



# Rainbow Kidz Pre School

## Nursery & Playgroup

Where growing up is an adventure and learning is fun

Baitun Noor Centre Ext 5 Lenasia

Registration No: 2018/612523/07

info@rainbowkidzpreschool.co.za

### **Enrolment Application**

\*A non-refundable enrolment fee of R200.00 is required upon enrolment.

\*School fees – R700.00 a month

#### **BANKING DETAILS:**

**ACCOUNT NAME: RAINBOW KIDZ PRESCHOOL**

**BANK: FNB**

**ACCOUNT NUMBER: 62794821837**

**BRANCH CODE: 250655**

#### **DOCUMENTATION:**

**COPY OF PARENTS ID**

**COPY OF LEARNERS BIRTH CERTIFICATE**

**COPY OF CLINIC CARD**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

#### **Learner's details:**

Learners full name and surname: \_\_\_\_\_

Learners date of birth (D/M/Y): \_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_

Allergies: No  Yes

Please list: \_\_\_\_\_

#### **Mothers details**

Full name and surname: \_\_\_\_\_

Residential address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

**Fathers details**

Full name and surname: \_\_\_\_\_

Residential address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency contact**

Relative/friend name and surname: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Other people authorised to pick up child from school

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Medical information**

Name of doctor: \_\_\_\_\_ Contact number: \_\_\_\_\_

Name of medical aid and medical aid number:

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

## **Indemnity & Agreement**

### **Rainbow kidz Preschool referred to as "the school"**

I (parent/guardian's name), \_\_\_\_\_ of the child (child's name), \_\_\_\_\_ hereby agree to the following agreement and indemnity set out by the school. All school policies, including and not limited to below, will be implemented upon enrolment of your child at the school.

1. I/we give full consent that my child may take part in the activities at the school and understand that all activities are undertaken at my/our own risk;
2. I/we understand that while every reasonable caution will be taken, I hold harmless and absolve the school against and from any claims whatsoever which may arise from loss, damage or injury to any person, child or property during any academic activity, extra murals, sports days, excursion or school outings;
3. While your child is a learner at the school, we undertake to exercise reasonable skill and care for his/her education and well-being during school hours;
4. Whilst I/we understand that care is taken to prevent allergic reactions, which I have made the school aware of, I indemnify the school against any liability should my child suffer an allergic reaction at school;
5. I/we delegate the necessary authority to the principal, educators and educator assistants of the school or his/her nominated representative, to act in *loco parentis* in the event of our child being injured in an accident, with the aim of ensuring our child's best care;
6. I/we will be responsible for any/all medical aid costs that may arise from the treatment of my child after an accident or emergency, and I/we indemnify the school's employees, principal, educators, educator assistants from any claim arising out of these actions;
7. The school does not take the responsibility for the loss, theft, damage of any private property your child brings onto the school premises including clothing, shoes, bags, water bottles, toys or any other personal belongings;
8. I/we undertake to ensure that if emergency or contact details change, I/we will inform the school via email or in writing, to ensure that the school's representatives can contact me timeously, should the need arise;
9. I/we will endeavour to co-operate with the school and encourage my child and give appropriate support at home, complete homework tasks, keep the school informed of matters that affect my child, attend meetings and keep a courteous and positive relationship with all staff;
10. I/we will abide by the following policies: Indemnity Agreement, Enrolment, Sick, Code of Conduct, Bullying, Safety, Classroom & Playground, Discipline or any other policies of the school as published and when updated at any time;

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11. I/we am aware of the latest policies, agreements and indemnity as published on the website and undertake to agree to and comply with any updated or future policies;
12. I/we will inform my child's educator if my child contracts a contagious disease or illness;
13. I/we will inform the school on the day of my child's absenteeism;
14. I/we will keep my child at home if he/she is ill or presents any signs or symptoms of illness;
15. I/we understand that payment is due in advance on the **7<sup>th</sup> day** of every month;
16. Overdue accounts of more than one month (30 days) shall be handed over to attorneys/debt collectors for legal action, in which I shall be liable for legal/collection costs incurred;
17. Monthly, termly and annual payments are calculated over a 12 month period irrespective of holidays, non-attendance or illness;
18. Extra services (photographs, uniform items etc) are not included in the fees
19. **NOTICE/WITHDRAWAL PERIOD:** I undertake to give one school term (**3 months**) written notice via email of my intention to terminate my child's enrolment or programs offered by the school, failing which, I shall be liable for the full fee due;
20. I/we will pay fees via electronic transfer (Eft) or cash deposit or cash into the schools bank account;
21. Fees are reviewed annually and the school aims to give atleast one month's notice of any increases for fees;
22. I/we give permission for photographs or short videos to be taken of my child during the course of the school day for purposes of marketing in newsletters, on the website or any other means to celebrate the school and your child's achievements at the school;
23. I/we agree that this indemnity and agreement shall come into force upon signing this document and shall remain in effect for the entire duration of my child's enrolment at the school;
24. No changes or omissions of clauses may be made to this agreement unless signed by both the parent and the principal of the school;
25. The contact information I/we have given to the school is correct and relevant and to the best of my knowledge at this time and undertake to update my contact information should some change and absolve the school of any liability should I fail to notify the school of the change in contact details;
26. I give permission for my cellphone number to be used in class whatsapp groups for communication reasons by the respective teacher,

