

REGISTRATION FORM 2021

DATE ISSUED	ISSUED BY (SIGNATURE)	DATE TO BE RETURNED BY:

REGISTRATION FORM AND ANY FEE'S PAID WILL BE CONSIDERED VOID IF NOT RETURNED ON OR BEFORE THE RETURN DATE ABOVE AND COMPLETED IN FULL WITH ALL ATTACHMENTS.

FORM MUST BE SUBMITTED TWO DAYS OR SOONER BEFORE COMMENCEMENT DATE

Tel: 082 925 4536 | info@exclusivekid.co.za | www.exclusivekid.co.za

Welcome to Exclusive Kids Academy

2015/370363/07



*Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22:6*

Proudly affiliated with:

AECYC (Association for the Education and Care of Young Children)
EDUXSA

Please submit the following documents with the enrolment form:

- Copy of your child's birth certificate.
- Immunisations Chart.
- Copy of both parent's / guardian's identity documents.
- X2 ID size photos of the child.
- Copy of medical aid card.

OFFICE USE ONLY			
DISCOUNT AMOUNT OR PERCENTAGE		SIGNATURE	
SPECIAL NOTES			
USER ONLINE			



Registration Form

Application Details:									
Month and Year Applied for:									
Age Group Applied for:	1-2 yrs		2-3 yrs		3-4 yrs		4-5 yrs Gr.RR		
<i>Final allocation will be made by Exclusive Kids Academy should the child not be the correct Age, or Emotionally Not Ready. Children will only be admitted to 3-4 yrs if they are fully potty-trained.</i>									
Will the child require transport?	YES		NO		From Home		From School		Both
Previous Pre-school Name:									
Previous Pre-school Contact No:									

ADMISSION POLICY

1. PREAMBLE

- **Exclusive Kids Academy** is a Christian School and no learner will be exempted from related activities.
- **Exclusive Kids Academy** is a private pre-school dedicated to delivering accessible, high quality education that aligns to the NELDS & CAPS Curriculum.
- **Exclusive Kids Academy** is an English Medium School.

2. DOCUMENTATION REQUIRED FOR PROCESSING THE ADMISSION OF THE LEARNER:

- 2.1 Credit Check Consent Form. – **Both parents must each complete this form.**
- 2.2 Certified copy of the learner's Birth Certificate
- 2.3 Certified copies of the parent's/guardian's identity documents.
- 2.4 Copy of the child's immunisation records.
- 2.5 Two ID size photos of the child.
- 2.6 **Legal Guardian:** Legal documentation is needed if a child stays with a Guardian and not the Parents.
- 2.7 **Divorced:** If Divorced, attach copy of maintenance order and custody order. (If Applicable)

Name

Signature

Date



Child's Personal Information

Surname:													
Full Name: As on Birth Certificate													
Preferred Name:													
Gender:		Current Age:		Date of Birth:	Y Y Y Y	-	M M	-	D D				
ID or Passport No:													
Home Language:								2nd Language:					
Residential Address:	Complex/Estate Name: if applicable												
House/Unit No:	Street Name:												
Suburb:	Town:												

Child's Medical Information

Does the child suffer from any allergies ? If yes, please provide details below:			
Does the child have any special medical needs ? If yes, please provide details below:			
Does/has the child suffered from any other illnesses/disabilities ? If yes, please provide details below:			
Is the child receiving medical treatment for any condition? If yes, please provide details below:			
Has the child had any operations ? If yes, please provide details below:			
Current Therapy: (Include Reports)	Occupational <input type="radio"/>	Speech <input type="radio"/>	Other:

Child's Medical Aid Details

Medical Aid Scheme	
Scheme Option	
Membership Number	
Main Member Name	
Main Member ID	



DETAILS OF FATHER, STEPFATHER, OR LEGAL GUARDIAN

Surname:													
Full Name: As on ID													
ID Number:													

Residential Address:	Postal Address:			
House/Unit No:	P O BOX:			
Street Name:	AREA:			
Suburb:	CODE:			
Town:				
Complex/Estate:	Occupation:			
Work Address:	Employer:			
Building No:	Marital Status:			
Street Name:	Child Stays with:			
Suburb:	Both Parents		Guardian	
Town:	Father		Mother	

Cell No:	
Tel No:	
Work No:	

E-mail Address:	
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Signature of father, stepfather, or legal guardian	Date



DETAILS OF MOTHER, STEPMOTHER, OR LEGAL GUARDIAN

Surname:												
Full Name: As on ID												
ID Number:												

Residential Address:	Postal Address:			
House/Unit No:	P O BOX:			
Street Name:	AREA:			
Suburb:	CODE:			
Town:				
Complex/Estate:	Occupation:			
Work Address:	Employer:			
Building No:	Marital Status:			
Street Name:	Child Stays with:			
Suburb:	Both Parents		Guardian	
Town:	Father		Mother	

Cell No:	
Tel No:	
Work No:	

E-mail Address:	
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Signature of mother, stepmother, or legal guardian	Date



CONTACT DETAILS IN CASE OF AN EMERGENCY (NOT PARENTS)

NEXT OF KIN	
NAME & SURNAME	
RELATION TO CHILD	
CONTACT NUMBER	
ADDRESS	

NEXT OF KIN	
NAME & SURNAME	
RELATION TO CHILD	
CONTACT NUMBER	
ADDRESS	

PLEASE INFORM THE ABOVE INDIVIDUALS THAT THEY ARE LISTED AS EMERGENCY CONTACTS

PEOPLE WHO MAY COLLECT YOUR CHILD ON YOUR BEHALF			
NAME		ID NUMBER	
NAME		ID NUMBER	
NAME		ID NUMBER	

Name

Signature

Date





CONSENT FOR CREDIT CHECK

As part of the child's registration process, the pre-school is required to obtain credit reports or other related information on the account holder, as may be deemed necessary.

