**United Playcentre**

3 Gatley Road, Rondebosch, 7700

🕿021-686 3228 / 083 419 5452

[www.rondeboschunited@cybersmart.co.za](http://www.rondeboschunited.co.za)

🖂 rondeboschunited@cybersmart.co.za

**ENROLMENT FORM**

|  |
| --- |
| REQUESTED DATE OF ADMISSION: |

**PARTICULARS OF CHILD FOR WHOM AN APPLICATION IS MADE**

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME |  | FIRST NAME/S |  |
| DATE OF BIRTH |  | GENDER |  | RACE | Required by the Western Cape Education Dept. |  |

**DETAILS OF PARENT/GUARDIAN 1**

|  |
| --- |
| **RELATIONSHIP TO CHILD** (Please circle) MOTHER / PARENT 1/ GUARDIAN 1 / OTHER: |
| SURNAME: |  | FIRST NAME/S: |  |
| I.D NUMBER |  | CELL NO: |  |
| HOME ADDRESS: |  |
|  | CODE: |  |
| OCCUPATION: |  |
| EMPLOYER: |  |
| WORK ADDRESS: |  |
|  | TELEPHONE NO |  |
| e-Mail address: |  |

**DETAILS OF PARENT/GUARDIAN 2**

|  |
| --- |
| **RELATIONSHIP TO CHILD** (Please circle) FATHER / PARENT 2/ GUARDIAN 2 / OTHER: |
| SURNAME: |  | FIRST NAME/S |  |
| I.D NUMBER |  | CELL NO: |  |
| ADDRESS: |  |
|  | CODE: |  |
| OCCUPATION: |  |
| EMPLOYER : |  |
| ADDRESS: |  |
|  | TELEPHONE NO |  |
| e-Mail address: |  |

 **MARITAL STATUS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MARRIED |  | DIVORCED |  | SINGLE |  | RE-MARRIED |  |

**ALTERNATIVE/EMERGENCY CONTACTS (NOT PARENT)**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME**: |  | **SURNAME:** |  |
| ID NUMBER: |  | EMAIL: |  |
| RELATIONSHIP |  | TEL MOBILE |  |
| **NAME:** |  | **SURNAME**: |  |
| ID NUMBER: |  | EMAIL: |  |
| RELATIONSHIP |  | TEL MOBILE |  |

**OTHER CHILDREN IN THE FAMILY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME: |  | AGE: |  | NAME: |  | AGE: |  |
| NAME: |  | AGE: |  | NAME: |  | AGE: |  |

**HOME LANGUAGE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ENGLISH |  | AFRIKAANS |  | XHOSA |  | OTHER |  |

**RELIGION:**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF FAMILY DOCTOR |  | TEL NO: |  |
| NAME OF MEDICAL AID |  | MEMBER NO |  |

 **WHO MAY COLLECT YOUR CHILD FROM SCHOOL?**

|  |  |
| --- | --- |
| 1. | Ph no:  |
| 2. | Ph no: |
| 3. | Ph no: |

**SCHOOL FEES AND HOURS**

|  |  |
| --- | --- |
| 1. FULL DAY – MON TO FRI (07:30 to 17:30)
 | R |
| 1. HALF DAY – MON TO FRI (07:30 to 12:30
 | R |
| 1. CASUAL DAY
 | R |

**SIGNED BY:**

|  |  |
| --- | --- |
| PARENT 1/ MOTHER:  | PARENT 2 / FATHER:  |
| I.D NUMBER: | I.D NUMBER: |

A clinic card and birth certificate must be sent along with the enrolment forms

|  |
| --- |
| **MEDICAL PARTICULARS FORM** |
| 1. | Surname |  | First name(s) |  |
| 2. | Birth weight |  | Sex |  |
| 3. | Complications at birth: |
| 4. | How was he/she fed from birth? | Bottle |  | Breast |  |
| 5. | Feeding routines:Food preferences: |
| 9. | Does your child have any allergies? | Yes? |  | No? |  |
|  | If yes please specify: |
| 10. | General state of health: |
|  |  |
| 11. | Any serious accidents or operations? |
|  |  |
| 13. | Has your child had any of the following childhood illnesses? |
|  | Chicken Pox |  | Measles |  | GermanMeasles |  | Mumps |  | WhoopingCough |  |
|  | Other please specify |  |
| 14. | Age of: | Sitting: | Crawling: | Walking: |
| 15. | When last was your child examined by a doctor? |
| 16. | Do you give permission that if it should become necessary for whatever reason foryour child to receive medical attention the person in charge may call your family doctor or if the family doctor is not available for any reason your child may be attended to by the school’s honorary doctor or taken to a hospital or clinic at your expense? Do you give the school permission to administer emergency first aid? |
| 17: | **REQUIRED: PLEASE ENSURE THAT A COPY OF YOUR CHILD’S CLINIC CARD IS ATTACHED TO THIS FORM** |
|  | COMMENTS: (any other comments relating to your child’s medical condition/s, state of health or requirements that you wish to bring to our attention) |
|  |  |
|  |  |
|  |  |

