

# SKYLOU MONTESSORI CINDERELLA (PTY) LTD



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Reg. No: 2016/186968/07

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## APPLICATION FOR ENROLMENT

Skylou Montessori Cinderella (Pty) Ltd (hereinafter referred to as the School or Skylou) provides tuition and aftercare services for minor children from 4 months to 14 years of age. The Application Form for Enrolment incorporates the admission policy which will be applicable to learners or minor children who express interest in attending the School, whether it be for tuition or aftercare.

All Parents / Guardians, children, learners, and staff of the School should respect the rights of each other.

### Application forms

All applicants irrespective if they engage in aftercare and or tuition must comply with the age requirements for admission. The capacity of the School is directly related to the number and capacity of the facilities.

All applicants must complete the Application for Enrolment and pay a Registration Fee. The Registration Fee is non-refundable.

It is the Parents / Guardians responsibility to ensure that all contact details including but not limited to medical aid details, allergies etc. are up to date, current and correct. The School accepts no responsibility in the event that a Parent / Guardian cannot be contacted and or incorrect information is displayed on the forms.

### Supporting documentation required

Included in the application, a copy of the learners' birth certificate, parent identification document and immunisation record must be submitted.

### Fees

The School reserves the right to in its discretion to increase all fees for tuition and additional fees from time to time. **Fee Schedule** relates to all fees at the time of signing this application form, if this application is for a future date beyond 3 months, the fees may have changed.

### Payment terms and conditions

All fees that are paid in advance for the year are non-refundable.

All amounts should be paid on time, thus payable for 12 months of the year and monthly payments are to be made in advance by no later than the 5<sup>th</sup> of the month, by EFT. If you are only able to deposit cash, please ensure that the cash deposit fee is for your account or a monthly cash deposit fee will be levied to your account for settlement by you.

The Parents or Guardians signing the Application form shall remain liable, jointly and severally for the timeous payment of the fees.

Should the learner be absent as a result of illness or any other cause then the Parent or Guardian shall not be entitled to any rebate of fees.

If the Parents or Guardians do not object in writing to the account, or request a specific detailed account within 7 days of receipt of the School's account, it will be deemed that the Parents or Guardians has waved any right

**Directors:** Lois Olivand and Skye Olivand

which it may have in respect thereof and that the Parents or Guardians will also then be deemed to have accepted the Schools' account as fair and reasonable.

The Parents or Guardians consent to the jurisdiction of the Magistrate`s Court for any action arising from this agreement against the Parents or Guardians.

The School reserves the right to consult the necessary legal services in the event that Tuition fees are not paid on time. Should the School instruct attorneys to attend to the collection of any overdue accounts, the Parent or Guardian shall be liable for the payment of all costs, which shall include tracing fees and collection commission. The scale for legal fees is between attorney and client.

To the extent any amount payable to Skylou is not paid on its due date and remains unpaid for a period longer than 30 days an interest charge will be levied, and compounded monthly, on the amounts outstanding at an interest rate equivalent to the Standard Bank of SA Ltd's prime lending rate.

In the event that any amount is not paid for a period longer than 37 days, the school reserves the right to give the Parent / Guardian 48 (forty eight) hours notice of their intention of discontinuation of Tuition Services.

### **Code of conduct and communication**

English is the language used at the School.

Parents / Guardians and learners shall be expected to comply with the Schools code of conduct and policies. Communication between Parents / Guardians and the School shall follow the directives as decided between administrators / owners of the School and shall be conducted in such a manner that allows for dignity, courtesy and honour.

Communication shall be conducted in a time and manner that allows for full and proper discussion; should the process of Communication not suffice, the Parent and Guardian agrees to be bound by the process of lodging a Grievance as set out on the School's internet site. The declaration of a dispute shall not entitle the Parent / Guardian to withhold payment of tuition fees.

Confrontations and or provocative behaviour shall not be tolerated.

### **Medicine / Sick children / Learners**

The School policy specifically prohibits any medication of any sort to be brought to School and the School reserves the right to immediately confiscate the medicine and to contact the Parent or Guardian to collect the child / learner.

It is an agreed term of the School that no medicine shall be administered by any person to a child and or learner at the School, including the event where the medicine is administered by the child / learner.

The School reserves the right to refuse sick learners and or children entry to the Premises and the School must be notified that the sick child will not be attending school.

The School may refuse entry to the child /leaner should the Parent / Guardian not provide the child's immunization chart.