The purpose of the credit report is to assess the account holder's financial means and ability to satisfy the financial obligations as set out in the Registration Form.

You are required to complete the section below and return to the pre-school's finance department with your completed registration form.

I/We the undersigned, hereby authorise **Exclusive Kids Academy** and/or any of its associates. To conduct credit inquiries and/or obtain credit reports in respect of my/our credit profile, as may be necessary, with the credit bureau of its choice.

FATHERS DETAILS:	
Full Name:	
Surname:	
ID No:	
Cell phone number:	
Physical address:	
Date:	
Signature:	
MOTHERS DETAILS:	
Full Name:	
Surname:	
ID No:	
Cell phone number:	
Physical address:	
Date:	
Signature:	



Pre-school Fees 2021

Hours:	Full Day: 06:00 – 17:30 Half Day: 07:00 – 13:00 (<i>space limited</i>)
Age Category:	Toddler: 12 Months till 4-5 Years (Gr.RR)

NON-REFUNDABLE REGISTRATION FEE

payable with registration

Age Group:	Fee:
Toddler (NON-REFUNDABLE REGISTRATION FEE)	R 500.00

Tuition Fees

payable over 12 months

Mark with "X"

Age Group:	Monthly Fee: January to December	Total for the Year:
Toddler Full Day	R 2250.00 per month x 12 months =	R 27 000.00
Toddler Half Day (<i>space limited</i>)	R 1900.00 per month x 12 months =	R 22 800.00

Mark with "X"

Terms of Payment:

Monthly School Fees are due and payable in advance and shall be paid by no later than the (*SELECT BELOW*) day of the month during which the service is rendered. (Full Terms and Conditions Apply)

2 nd		15 th		Signature: _____	Date: _____
Accounts for 2021 will be sent out in Dec 2020 and will be due on or before (<i>above date</i>) Jan 2021.					

Discount Structure	
1) Replaces all previous discounts.	
2) Below discounts are not applicable on Half Day , Educato or Aftercare Students.	
Second Child	Non-Available
Third Child	Non-Available
Paying Six Months in Advance	Non-Available for 2021
Paying Twelve Months in Advance. On or before 15 th of January 2021	10% Discount on Tuition Fees. (Monthly Fee x Twelve Months – 10% Discount = Total Payable) Note: <ul style="list-style-type: none"> 30% of the credit on the account will be deducted, if notice as defined in Clause 3 (Notice) of the Terms and Conditions is given. 30% Deduction is for admin/cancelation fees. 10% Discount will be forfeited, if notice as defined in Clause 3 (Notice) of the Terms and Conditions is given.
Transport	Only the second child will receive a 50% discount on the monthly transport cost if traveling from the same household to the same destination. No other discounts are given on Transport.



Preschool Fees 2021

Mark with "X"

Transport		
Montana - One Way	R 350.00	
Montana - Return	R 500.00	
Sinoville - One Way	R 500.00	
Sinoville - Return	R 700.00	
Montana Park - One Way	R 650.00	
Montana Park - Return	R 800.00	
Montana Gardens - One Way	R 550.00	
Montana Gardens - Return	R 750.00	
Magalieskruin - One Way	R 650.00	
Magalieskruin - Return	R 800.00	
Annlin - One Way	R 650.00	
Annlin - Return	R 800.00	
Wonderboom - One Way	R 650.00	
Wonderboom - Return	R 800.00	
Doornpoort - One Way	R 650.00	
Doornpoort - Return	R 800.00	
Zambezi Country Estate, Zambezi 21 & Oxford Heights - One Way	R 650.00	
Zambezi Country Estate, Zambezi 21 & Oxford Heights - Return	R 800.00	

Additional Costs	
Day Transport Fee (<i>Less than 3 Days a Week</i>)	R 40.00
Lost or Damaged (<i>Unusable</i>) Communication Book	R 20.00
Lost or Damaged (<i>Unusable</i>) Flip File - Portfolio of Evidence	R 40.00
Large Packet of Wet Wipes (<i>Should you not bring your own</i>)	R 40.00
Box of Tissues (<i>Should you not bring your own</i>)	R 40.00
Toilet Paper (<i>Should you not bring your own</i>)	R 20.00
Lost or Damaged (<i>Unusable</i>) Newsletter Envelope	R 20.00
Extra Nappy (<i>Should there not be enough</i>)	R 10.00
2nd Payment reminder after due date (<i>Account in Arrears</i>)	R 50.00
3rd Payment reminder after due date (<i>Account in Arrears</i>)	R 100.00
<i>Additional Costs will be added to monthly statement and will be due with monthly fees.</i>	

Terms of Payment

Monthly Fee: R (Tuition Fee + Transport if applicable) payable on or before the 2nd/15th of each month.

Full payment each month from- December.

I parent of
hereby agree to the above Terms and Conditions/Price Structure Agreement.

Signature
(Person responsible for account)

Identification Number

Date



Primary Contact Person

Select one

Statements and Newsletters to be emailed to:	Father		Mother	
General SMS Notification to be sent to:	Father		Mother	

Person Responsible for account

Select one

Father		Mother	
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School fees are payable by debit order, EFT, or Cash. If fees are not paid, the pre-school has the right to:

- Suspend the child from the pre-school premises and all academic and other pre-school activities until the outstanding payment is received by **Exclusive Kids Academy**.
- Charge interest on overdue accounts. *(See Terms and Conditions)*.
- *2nd Payment Reminder on overdue account – R50.00*
- *3rd Payment Reminder on overdue account – R100.00*
- Instruct attorneys to recover the outstanding amounts and all costs and collections charges, which will be for the account of the signatories.
- Report signatories whose accounts are overdue to a credit bureau for blacklisting – this will only be done after due notice.