I give United Playcentre permission to administer the following: (tick below)

□ Nappy cream (supplied by the parent/school)

□ Teething gel (supplied by the parent only)

□ Anthisan cream (supplied by parent/ school)

□ Arnica cream (supplied by parent/ school)

PARENT / GUARDIAN NAME PARENT/ GUARDIAN SIGNATURE

**FEE STRUCTURE FOR 2024**

Fees are payable 12 months of the year from January to December.

Payment options for fees are as follows:

**Monthly** – R5350.00 **Full day**, R4350 **Half day**. Payment due by the 2nd of each month **in advance**

**Quarterly** – R15649 **Full day**

R12724 **Half day** Payment due 2 Jan, 2 April, 2 July, 2 October

**Half yearly** R30495 **Full day**

R24795 **Half day** Payment due 2 Jan, 2 July

**Annually R**57780 **Full day**

R46980 **Half day** Payment due 31st of January.

Fees must be paid directly into the school’s bank account. Please use your child’s name and surname as the reference.

**Aftercare/holiday care**

|  |
| --- |
| Casual aftercare (12:30 – 17:30) R80 |
| Casual holiday care (past pupils Grade R and younger) R270 per day  |

Fees must be paid directly into the school’s bank account. Please use your child’s name and surname as the reference.

Banking details **United Playcentre, First National Bank 50191209102, Rondebosch Branch 250655**

**Deposits**

For new children an acceptance deposit of R2650 is payable. This deposit of R2650 will be deducted from your child’s last month’s fees. Failure for your child to fill the vacancy will result in the full deposit being retained.

**A term written notice (3 months) is required if a child is withdrawn from the school during the year. Failing which the parent is still responsible for the term fees.**

**Included in fees:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class** | **Clamber club** | **Little leaders** | **GMP** | **Wriggle + Rhyme** | **Bakerman** | **Kinderkinetics** |
| Busy bee |  |  |  |  |  | Y |
| Ladybird | Y |  |  | Y |  | Y |
| Frog | Y |  | Y | Y | Y | Y |
| Butterflies | Y |  | Y | Y | Y | Y |
| Starfish |  | Y | Y | Y | Y | Y |
| Puppies |  | Y | Y | Y | Y | Y |
| Monkeys |  | Y | Y | Y | Y | Y |

School closes between Christmas and New Year and on all public holidays.

**CHILD’S PROFILE**

To help us understand your child better, please complete the form below. Settling can be an uneasy process, which we want to make easier on both you and most importantly, your child.

Your child’s name:

What does your child prefer to be called?

Does your child have a sleep pattern? (under 2’s)

Does your child have a pacifier?

Does your child have previous experiences of attending a childcare facility? If so, please specify:

What does your child enjoy doing at home?

What other information is important for us to know about your child? (eg, what they like, dislike, what fears they may have, or any special words they use)

**RULES AND REGULATIONS**

**Application forms:**

* The prescribed forms must be filled in and signed by parent/s or guardian/s.
* The work address provided by each parent/guardian in the application form shall be that person’s duly appointed domicile address.

**Attendance:**

* The school closes on the 24th of December each year up to and including New Year’s Day of the following year.
* As the dates vary from year to year, parents will be advised of closing dates in advance. The school will also be closed on public holidays.
* Operating hours are 07:30am to 17:30pm, Mondays to Fridays.

**Fees:**

* Fees are payable strictly in advance monthly and not later than the 2nd of each month.
* If fees are paid later than the 2nd then an admin surcharge of R50-00 may be imposed.
* Should fees not be paid by the 4th of the month we will be unable to accept your child on the 5th.
* Owing to the fact that the school facility costs are largely fixed, we regret no reduction of fees will be considered due to illness or holidays.
* The school reserves the right to revise fees.
* Kindly note, however, that the parent or guardian of the child will remain jointly and severally liable for the fees.
* A refundable deposit is required upon enrolment. Please note that this is not part of your first month’s fee.
* In the event that the school is at any stage required to institute legal recovery steps for unpaid fees, the parent/ s and/or guardian/s will be liable for the school’s legal, tracing and collection costs on a scale as between attorney and client.

**Notice period**

* Should you wish to withdraw your child’s enrolment in the school, a terms’ written notice is required. In the event that a child is withdrawn on short notice, fees in respect of the full three-month period will nevertheless be payable.

**Extra mural fees:**

* Extra mural fees are to be paid separately and to the extra mural teachers concerned preferably via EFT.

**PTA meetings:**

* We expect at least one of the child’s parents to attend all meetings.

