

# APPLICATION FOR ADMISSION



DATE OF APPLICATION \_\_\_\_\_

DATE OF ADMISSION \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FATHERS NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_

EMPLOYER \_\_\_\_\_

TELEPHONE NUMBER (WORK) \_\_\_\_\_

TELEPHONE NUMBER (CELL) \_\_\_\_\_

MOTHERS NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_

EMPLOYER \_\_\_\_\_

TELEPHONE NUMBER (WORK) \_\_\_\_\_

TELEPHONE NUMBER (CELL) \_\_\_\_\_

WHO WILL BRING AND FETCH THE CHILD \_\_\_\_\_

NAME OF ANOTHER CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER (HOME) \_\_\_\_\_

TELEPHONE NUMBER (CELL) \_\_\_\_\_

HOUSE DOCTOR \_\_\_\_\_

TELEPHONE NO (HOUSE DOCTOR) \_\_\_\_\_

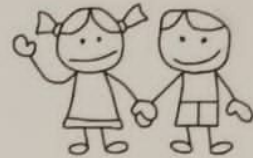
ALLERGIES \_\_\_\_\_

AILMENTS / HABITS \_\_\_\_\_



# Stepping Stones Nursery School

STEPPING STONES PARKRAND  
11 BEDFORD AVENUE  
FARRAR PARK  
BOKSBURG  
(011) 869-3003



Dear Mr/Mrs \_\_\_\_\_ Date: \_\_\_\_\_

## **CHILDREN ARE ADMITTED TO THE NURSERY SCHOOL/CRECHE/AFTER CARE CENTRE UNDER THE FOLLOWING CONDITIONS:**

1. Children must attend the Nursery School/Aftercare centre on a monthly basis and parent must give one calendar months' notice on or before 1<sup>st</sup> of the month prior to the child leaving the Nursery School/Aftercare centre. Should parents fail to comply with this rule, full fees will be liable and will have to be paid for that month.
2. The parent who has signed the enrolment form will be held responsible for payment of Nursery school/Aftercare centre, except in cases where the third party has accepted responsibility for payment for such fees. All fees are payable in advance, on or before 7<sup>th</sup> of each month. A penalty will be due on all payments received after the 7<sup>th</sup> of each month. Outstanding fees are subject to all collection commission. This includes the attorney fees as well as the racing fees. This fee is for the account of the parent responsible for the account.
3. A copy of your child's clinic card is needed for the enrolment of each child attending the Nursery school only.
4. No reduction in fees will be allowed for non-attendance or any other reason whatsoever. No concession in respect of annual leave or for any other absenteeism will be considered. Full fees for period are still due and payable/Fees are payable throughout the year. December month is classed as a normal month and full fees must be paid for that month. Notices will not be accepted after the 1<sup>st</sup> of October.
5. In an effort to keep our records straight, parents are requested to inform the Nursery School / Aftercare Centre of absence of child as soon as possible. Should absence be due to illness, nature of illness must be specified.
6. The Nursery School / Aftercare Centre does not hold itself responsible for children left at the above-mentioned premises before 07h00 and after 17h30. Should the children be left in the care of a member of the staff after 17h30 a penalty will be imposed to cover costs.

7. Although all necessary precautions are taken, the Nursery School / Aftercare Centre cannot be held responsible for any injury caused to any child or for loss of clothing, valuables or any other articles whilst attending the Nursery School / Aftercare Centre.
8. Parents accept the full responsibility for the child / children if any person other than the mother or father collect them. Parents authorising a third party to collect them must furnish such a person in writing a signed authorisation which is to be produced before the child/children leaves the Nursery School / Aftercare Centre. Failure to do so will absolve the Nursery School / Aftercare Centre from all liability and the onus of responsibility rests with the parents, and the interpretation will be as if it met with the parent's approval.
9. If the child has a contagious disease, he / she must be kept at home until the contagious stage has passed.
10. Medicines are to be marked distinctly and left with the child's teacher who will then record the details in the medicine book and must be signed by the parents at the time of the medicine given.
11. If your doctor cannot be contacted in an emergency, we will have no option but to call our doctor in.
12. Children are **NOT** allowed to bring any food, sweets or toys to the Nursery School. This excludes Aftercare children. Each child must bring the following items to school every term. (Every three months)

Toilet Paper	4 Rolls
Soap	1 bar
Tissues	2 boxes
Wet Wipes	MONTHLY (No facecloths required)

#### **LIST OF REQUIRED ITEMS PER CHILD**

- 1 case or bag
- 1 set of clothes
- 1 hat (summer) as well as sunscreen (summer)
- Babies – Bottles and own formula
- Wet Wipes (Monthly)

*\*If your child is in nappies, disposable nappies must be sent*

13. The Nursery School / Aftercare Centre remains open throughout the year and closes Saturday's, Public Holidays, Christmas and New Year, and over the Easter period. Public Holidays that fall on a Thursday, school will be closed on the Friday. Public Holidays that fall on a Tuesday, School will be closed on the Monday, this, however, will be notified in



advance!

14. Aftercare children who attend the Nursery School during the holidays e.g. Mornings: a fee will be charged for – **ABOVE THE NORMAL MONTHLY AFTERCARE FEE**

School fees will increase once a year in April

15.

1	New Enrolments (once off fee)	R1000.00
2	Full Day	R2500.00
3	Babies	R2600.00
4	Half Day	R2300.00
5	After Care	R880.00

**Banking Details**

Standard Bank K90 - Boksburg

Account Number : 220900310

Branch Number 011842

16. THE UNDERSIGNED UNDERTAKES TO PAY IN ADVANCE THE AGREED AMOUNT ON THE FIRST DAY OF EVERY MONTH AND TO GIVE A CALENDAR MONTHS FEE IN LIEU OF NOTICE AND ALSO ACCEPT THE TERMS AND CONDISTIONS AS SET OUT IN THE AGREEMENT.

\_\_\_\_\_  
Marina Opperman

\_\_\_\_\_  
Parent Signature



STEPPING STONES PARKRAND  
11 BEDFORD AVENUE  
FARRAR PARK  
BOKSBURG  
1459



**INDEMNITY**

Name : \_\_\_\_\_

\_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Name of Child : \_\_\_\_\_

Although every necessary precaution will be taken to prevent accidents, neither Stepping Stones Parkrand, the facilitators, all employees of the school, any agent, guests nor other persons associated with Stepping Stones Parkrand of said facilitators / teachers will be held responsible for any claims to a child arising from an accident which may occur whilst the children are on the premises or at any outing by or on behalf of the school or any of the said persons. This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury, damage or death. Management of Stepping Stones Parkrand reserve the right to dismiss a child, the behaviour of whom in its judgement, interferes with the rights and safety of others and the smooth functioning of the program, If dismissal is necessary, it becomes the responsibility of the parent / guardian or their designated representative to retrieve the child from Stepping Stones Parkrand premises. My child will adhere to discipline. NO corporal punishment will be used. I agree to adhere to the terms and conditions and to pay the school / aftercare fees as stipulated in the letter

I have read the above and agree to the policy concerning dismissal, discipline and personal injury or loss and payment of school / aftercare fees

Signature: \_\_\_\_\_

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