Signature
(Person responsible for account)

Identification Number

Date

Banking Details:

Exclusive Kids Academy

First National Bank / Cheque Account

Account Number: 62644724008

Branch: 250655

Ref: Account Number





DEBIT ORDER INSTRUCTION

Name of Account Holder:			
ID Number/Registration Number:			
Contact Number:			
Address:			
Bank details			
Bank Name:			
Branch:		Branch code	
Account Number:			
Type of account (Current/Savings/Transmission):			
Abbreviated Shortname as registered with the acquiring bank:	EKA		
Refer to our Contract Reference Number:			

I/We hereby authorise **Exclusive Kids Academy (Pty) Ltd** to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will not differ from my/our obligations as agreed to in the Contract Reference Number.

The individual payment instructions so authorised must be issued and delivered on the date when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not differ as agreed to in terms of the Agreement.

I/we agree that the first payment instruction will be issued and delivered on _____ (date) and thereafter regularly on the _____ of each month.

A monthly invoice and/or statement of account clearly reflecting the amount and date of the payment instruction to be delivered shall be provided.

If however, the date of the payment instruction falls on a non-processing day (weekend or public holiday) I agree that the payment instruction may be debited against my account on the **following business day**; or subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the agreement have been paid or until this authority is cancelled by me/us by giving you notice in writing.

B. MANDATE

I/we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.

C. CANCELLATION

I/we agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to you.

D. ASSIGNMENT

I/We acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party.

Signed at _____ on this _____ day of _____ 20_____.

SIGNATURE AS USED FOR OPERATING ON THE ACCOUNT



Terms and Conditions – Contract

1. Acceptance

The undersigned ("the Applicant") means each of the person/s referred to in the Registration Form as the applicant, and shall include Parents, step-parents and or guardians, who accordingly accept joint and several liability to Exclusive Kids Academy ("the Pre-School") for payment of the Pre-School Fees, Additional Fees, Enrolment or Registration Fees and Annual Re-registration Fees. Hereby acknowledges that he/she shall be liable for the payment of the monthly fees or any other additional fees in respect of the child's educational services as more fully explained in clause 2 hereof.

2. Terms of Payment

The monthly fees shall be determined by Exclusive Kids Academy from time to time. Parents shall be advised, in writing, of changes to any fees payable to Exclusive Kids Academy or any of its service providers and/or agents. Non-receipt of the notification to changes to any applicable fee shall not invalidate such change to the applicable fees.

The fees of Exclusive Kids Academy shall increase annually.

Monthly school fees (as well as fees for services rendered by other service providers) are due and payable in advance and shall be paid by no later than the 2nd/15th (as selected) day of the month during which the service is rendered. Exclusive Kids Academy reserves the right to refuse access to the Applicant and his/her child/children if the fees that are due have not been paid or are outstanding.

The full monthly fees are payable even if the child does not attend Exclusive Kids Academy for a period of time may it be due to illness, absents, or any reason that is unforeseen and unforeseeable and out of the reasonable control of one or both of the parties.

Should the 2nd/15th day of the month fall on a Saturday, Sunday or Public Holiday then the amount due to Exclusive Kids Academy shall be payable on the preceding ordinary working day.

Payments made after the 2nd/15th day of a month (as well as arrears) shall be subject to the maximum interest rate permissible under the National Credit Act and its regulations.

Every payment by the Applicant arising out of or in connection herewith shall be made at the address of Exclusive Kids Academy, free of any deductions and without setoff on the due date and without demand.

The Applicant shall be liable to pay collection commission, all attorney/client fees and tracing fees (if applicable) in the event that Exclusive Kids Academy has to institute legal action to recover any amount outstanding to it by the Applicant.

Fees may be paid either by means of a cash payment at the premises of Exclusive Kids Academy (please ensure that you receive an official Exclusive Kids Academy receipt with the correct amount recorded thereon), debit order or by means of an internet transfer or by direct bank deposit. The school's bank account number is:

Exclusive Kids Academy

First National Bank / Cheque Account

Account Number: 62644724008

Branch: 250655

Please ensure when making the payment that you use your account number as the reference of the payment. Proof of payments must be submitted at the school.

Signature of the Applicant
Mother

Date

Signature of the Applicant
Father

Date



Exclusive Kids Academy reserves the right to withhold any academically and/or other information concerning the Applicant's child or children's progress if any fees are outstanding or not paid in full.

A non-refundable registration fee is payable on receipt of enrolment / registration form for registration. No enrolment / registration form will be accepted without the registration fee. This registration fee is a yearly payment and is not refundable.

The Pre-School may from time to time notify the Parents of Additional Fees which relate to specific activities, outings, stationery, and other items which may be recurring or once off, by giving advance notice to the Parents. The notice will stipulate exactly which activities, events or items the Additional Fees relate to. In the case of an activity/excursion, should the Parents elect to not pay the Additional Fees or should they fail to pay on or before the prescribed due date, then the Learner will not be permitted to participate in such activity. Furthermore, the School reserves the right to not permit a Learner to attend any extramural activities and/or excursions should the Parents not have paid any required Schools Fees and/or Annual Re registration Fees and/or any other outstanding amounts, that are due and owing to the Pre-School.

A cancellation fee is applicable should the applicant or the school give notice as set out in clause 3 below. An administration / cancellation fee of 30% of the credit on the account will be retained by the school after deductions such as the set notice period if applicable. Any discount for tuition fees paid in advance will be forfeited should the applicant give notice as set out in clause 3 below.

Where there is more than one Parent (Applicant), the liabilities or obligations of the Parents under the Terms and Conditions will be joint and several, the one paying the other to be absolved. This means that the person to whom the liability or obligation is owed by the Parents will be entitled to look to all or any one or more of the Parents for the enforcement of its rights and that no Parent will be entitled to resist any claim on the grounds that it is liable or responsible for only a limited share of such claim. The Pre-School shall be entitled to hand the overdue account over to its attorneys or appropriately registered debt collectors who may in turn claim all default, administration, and collection costs that may arise as a result of the Parent/s failure to pay.