**Fund raising:**

* Parents are required to support our fund-raising efforts.

**Toys and sweets**

* No toys and sweets may be brought to school. However, if your child needs a sleep toy (teddy bear, etc) then this is permissible.

**Clothes:**

* Your children may wear anything, provided it is comfortable and practical. Your child will get dirty.
* All clothing must be clearly marked. The school cannot be held responsible for clothes lost at school. A spare set of clothing must remain in your child’s bag or locker at all times.

**Injuries:**

* We take all reasonable precautions to secure the safety of your children.
* The children are constantly in the care of our staff members. However, accidents will occur, and the school cannot be held responsible for any da mages arising from such injuries and not caused by the negligence of any of the school’s personnel.
* Should a medical emergency arise and the parent/ s and/or guardian/s and/or alternative contact/s are not contactable; and the child does not have a family doctor, or the doctor is not available, then it is accepted that the school will use a doctor of its own choice and that the parents/guardians will be responsible for settling the account directly with that doctor.

**Photographs and promotional material**

* The school may, from time to time, publish promotional and other material on our web site, flyers, newsletters and in the local media, among others. It is accepted and agreed that your child may be photographed thus and may appear in any of these media.
* Should you prefer that photos of your child not be published, you are welcome to notify the principal in writing.

**Illness:**

* No child may attend school if they have contracted a contagious disease. Should your child become symptomatic during school, we will need to send them home and kindly ask for your urgent assistance in this event.
* Medicine must be given to the teacher with clear instructions written in the child’s message book if you are unable to administer the medication yourself.
* Illnesses requiring a child to be taken home include, but are not limited to: -
* Temperature exceeding 37.5
* Contagious diseases
* Sore throat
* Conjunctivitis (pink eye)
* Vomiting/diarrhoea/severe constipation

**Collecting children:**

* Only the person/s nominated to fetch your child on the enrolment form will be allowed to remove your child from the school.
* Arrangements must be made with the staff if you send someone else in their place. For reasons you may well understand we are very strict on this particular matter.
* The school will issue you with a password, which you will need to give to the designated person collecting. Your child will only be released into the care of a person about whom we have been notified in advance and upon verification by password.
* The school will assume that the parent/s or guardian/s listed on the enrolment form are authorised to collect the child from the school. In the event that your circumstances require the school to be cognisant of different arrangements, please notify us in writing and provide appropriate supporting documentation.

**Late collection:**

* Owing to the need for our staff to be paid for overtime, in fairness and in law, we reserve the right to charge for late collections – after 17:30 – at a rate of R60 for the first half-hour or part thereof; and after that R120 per hour or part thereof.
* You will be notified if you have been charged any late collection fees by means of a separate item on your invoice at the end of the month.

**Meals**

* Meals are served at set times. Please be on time to make sure your child is fed.
* Nut-free school

**Birthdays**

* Please send a cake or cup cake for 10am teatime.
* We will then sing Happy birthday and blow out candles.
* Party packs are optional but will not be consumed at school. Parents will therefore be able to give the contents to their children at their own discretion.
* We will not be hosting big parties at school. You are welcome to hire the church hall over weekends or on public holidays. Please contact the church office directly to organise this. r.u.c@mweb.co.za
* Preschools are nut free zones. That means ***NO NUTS OF ANY KIND***. Take time to read the ingredients list on everything you put in your child’s lunchbox.

**OUTDOOR PLAY**

* We believe that fresh air and outdoor exercise are refreshing and healthy.
* We are convinced that children are healthier and happier when they play outside.
* In cold weather all children should come with appropriate outdoor play clothing, such as hats, boots, mittens, coats, etc. In extremely hot or cold weather the children will play in the hall or classrooms.

**Security**

* Please ensure that each family has obtained a disc from the principal or teacher at the cost of R60 per disc for the use of them. This amount is refundable to the parent only if you return your disc when leaving the school.
* Please ensure that the front door is properly closed, and the gate is properly bolted behind you. Please remember there are others in the school, and we are responsible for the safety of all the children.
* We have the security system for the safety of all our children.

**General:**

* In order to keep the school running smoothly, please discuss any problems or questions that may arise promptly with the principal.

**REQUIREMENT LIST**

**ALL CHILDREN**

An extra set of clothing (in a Ziplock bag)

Water bottle

Sun hat (summer months) if your child does not have a visor hat

Sunblock

Hairbrush/comb

Blanket for rest time (winter months)

Beanie (winter months)

**BABIES**

Formula bottles ready made for the day

1 Sippy cup for water

Cream for bottoms if not using Fissan Paste or Vaseline

School supplies but If you are using a specific brand of wetwipes, please supply your own

**A clinic card and birth certificate must be sent along with the enrolment forms**

***School closes between Christmas and New Year and on all public holidays.***