previous school (if applicable): _____

i. Reason for leaving: _____

2. Parents' Information:

a. Full name of father: _____

b. Father's cellphone number: _____

c. Father's place of employment: _____

d. Father's employer address: _____

e. Father's email address: _____

f. Full name of mother: _____

g. Mother's cellphone number: _____

h. Mother's place of employment: _____

i. Mother's employer address: _____

j. Postal address: _____

k. Physical address: _____

l. Mother's email address: _____

m. Marital status of parents: married unmarried divorced separated
widowed

n. Duly authorised persons to collect the child from school:

i. _____

ii. _____

A copy of both parents' identity documents and a recent photo of each is required.

A copy of the child's clinic card or immunisations document is required.

A certified unabridged birth certificate of the child is required.

In addition to the above, for non-South Africa Citizens, the following is required:

- 1. Original Work permit in respect of the parents and/or guardians;**
- 2. Original Study permit in respect of the child;**
- 3. Original temporary or permanent residence certificate from the South African Department of Home Affairs.**

3. Conditions of Enrolment:

I, the undersigned _____ (full name and surname), request that my son/daughter be admitted as a pupil to Rivonia Preschool and I undertake on behalf of myself, my executors, my spouse, and my children aforesaid to ensure that we have carefully studied, understood and signed every page of the agreement of undertaking and school fees policies. We agree that we understand the

nature of the documents and that we undertake to abide thereby and that we will sign it only once we fully understand the contents of the document; and by signing it we undertake to abide thereby, together with this agreement and including:

- a. To give at least one calendar months' notice in writing to the Principal or to pay one calendar month's fees in lieu of notice upon terminating enrolment of my son/daughter from Rivonia Preschool;
- b. Conform to all rules and policies as per the Agreement of Undertaking document signed by me;
- c. I hold myself responsible for the payment of the full amount of fees and disbursements to be charged by Rivonia Preschool in respect of the whole period during which my son / daughter is registered as a pupil at Rivonia Preschool;
- d. Pay all fees charged by Rivonia Preschool in advance EFT; no cheques or cash payments will be accepted;
- e. Pay interest at the prevailing Usury Act rates on overdue fees and disbursements, updated each month;
- f. Give consent for my son / daughter to take part in any extra-mural activities of Rivonia Preschool;
- g. Indemnify, hold harmless and absolve Rivonia Preschool and its staff or their authorised agents against any and all claims that may arise from any injury, death, loss, damage, costs or expenses, including legal costs, suffered by me or my son / daughter at any time whilst enrolled as a pupil at Rivonia Preschool;
- h. Accept any jurisdiction of the Supreme Court and/or Magistrates Court of South Africa;
- i. Agree to abide by the Covid-19 rules and regulations in place for the safety of all children and staff at the school. The procedures will be shared with you;
- j. Accept liability for all attorney and client charges, collection omission and tracing charges, should legal action be instituted against me;
- k. Acknowledge that a R100 penalty per day is payable for the late payment of fees. I undertake to include a R100 payment per day added to my fees should the fees not be paid before the 1st of the month;
- l. Acknowledge that a R60 fine is payable for every 15 mins that the child /ren is/are collected late from school, per their usual school times. I undertake to include this amount added to my fees, should I not collect my child within the correct time.

Signed at _____ on this _____ day of _____ 202__

Signature of father: _____ Witness 1: _____

Signature of mother: _____ Witness 2: _____

Date of signature; _____