3. Notice

Should the Applicant wish to remove his/her child/children from Exclusive Kids Academy, then the Applicant shall be obliged to give Exclusive Kids Academy one calendar month's written notice.

For purpose of this clause a calendar month notice shall mean from the first day of the month until the first day of the next month (for example, notice given on 15 March shall only have effect from 01 April and the agreement shall terminate one calendar month later, on 01 May).

Despite the provisions of this clause, the Applicant may not give notice for the months of November and December.

The fees for December are fully payable.

Notice to terminate this agreement for the end of December must be handed in at the office by no later than the end of October.

Exclusive Kids Academy shall be entitled to give the Applicant shorter notice of the termination of this agreement in the event of a material breach of this agreement as well as a breach or non-compliance with any standing operational procedures, code of conduct or other policies of Exclusive Kids Academy.

Such shorter notice by Exclusive Kids Academy to the Applicant may be verbal or in writing.

Should Exclusive Kids Academy in its opinion believe that the Applicant's child is not suited to be a student at the pre-school for any reason whatsoever, it may in its sole discretion terminate this agreement by providing the Applicant with 5 days written notice of its intention to terminate.

The Applicant shall nevertheless be obliged to pay for the calendar months' notice and the remainder of the month in which the child was removed from school.

The Pre-School may summarily and with immediate effect, terminate the Contract and admission and enrolment of the Learner, if the principal, or his/her nominee, is, at his/her sole discretion, of the opinion that the conduct and behaviour of either the Parents/Applicant or Learner is of such an unreasonable nature that it is negatively affecting or is likely to negatively affect the progress of other Learners in attendance at the Pre-School, and/or the well-being of any member of the Pre-School, and/or the Pre-School's reputation and good name.

Signature of the Applicant
Mother

Date

Signature of the Applicant
Father

Date



4. Domicilia

Where the Parents have to give a notice to any party in terms of the Contract, such notice shall be valid if delivered to the Pre-School's physical address at reception with signature of receipt or email address, which details appear on the Registration Form.

Where a notice has to be given to the Parents in terms of the Contract, such notice shall be valid if delivered to the Parents' physical address or email address, as set out in this Contract/Registration Form.

The Parents also appoint the aforementioned address as their domicilium citandi et executandi. The domicilium citandi et executandi address is the physical address and/or email address where the Parents would like all legal notices to be served in respect of all processes which must be served or exceptions which may be taken arising out of the Contract.

Parents agree to provide the Pre-School with updated email addresses and/or cell phone numbers to ensure that the Pre-School is able to contact them.

The Parties may change their address by written notice to the other party.

The Parties agree that notice to one Parent shall be considered notice to all Parents.

5. Pre-School Hours

The pre-school hours are strictly from 6h00 to 17h30, Monday to Fridays, excluding Public Holidays, when the pre-school shall be closed.

Should the Applicant's child/children be collected after 17h30 – Full Day or 13h00 – Half Day, a late collection fee of R150.00 (one hundred and fifty rand) for every ten minutes after 17h30 or 13h00 will be charged to his/her account. This amount may be amended from time to time at the sole discretion of Exclusive Kids Academy.

No unauthorised person or children under the age of 18 will be allowed to collect the Applicant's child or children from Exclusive Kids Academy. Exclusive Kids Academy must be informed if any other person will collect the Applicant's child or children from pre-school. Please furnish us with the person's identity number, name and surname and a short description of the features of the person concerned.

The pre-school shall be closed for the December Holidays from approximately 15 December until approximately the second Tuesday of January. The specific details in this regard will annually be communicated to Applicant's by no later than end October. The full school fees shall be payable, despite the closure of the school during this period. The exact dates will be communicated in writing to the Applicant.

6. Indemnity

Although every precaution necessary will be taken to prevent accidents, neither Exclusive Kids Academy and/or Word and Power Ministries nor any of its employees, agents, guests, facilitators, representatives or anyone acting on its behalf shall be held liable for any injury, be it physical, emotional or psychological or howsoever caused to the child whilst under the control of Exclusive Kids Academy and/or Word and Power Ministries, be it as a result of gross negligence or otherwise.

Exclusive Kids Academy and/or Word and Power Ministries shall further be indemnified and held harmless by the Applicant against any claim of whatsoever nature and howsoever arising whether in contract or delict, which may be brought against Exclusive Kids Academy and/or Word and Power Ministries, its members, employees, agents, guests, facilitators by any other third party.

If and when the Applicant's child or children are being transported by Exclusive Kids Academy and/or Word and Power Ministries, for whatever reason, (including but not limited to outings, collecting or dropping off) it will be at the Applicant's and child's own risk. Exclusive Kids Academy and/or Word and Power Ministries (including all its employees and or any person acting on behalf of Exclusive Kids Academy and/or Word and Power Ministries) shall not be liable in respect of any injury sustained or damage suffered by the Applicant's child or children.

Signature of the Applicant
Mother

Date

Signature of the Applicant
Father

Date



7. Transport Facility

Exclusive Kids Academy has a transport facility available to all parents and children to collect and/or drop off children from or at home and to collect children at their primary school and for outings that are away from the premises of Exclusive Kids Academy. Exclusive Kids Academy reserves the right to limit the area of operation of the service. The fees applicable for this service shall be determined by Exclusive Kids Academy from time to time. Exclusive Kids Academy reserves the right to levy an additional amount on users of this transport facility when high fuel prices necessitate such levy.

8. Pre-School property

In the event that property of the pre-school is damaged by the Applicant's or his/her child or children, the Applicant will be responsible for any and all costs to replace or repair the damaged property.

9. Breach

The Applicant shall be in breach of this agreement if the Applicant fails to make payment of any amount due and payable to Exclusive Kids Academy on its due date or the Applicant being placed under administration or is sequestered or by virtue of the attachment of the assets of the Applicant in any judicial process.

In the event of the breach of this agreement by the Applicant, Exclusive Kids Academy may elect to cancel this agreement with or without notice in the sole discretion of Exclusive Kids Academy.