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### **GENERAL SCHOOL POLICIES**

#### **ENROLMENT POLICY**

- \*Right of admission reserved.
- \*A completed enrolment form is required to be considered for enrolment.
- \*Confirmation of enrolment is only confirmed upon submission of a completed enrolment form accompanied by the enrolment fee.
- \*It is the parents responsibility to update and inform the school of any changes to personal information or information pertaining to the child eg. Email address, contact number, residential address or any allergies.
- \*Non-refundable enrolment fee is R200.00
- \***Notice Period:** I undertake to give one school term (3 months) written notice when removing my child/children from the school.
- \*Written notice is required via email to the principal.

#### **CODE OF CONDUCT**

- \*Parents responsibility to inform class teacher if someone different is collecting learner.
- \*Respect all RBK staff, learners and parents .
- \*Classwork books that are sent home, must be returned to the school.
- \*Parents are requested to read newsletters and website.
- \*Formal meetings with educators or principal are to be scheduled in advance.
- \*No smoking, no drinking, no firearms, no weapons and no illegal substances are allowed on the school property.
- \*Bags, clothing, stationery or any personal items must be clearly marked.
- \*No personal toys are allowed at school.

### **CLASSROOM & PLAYGROUND POLICY**

- \*Display good manners.
- \*Politeness
- \*Greet educators and visitors
- \*No littering
- \*No rough games or physical fighting
- \*No personal toys allowed
- \*Show respect towards educators
- \*Respect the school's educational toys, equipment, stationery and property
- \*Respect fellow learners and their property
- \*No hitting, biting, kicking, pinching, punching, slapping
- \*Time out rule – one minute per age group. If there are discipline issues that require more attention, it is our goal to communicate with parents immediately and help work out ways to improve the situation.

### **SICK POLICY**

Learners are requested to not attend school for **48 hours** if:

- \*The learner has been booked off sick by a doctor or who are not medically fit for any reason whatsoever
- \*If a child is suffering from a high fever, severe sweating, lethargy, persistent uncontrollable crying or difficulty breathing.
- \*Respiratory illness such as bronchitis, influenza, flu symptoms, croup, chesty cough or sore throat
- \*Diarrhoea, vomiting, pink eyes, mouth sores, lice
- \*Rashes, chicken pox, measles, or any other contagious diseases
- \*Staff are requested to phone parents to collect the child if they feel that the child is experiencing any symptoms above and have the authority to request a doctor's note if there is cause for concern.

### **SCHOOL HOURS**

Monday – Thursday: 7:30am – 12:45pm

Friday: 7:30 am to 11:15

### **HEALTH & SAFETY POLICY**

- \*Staff endeavour to supervise learners in classrooms and on the playground and equipment during break times
- \*Outdoor equipment is checked and maintained on a regular basis
- \*Extinguishers are accessible and serviced regularly
- \*First Aid box is clearly marked, well stocked and accessible to all staff
- \*Gloves are instructed to be worn by staff when administering any blood/cuts/scrapes/wounds
- \*Sores and cuts to be covered with a dressing or plaster if blood is noticed
- \*No learners are allowed to leave the school grounds
- \*All surfaces are kept neat and clean and toys and play items are washed on a regular basis
- \*The daily routine encourages learners to learn about personal hygiene
- \*The toilets and handwash basins are cleaned regularly
- \*Clothing is changed if needed (if a child messes themselves)
- \*Lunch time is supervised to the best of staff's ability
- \*Staff are qualified in first aid procedures and endeavour to use their discretion when treating injuries.

### **ACCIDENTS & INCIDENTS POLICY**

All accidents and incidents will be recorded in the accident/incident book. If a child arrives with an injury(which occurred at home), this will be reported to the principal and an accident report form will be filled in.

### **EXTRA-MURAL ACTIVITIES**

Extra murals are offered. These are optional and not included in your monthly fee.

### **PROGRESS REPORTS**

Progress reports for your child are sent out in June and December(Termly for Grade R)

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**DECLARATION OF PARENTS/GUARDIANS:**

By signing below, I declare that:

1. I am the mother, father or legal guardian of the learner stated;
2. I have read and understood this agreement, indemnity and all related school policies;
3. I understand and comply with the terms & conditions of this contract and consider this a binding agreement;
4. I accept that I am personally responsible to pay the fees of my child. This obligation exists throughout the duration of the contract, even if I am not the stated payer.

Mothers name: \_\_\_\_\_ Signature: \_\_\_\_\_

Fathers name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**DECLARATION OF PAYER/S**

By signing below, I declare that:

1. I am responsible for payment of all fees set out in this contract;
2. I declare to pay fees upfront by the 7<sup>th</sup> day of each month.

Mothers name: \_\_\_\_\_ Signature: \_\_\_\_\_

Fathers name: \_\_\_\_\_ Signature: \_\_\_\_\_