In the event that a child /learner becomes ill at the School, the School shall immediately contact the Parent or Guardian or next of kin to collect the child/ learner from School; should the child / learner in the opinion of the School display symptoms of communicable diseases that may threaten the child/learners health or that of the other learners / children the School, and the Parent / Guardian or next of kin not collect the sick child or learner within one hour after being requested to do so, the School reserves the right to take the sick child /learner to the nearest hospital for a medical examination and or treatment which may include anaesthetic, life saving operation and or medical treatment as deemed necessary by a medical practitioner in attendance, the costs of

which shall be for the Parent/ Guardian's account. This right shall be exercised in terms of section 28 (e) of the Constitution of South Africa 1996.

In the event that a sick child / learner is brought to the School, and is recovering from a coma, major burns, pneumonia and bronchopneumonia, croup, septicaemia, diarrhea or vomiting or cholera, the School reserves the right of admission and may request the Parent/ Guardian and or person who has brought the child /learner to School to take the learner/ child home or request a medical certificate stating that the child /learner is fit to return to the School.

In the event of a medical emergency the School shall take all reasonable steps to transport the injured child / learner to the nearest hospital, whether it is a private or governmental institution, whilst simultaneously contacting the Parent or Guardian. It is specifically noted that the School shall in such an event see to the interest of the child/ learner first.

The School accepts no responsibility in the event that the injured child/ learner may be turned away from the nearest hospital, or for the medical attention that the child / learner may receive at the hospital.

In the event that a child/ learner has a wound, sore, break in the skin such should be cleaned immediately with an antiseptic and properly bandaged with a non –porous or waterproof dressing or plaster so that there is no exposure to blood, before the child/learner is taken to School. Should this not be adhered to the School may refuse entry to the learner/ child.

Should a learner / child have a communicable disease such as tuberculosis, measles, mumps, German Measles or Chicken Pox, viral or bacterial Meningitis, a medical certificate issued by a medical doctor stating that a the child /learner has recovered from the disease and is fit to return to the School. Should this certificate not be available the School may refuse entry to the child/ learner.

Should it be found that a child / learner has nits or lice the School may request that the child/ learner be collected from School immediately and refuse re-entry to the premises once the lice / nits have been successfully removed.

### **Children's / Learner's possessions / food**

All children / learners possessions should be clearly marked.

Whilst the School shall take all reasonable care in ensuring that the learners / child's possessions are kept safe, the School shall not be liable for any loss or damage of whatever nature suffered while at the School or at a supervised school activity outside of the premises.

In order to ensure that the School is a safe area for all of its learners / children the School is entitled to confiscate such items that are dangerous or pose a risk to the safety of the other children / learners.

The School provides all meals and drinks at the School, and no food or sweets or drinks brought from home will be allowed at School and will be confiscated. Should the child /learner have special dietary requirements then it is the responsibility of the Parent / Guardian to provide such a requirement to the School at no costs. Examples of such a requirement can be Soya Milk, Wheat Free Bread or foods prepared in accordance with the principles of Muslim Law (Halaal). The School will under no circumstances be expected to provide the dietary requirements that are regarded as special needs or dietary or religious beliefs.

### **Collection of children and learners**

Learners and or children may not leave the Schools premises prior to the end of the scheduled day, unless they are collected by their Parents or Guardians. Should another person other than the child's guardian attempt to collect the child prior to the end of the day, permission to leave the School premises shall not be granted without proof, satisfactory to the staff of the School that the Parent or Guardian has granted permission for the child / learner to do so.

Parents / Guardians are encouraged to ensure that appropriate arrangements are made for the collection of the child / learner at close of the school day. Should the time of collection be after that of closing time, a surcharge will be charged that is immediately payable.

Parents / Guardians are reminded to take extreme caution when collecting and dropping children at school. All vehicles must be switched off, and parked in the designated areas. The speed limit in the road in front of the school shall be limited to 20 kilometres per hour.

All children regardless of age must be accompanied by their Parents / Guardian when taken and collected from school.

### **Operating hours:**

07h00 – 17h15 Monday to Thursday,  
07h00 – 17h00 on Friday.

### **Indeminties**

Whilst all reasonable care will be taken whilst the child / learner is in the care of the School, Skylou, their directors, shareholders, staff and or contractors shall not be held liable for any loss, damage, personal safety, injury or death suffered or sustained on these premises by any person, including without limitation whilst the child /learner is at the Schools premises or at an excursion, or being transported from an excursion or collected from school, and dropped off at home or any situation whatsoever.