The Pre-school shall have no obligation to refund any fees to the parents (Applicant).

Exclusive Kids Academy reserves the right to proceed with legal action against the Applicant without further notice.

10. Duration and Termination

This contract shall operate for an indefinite period and is subject to the notice periods as set out in clause 3 above.

11. Costs

All legal and collection costs, including attorney and own client costs, tracing fees, charges and disbursements incurred by Exclusive Kids Academy in collecting or endeavouring to collect all or any amount payable by the Applicant hereunder, shall be for the account of the Applicant and payable on demand.

In the event that the Pre-School briefs legal representatives to enforce or advise the Pre-School on any of its rights in terms of the Contract (Terms and Conditions) or any of the Pre-School Policies or in order to defend any proceedings brought against the Pre-School, or any member of staff or other employee, it shall be entitled to recover these costs on an attorney own client scale, including commission and tracing charges, against the Parents (Applicant).

12. Certificate of indebtedness

The indebtedness of the Applicant to Exclusive Kids Academy in terms of this contract shall be determined and conclusively proved for all purposes by a certificate signed on behalf of Exclusive Kids Academy.

13. Jurisdiction

The Applicant hereby consents, notwithstanding the amount of the claim, to the jurisdiction of the Magistrates Court.

Signature of the Applicant
Mother

Date

Signature of the Applicant
Father

Date



14. Emergency Medical Treatment, Illness, Injury and Medication

Exclusive Kids Academy cannot accept responsibility for extremely sick children, those running high temperatures, vomiting, with eye infections, or that have diarrhoea or head lice.

In the event of the Applicant's child or children contracting any infectious disease, Exclusive Kids Academy must be notified immediately. Children with infectious diseases may not be sent to Exclusive Kids Academy until certified by the Applicant's doctor

Please ensure that any and all allergies that your child or children may have is recorded on the enrolment form.

The administration of medication to any child by a member of the personnel of Exclusive Kids Academy may only be performed upon the written consent of the Applicant or the other parental party. The Applicant or the other parental party of the child or children must specify what medication is to be administered, the quantity that must be given and what time the medication must be administered. The Applicant or the other parental party of the child or children must clearly state their name and sign at this instruction.

The Applicant or the other parental party of the child or children hereby consent to the administration of any emergency medical assistance, namely first aid, as is deemed appropriate, by Exclusive Kids Academy, in the event of injury to the child.

Should the Applicant's child or children require emergency medical treatment the Applicant hereby gives Exclusive Kids Academy authority to take such child to the nearest doctor or medical facility. The Applicant shall remain liable for the costs incurred by such emergency medical treatment.

15. Obligations of the Parents

The Parents must assist the Pre-School by ensuring that:

they fulfil all of their obligations contained in this Contract;
they encourage and assist the Learner in his/her ECD (Early Childhood Development) by giving appropriate support at home;
they maintain a positive and respectful relationship with the Pre-School, its Learners and all of its staff;
they attend meetings when requested to by the Pre-School and keep communication with the Pre-School open, informing the Pre-School of any matters that affect the well-being of the Learner;
they provide the Pre-School with any changes to the Parents and/or Learner's personal information that is contained in the Registration Form including change of address and/or contact numbers, within two weeks of becoming aware of the change;

they confirm that all of the information that they have provided/will provide to the Pre-School is both true and correct. Should Parents withhold information from the Pre-School, and the information is considered important and relevant by the School, the School may elect to cancel the Contract, in terms of clause 3 (three) of the Contract;

they inform the Pre-School, in writing and before the Learner attends school, of a Learner's special education needs, whether physical, including hearing impairment, visual impairment, or neurological impairment; or behavioural; or emotional; or any other medically assessed special need;

they acknowledge and accept full responsibility for the Learner after the notified finishing time of any particular pre-school day or pre-school related activity or event, whether the Learner is on the Pre-School Premises or not, and

they acknowledge that they have read and understood each of the Pre-School Policies, the Pre-School Specific Policies and Pre-School Rules relevant to this Contract and agree to abide by the terms and conditions contained therein. Furthermore, they agree to abide by any other Pre-School Specific Policies and Pre-School Rules that the Pre-School may prescribe from time to time. The Parents will ensure that the Learner, any other guardian/parent of the Learner, the Person Responsible for the Account, or any person who has rights of control and makes decisions in respect of the Learner shall abide by the Pre-school Policies, the Pre-School Specific Policies and Pre-School Rules. The Parents agree to support the Pre-School and the conditions/rules contained in the Pre-School Policies, the Pre-School Specific Policies and Pre-School Rules. The Pre-School shall ensure that copies of the aforementioned policies are available, free of charge, at the Pre-School office.

Signature of the Applicant
Mother

Date

Signature of the Applicant
Father

Date



16. General

This agreement constitutes the whole and entire agreement between the parties and there are no other agreements, representations or warranties between the parties other than those specifically set forth herein.

No amendment, variation or modification of this agreement shall be of any force or effect unless the same is confirmed in writing and signed by all the parties hereto.

The Contract and Application for Admission Form may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

The Pre-School reserves its right to amend the Learner Contract from time to time for legal, safety or substantive reasons in order to assist the School in providing superior education to its Learners. The School shall endeavour to provide the Parents with 1 (one) school term's notice of any amendments.

The applicant of each child/children agrees to sign an updated Learner Contract (Terms and Conditions) should Exclusive Kids Academy require the applicant to do so.

No indulgence on the part of either party in exercising any right conferred upon such party in terms of this agreement shall constitute a waiver or novation of any such right, nor shall any single or partial exercise of any right preclude any other of future exercise thereof or the exercise of any other right under this agreement.

Exclusive Kids Academy shall be entitled, without notice to the Applicant, to cede, transfer or assign its rights under this agreement to any third party.

The person responsible for the account and preferably both parents must sign the agreement and supply with the signed agreement and registration form a copy of their identity document. Also a copy of the child or children's birth certificate must accompany this signed agreement and registration form.

The School reserves the right to contact any previous school that the prospective learner has attended, in order to obtain a reference for the Learner and the Parents.

Should the Learner Contract not be signed by all of the Parents it shall not affect or limit the liability of those Parents on whose behalf it was signed.

If the Parents have any queries, concerns and/or complaints relating to the School and/or a Learner's involvement in the School and/or any matter arising out of the Contract it must be raised, in writing, with the Principal or Pre-School Management.

I/We _____ (full names and surname), being the parent(s)/ legal guardian(s)
(herein referred to as "the Applicant") of

_____ (herein referred to as "the child"), understand, agree to and accept the terms
and conditions aforesaid and that I/We are bound thereto.

Signature of the Applicant
(Person responsible for account)

Identity number

Date

Signature of the Applicant
Mother

Identity number

Date

Signature of the Applicant
Father

Identity number

Date





Exclusive Kids
Academy

2015/370363/07

530 Third Road
Montana, Pretoria

www.exclusivekid.co.za | info@exclusivekid.co.za | 082 925 4536

Acknowledgment of documents received.

Please sign the following to acknowledge that you, the parent, (the person responsible for the account) have received, read, understood and agree that following documents are binding on you:

1. Registration Form
2. Terms and Conditions
3. Rules and Regulations
4. Bring along list
5. Transport Form
6. Days on which Preschool & Aftercare will be closed in 2021
7. Service Description
8. Pre-school Daily Food Menu

I _____ Identity Number _____
being the parent / guardian of

_____ (CHILD) hereby acknowledge that I
have received, read, and understood the content of the aforesaid documents. I irrevocably
bind myself to its content.

Signature

Date

Please ensure that the Registration Form, Terms and Conditions, copy of your child's birth certificate, Immunisations Chart, Copy of both parent's / guardian's identity documents, and Copy of medical aid card are returned to Exclusive Kids Academy, completed and signed in full before your child or children commence school at Exclusive Kids Academy.

Thank you for your patience in completing all the necessary documents.

Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22:6



RULES AND REGULATIONS

EXCLUSIVE KIDS ACADEMY

1) PICKING UP & DROPPING OFF YOUR CHILD AT THE DAY-CARE:

- a) For safety reasons we do not want students walking to the classrooms alone. Children cannot be dropped off at the gate or parking lot. Please walk your child into the classroom and allow the teacher to acknowledge you and your child. Prompt arrival at pick-up time reassures your child and provides them with a sense of security.
- b) For the safety of your child, once your child is picked up from the teacher/classroom, you are accountable for your child's actions and whereabouts for your time remaining on the property.
- c) Please if possible greet your child at the door and try to leave as quickly as possible even if the child is crying so that your child can change from his/her home environment to the school environment.
- d) If your child is still upset after a reasonable amount of time, we will contact you.
- e) A staff member must be informed when your child is fetched from the school.

2) OUR FACILITY AND ITS OPERATING HOURS:

- Full-Day: 6:00 – 17:30 (We Close at 17:30)
- Half-Day: 7:00 – 13:00

Kindly note that should you fetch your child after these hours that you will receive a fine as stipulated on the Terms and Conditions.

- a) Kindly make sure that your child is at school no later than 08h20 as we start with our daily lessons.

3) MEALS

- a) Breakfast is served from 07h30 – 08h00. If your child arrives after 08h15, no breakfast will be served.
- b) The school provides breakfast, a morning snack, lunch, and an afternoon snack for all toddlers. PLEASE DO NOT SEND WITH EXTRA SNACKS.
- c) Please do not send sweets with to school.
- d) Tuck-shop will strictly only be on Wednesdays & Fridays. Money can be sent with the child to school. Please be sure to write the amount in the communication book.

Signature
(Father)

Signature
(Mother)

Date



4) MEDICINE & ILLNESS:

Please never put medicine in your child's bag! Always give it directly to the teacher on duty or hand it over at reception.

If you bring medicine to school that your child needs to take, please fill in the **medicine register** that is in front of your child's **communication book and sign it!**

- No medicine will be given to a child if the medicine register is not filled in and signed!
- No chronic medication will be given unless it has the correct child's details on it and has been prescribed by a medical doctor! Note: We only administer medication orally!
- Please provide the necessary items to administer the medication!
- **ALWAYS CHECK THAT THE MEDICATION IS IN THE CHILD'S BAG BEFORE GOING HOME!**

When illness occurs, parents often are not sure when it is best to keep a child home or send them to class. Good judgment and sensitivity to your child will often provide the best basis for your decision. To further assist you in making your decision, we offer the following guidelines.

Do not send your child to school if:

- Fever is greater than 38°+
- Vomiting
- Stiff neck or headache and fever
- Pinkeye – (tears, redness of eye or eyelid, swelling and discharge)
- New on-set of rash with concurrent or proceeding fever
- Persistent diarrhoea
- Excessive coughing or runny nose

When children have any of the above symptoms, they should not come to school. If children have had a fever of 38° or over, wait until your child is fever-free for 24 hours before returning to school. Lingering congestion, cough and tiredness may still be serious enough to prevent your child from engaging in learning activities. If you are not sure whether your child should come to school, please call the office for advice.

5) TUCK-SHOP:

- a) Tuck-shop is available on Wednesday & Friday for all the kids. An amount of R5 – R10 will be more than enough for them. Their sweets will be sent home so that you as the parent can still choose what they get.

NOTE: TUCK-SHOP IS OPTIONAL AND NOT COMPULSORY.

THE TUCK-SHOP DOES NOT REPLACE THE DAILY SNACKS IN ANY MANNER.