By allowing children, learners, scholars or attendees to enter these premises of Skylou, and or for any cause whatsoever the parents or guardians of such children indemnify Skylou, their directors, shareholders, staff whether they are permanently or temporarily employed and contractors against any liability for loss, damage, injury or death, which such children may suffer, sustain or cause on these premises

### **Termination Notice**

As per the terms and conditions of the Enrolment Agreement, the Parent / Guardian shall be required to give one (1) full calendar month's written notice of intention to withdraw the Learner from the School. Such notice must be received by the School on or before the first (1st) day of the month. Failure to give proper notice shall render the Parent / Guardian liable for the full payment of school fees for the ensuing month, irrespective of whether the Learner attends School during that period or not. For the avoidance of doubt, notice of withdrawal shall not be accepted for the month of December. Parents / Guardians who intend to withdraw the Learner at the end of the academic year shall remain fully liable for the payment of all fees due for the month of December.

The School reserves the right, in its sole discretion and as provided for in the Enrolment Agreement, to give the Parent / Guardian forty-eight (48) hours' written notice of its intention to discontinue the provision of Tuition Services.

### **General terms**

The Parent / Guardian agrees to be bound by the terms and conditions as they appear in this Application for enrolment form and no relaxation or indulgence by the School shall be construed as an admission thereof.

This Agreement constitutes the whole agreement between the parties relating to the subject matter hereof and no agreed term or condition shall have any force or effect, unless it is in written format and annexed hereto in addition thereof no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties.

No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein, whether it induced the contract and/or whether it was negligent or not.

|         |            |  |                     |  |
|---------|------------|--|---------------------|--|
| SCHOOL: | Pre-School |  | Grade R & Aftercare |  |
|---------|------------|--|---------------------|--|

|  |                  |
|--|------------------|
| <b>Section 1 – Child’s Particulars</b> |                  |
| First Name:                            | Surname:         |
| Nick Name:                             | Date of Birth:   |
| ID No / Passport No:                   | Gender:          |
| Is the child adopted:                  | Previous School: |

|   |               |               |
|---|---------------|---------------|
| <b>Section 2 (a) – Parent’s Particulars</b> |               |               |
|   | <u>Mother</u> | <u>Father</u> |
| First Name:                                 |               |               |
| Surname:                                    |               |               |
| ID No / Passport No:                        |               |               |
| Occupation:                                 |               |               |
| Employer:                                   |               |               |
| Home Tel No:                                |               |               |
| Work Tel No:                                |               |               |
| Cell No:                                    |               |               |
| Email Address:                              |               |               |
| Residential Address:                        |               |               |
|   |               |               |
|   |               |               |

|  |  |
|--|--|
| <b>Section 2 (b) – Emergency Contact Particulars (other than the parent)</b> |  |
| First Name:  |  |
| Surname:   |  |
| ID No / Passport No:   |  |
| Occupation:  |  |
| Employer:  |  |
| Home Tel No:   |  |
| Work Tel No:   |  |
| Cell No:   |  |
| Email Address:   |  |
| Residential Address:   |  |
|  |  |

**Section 3 – Family History**

|   |         |          |  |           |
|---|---------|----------|--|-----------|
| <b>Parents:</b>   | Married | Divorced | Single                                   | Widowed   |
| Number of children in family:                                   |         |          | Normal Milestones:                       | Yes    No |
| Position of child in family:                                    |         |          | Does your child do any other activities: | Yes    No |
| How many hours a day does your child spend watching television: |         |          |  |           |

**Section 4 – Medical Details**

|   |                 |
|---|-----------------|
| Allergies ( Please include Food Allergies)  |                 |
| Serious Illnesses such as : Diabetes, Epilepsy, etc: Medical Certificate enclosed |                 |
| Immunization Chart:   |                 |
| Name of Doctor:   | Phone No:       |
| Name of Medical Aid:  | Medical Aid No: |

**Section 5**

Accepted on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Name of parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Witness : \_\_\_\_\_ Date: \_\_\_\_\_

(Full Name and Surnames)

**OFFICE USE**

|                            |  |                      |  |
|----------------------------|--|----------------------|--|
| <b>START DATE:</b>         |  | Registration Fee:    |  |
| Child Birth Certificate:   |  | Once-off Annual Fee: |  |
| Child Immunisation Record: |  | School Fee Type:     |  |
| Parent Identification:     |  | Other:               |  |