Signature
(Father)

Signature
(Mother)

Date



6) TRANSPORT:

- a) We will always try to be on time, however it does happen that we have to wait for another child or we might run into traffic, these events does delay our transport from reaching our destinations in time.
Should this happen we kindly ask that you'll be patient until the transport arrives.
- b) We ask that all the children please be ready 5-min before the time given by the office/transport for pick-up.
- c) The transport cannot wait for longer than the time given and then it will have to leave to avoid other delays.
- d) **If your child will not be using the transport on a certain day or over a period of time, we ask that you please inform the office ahead of time.**
Please inform us when to fetch your child again.
- e) Please make sure that there is someone to receive your child at home.
The drop-off time might be earlier or later with 15min than agreed upon in the afternoons, depending on traffic.
- f) Parents will be asked to fetch their children at the preschool if there was nobody to collect the child at home in the afternoons.
- g) Strictly no eating or drinking in the transport vehicles.
- h) Children cannot be left by/handed over to security at their complex/estate.

7) APPOINTMENTS:

Our staff will always be there to answer your questions; however we do not always have the time when working with the children. We kindly ask that should you want to speak to your child's teacher or to the principal that you please make an appointment via the school office.

Should it be urgent please call the office, otherwise please feel free to write in the child's Communication Book and the teacher will respond accordingly.

Please be considerate of the time when calling the school, our office hours are only from 06h00-17h30 Mon-Fri. We also do not allow our teachers to give out their personal contact details as we feel that their private time needs to be respected with their family's afterhours.

Signature
(Father)

Signature
(Mother)

Date



8) ENTERING OUR FACILITY:

- a) We ask that when you enter from Third Road that you would please drive cautiously!
(PLEASE DON'T SPEED)
REMEMBER YOU AND OTHERS ARE TRANSPORTING A CHILD!
- b) **OUR SPEED LIMIT IS 20KM FROM THIRD ROAD TO OUR GATE, AND 10KM ON OUR PREMISES.**
- c) **ALWAYS KEEP LEFT (Even when exiting into Third Road Again)**
- d) EXITING OUR GATE: STOP AND GIVE WAY TO APPROACHING VEHICLES AT OUR SCHOOL GATE.
- e) PLEASE ONLY PARK ON THE DESIGNATED PARKING AREA, PLEASE DO NOT PARK IN THE ROAD WHERE CAR'S NEEDS TO PASS!
- f) **PLEASE PARK SO THAT YOU ONLY TAKE UP ONE PARKING SPACE!**

9) BIRTHDAYS:

Birthdays can be important to a pre-schooler.
Celebrations at school (*NOT COMPULSORY*) need to be simple and arranged prior to such.
During birthdays we do allow for a special treat during our regular classroom snack time **FOR THE CHILDREN ONLY.**

To conform to regulations, we only allow party packs that contain commercially-produced, store-bought items that are transported in their original containers, unopened and listing all ingredients (*Party Packs are send home so that parents can choose what their children are allowed to get*)

NO BIRTHDAY CAKES, CUPCAKES OR OTHER BAKED GOODS ARE ALLOWED

Food allergies and other food related restrictions require careful selection of appropriate items.

Birthday invitations for parties outside of the school are solely the responsibility of the family. Invitations may be distributed **VIA THE OFFICE** at school only if you are inviting the entire class, otherwise please do not send birthday party invitations to school.

No contact information will be given to you to invite the parents.

Signature
(Father)

Signature
(Mother)

Date



10) PHOTOGRAPHS:

- a) Your privacy is very important to us. We periodically take pictures of the children during classroom activities and field trips to let parents see various activities that go on at school and during class time.
- b) If you do not wish to have photographs taken of your child, please stop by the office so that it can be marked on your enrollment form.
- c) When you as the parents are in the classrooms or by the playground, please ensure that you are only taking pictures of your own child.
If you obtain written permission from another child's parent personally, you are welcome to take pictures of their child as well.
- d) Our intent is to prevent pictures from being published or on public display on social media sites or on the internet. Internet safety is a very difficult issue for parents and educators; following this policy will prevent images from being used carelessly, or without parent's knowledge.

Please be considerate of student's privacy.

11) ACCIDENTS:

- a) **Bumps and scrapes are inevitable when children are at play.**
If necessary, all accidents will be treated with disinfectant and water to clean the surface and with ice to reduce any swelling (Basic First Aid).
- b) Every effort will be made to inform the parent when picking up the child of such an accident. **This is done verbally and/or with the use of an Injury Report form.**

Our staff undergoes training of CPR and First Aid.

12) LOST AND FOUND:

- a) We are not responsible for lost items. Many coats and jackets look alike, **SO PLEASE TAKE THE TIME TO LABEL CLOTHING ITEMS WITH YOUR CHILD'S NAME.**
Items that are labelled can easily be returned to you.

13) TOYS:

- a) We kindly ask that the children must please **NOT** bring toys to school, it does tend to cause a disruption amongst the children in the class.

Signature
(Father)

Signature
(Mother)

Date



Exclusive Kids Academy – Preschool

You will be informed of the time schedule via SMS.

Routes are planned to accommodate all who make use of transport.

MARK CLEARLY WITH AN "X"

ONE WAY	<input type="checkbox"/>	TWO WAY	<input type="checkbox"/>
---------	--------------------------	---------	--------------------------

YOUR HOME ADDRESS:	

MARK CLEARLY WITH AN "X" | MARK ONE

ONE WAY PICK-UP OR DROP-OFF	
FROM: ABOVE HOME ADDRESS – TO: EXCLUSIVE KIDS ACADEMY	<input type="checkbox"/>
<i>or</i>	
FROM: EXCLUSIVE KIDS ACADEMY – TO: ABOVE HOME ADDRESS	<input type="checkbox"/>

TWO WAY PICK-UP & DROP-OFF	
FROM: ABOVE HOME ADDRESS – TO: EXCLUSIVE KIDS ACADEMY FROM: EXCLUSIVE KIDS ACADEMY – TO: ABOVE HOME ADDRESS	<input type="checkbox"/>

All Terms and Conditions and Rules and Regulations of Exclusive Kids Academy apply to this Transport Form.

RULES AND REGULATIONS – TRANSPORT:

- a) We will always try to be on time; however, it does happen that we must wait for another child, or we might run into traffic, these events do delay our transport from reaching our destinations in time.
Should this happen we kindly ask that you'll be patient until the transport arrives.
- b) We ask that all the children please be ready 5-min before the time given by the office/transport for pick-up and drop-off.
- c) The transport cannot wait for longer than the time given and then it will have to leave to avoid other delays.
- d) If your child will not be using the transport on a certain day or over a period, we ask that you please inform the office ahead of time. Please inform us when to fetch your child again.
- e) Please make sure that there is someone to receive your child at home.
The drop-off time might be earlier or later with 15min than agreed upon in the afternoons, depending on traffic.
- f) Parents will be asked to fetch their children at the preschool if there was nobody to collect the child at home in the afternoons.
- g) Strictly no eating or drinking in the transport vehicles.
- h) Children cannot be left by/handed over to security at their complex/estate.

Signature
(Father)

Signature
(Mother)

Date





TEAR-OFF

The following is for you to keep.





TEAR OFF FOR SAFE KEEPING

5 JANUARY 2021 – EXCLUSIVE KIDS ACADEMY OPENS	
Exclusive Kids Academy – Days Closed in 2021	
22 MARCH	HUMAN RIGHTS DAY (OBSERVED) – CLOSED
01 APRIL	PRESCHOOL CLOSURES AT 15:00
02 APRIL	GOOD FRIDAY – CLOSED
05 APRIL	FAMILY DAY – CLOSED
26 APRIL	SPECIAL SCHOOL HOLIDAY – CLOSED
27 APRIL	FREEDOM DAY – CLOSED
16 JUNE	YOUTH DAY – CLOSED
17 JUNE	PRESCHOOL – CLOSED
18 JUNE	PRESCHOOL – CLOSED
09 AUGUST	NATIONAL WOMEN'S DAY – CLOSED
24 SEPTEMBER	HERITAGE DAY – CLOSED

THE DATE OF CLOSURE IN DECEMBER WILL BE COMMUNICATED TO THE PARENT NO LATER THAN END OF OCTOBER.

THE PRESCHOOL RESERVES THE RIGHT TO MAKE CHANGES TO THE ABOVE-MENTIONED DATES.

Date Issued: 14 August 2020





Exclusive Kids Academy – BRING ALONG LIST 2021

Items must be clearly marked with child's name by the parents.

Toddlers:

- X1 School Bag
- X1 Set of **Retractable Wax Crayons** (12 Colours)
- X1 Scissor (Safety Scissor – Age Appropriate)
- X1 Fleece Blanket (During Winter)
- X1 Set of replacement clothes and underwear (STAYS IN BAG) (IMPORTANT FOR ALL AGES)**
- X1 Box of tissues – Per Month
- X1 Large Packet of Wet Wipes – Per Month
- X2 Rolls of Toilet Paper – Per Month
- X1 Set of Swimming Clothes and Towel (During Summer)
- X1 Ream of Paper (500 sheets A4 White)
- X1 Puzzle Age Appropriate
- X1 Bean Bag 12cm x 12cm (**Only New Enrolments**)
- X1 Set of Water Paint (12 Colours)
- X1 Play Dough (500g container assorted Colours)
- X1 Flip File (20 Pockets)

Nappies for the day (QTY: 5 per day) IF APPLICABLE



Menu	Monday	Tuesday	Wednesday	Thursday	Friday	
Breakfast	Maize Porridge	Oats Porridge	Maize Porridge	Oats Porridge	Maize Porridge	Week One
1st Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Lunch	Mince & Macaroni	Fish & Veggies	Vienna's and Noodles	Chicken Stew & Pap	Fat-Cakes	
2nd Snack	Biscuits	Fruit	Biscuits	Fruit	Biscuits	
3rd Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Breakfast	Maize Porridge	Oats Porridge	Maize Porridge	Oats Porridge	Maize Porridge	Week Two
1st Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Lunch	Beef, Cabbage & Pumpkin	Noodles fish fingers	Vienna's & Mash	Chicken & veggies	Hot-Dogs	
2nd Snack	Biscuits	Fruit	Biscuits	Fruit	Biscuits	
3rd Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Breakfast	Maize Porridge	Oats Porridge	Maize Porridge	Oats Porridge	Maize Porridge	Week Three
1st Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Lunch	Fish & Mash	Chicken, Cabbage & Pumpkin	Macaroni Cheese	Beef & Veggies	Fat-Cakes	
2nd Snack	Biscuits	Fruit	Biscuits	Fruit	Biscuits	
3rd Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Breakfast	Maize Porridge	Oats Porridge	Maize Porridge	Oats Porridge	Maize Porridge	Week Four
1st Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
Lunch	Beef Stew & Pap	Fish & Noodles	Chicken, Cabbage & Pumpkin	Vienna's & Mash	Mince & Macaroni	
2nd Snack	Biscuits	Fruit	Biscuits	Fruit	Biscuits	
3rd Snack	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	Sandwich (Apricot Jam)	Sandwich (Polony)	
<p>Beef Stew: Beef Mince with grated veggies; this includes carrots</p> <p>Cabbage: Mashed cabbage with potatoes.</p> <p>Fruit: Apples, Bananas, Oranges, Peaches.</p> <p>Vienna's: Chicken</p> <p>Fish: Sea Harvest® or 1&J®</p> <p>Chicken: chicken stew with grated veggies; this includes carrots</p>						<p>Children who cannot eat Pork or Beef will receive Chicken.</p> <p>Children with allergies will follow a different diet plan on certain meals.</p> <p>Menu may vary due to availability of certain food items.</p> <p>Some of the dishes will be replaced with Soup during winter time.</p> <p>Fluids: Juice, Tea and Water</p>