



HEATHERLANDS

PRE-PRIMARY PRE-PRIMÈR

Application for Registration

10 Kollege Road, Heatherlands, George. P.O. Box 5243, George East, 6539.

Tel: 076 719 1887. E-mail: heatherlandprep@gmail.com

PLEASE NOTE: The following documents must accompany the Application Form.

- A copy of the Learner's birth certificate
- A copy of the Learner's clinic card
- A copy of the Learner's latest school report
- A copy of both parent's ID documents / Passports
- Copy of Medical Aid Card
- Completed Application Form signed by both parents
- Payment of Non Refundable Registration Fee of R750.00

List of requirements

- Retractable Crayons (in a pencil case **or** with the child's name on them)
- Box of tissues
- Wet-wipes
- Pack of A4 paper
- Colouring book (with learners name)
- Sun hat (with learners name)
- Sunblock (with learners name on the bottle)

PART 1: Section A: Particulars of Learner

Surname												
Full Names												
Preferred Name							Male			Female		
Position in family (eg: first born)							D.O.B (dd/mm/yy)					
Identity Number												
Nationality	South African						Other:					
Home Language							Religion					

PART 1: Section B: Current School Information of Learner

Current School		Current Grade	
Headmaster		School Tel No.	
Current Teacher		Reason for Leaving	

PART 1: Section C: Social & Emotional Development of Learner

In a few words describe your Learner's general disposition, their fears, their dislikes and general ability to mix with other Learner's. Please also describe their strengths.	
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PART 1: Section E: Learners Support

Has your Learner received learning support (Speech or Occupational Therapy)	YES	NO
All relevant reports to be attached	YES	NO

PART 2: Section A: Learner's Medical History

Please note this is a very important part of your application. We cannot be held responsible for any incidents that may occur due to incorrect information given. A doctor's certificate is to accompany any life threatening allergies or medical condition.

Delivery	Normal		Caesar			
Is this your first baby?	No		Yes			
Any problems while pregnant?	No		Yes			
If yes, What?						
If premature	No		Yes			
If Yes, Why?						
SIDS in family	<i>Father's side</i>	Yes	No	<i>Mother's side</i>	Yes	No
SMOKERS in family	<i>Father's side</i>	Yes	No	<i>Mother's side</i>	Yes	No
EPILEPSY in family	<i>Father's side</i>	Yes	No	<i>Mother's side</i>	Yes	No
DIABETES in family	<i>Father's side</i>	Yes	No	<i>Mother's side</i>	Yes	No
History of Convulsions	<i>Father's side</i>	Yes	No	<i>Mother's side</i>	Yes	No
Are Inoculations up to date?			No		Yes	
Has the Learner ever suffered a HEAD INJURY			No		Yes	
If Yes, Date & Details of event.						
Has the Learner had:						
Chicken Pox	No	Yes	Mumps	No	Yes	
Measles	No	Yes	Meningitis	No	Yes	
Has the Learner ever been HOSPITALIZED			No		Yes	
If Yes, Date & reason:						
Learner suffered from RESPIRATORY DISORDER			No		Yes	
If Yes, Details:						
Has the Learner had:						
Asthma	No	Yes	Croup	No	Yes	
Bronchitis	No	Yes	Pneumonia	No	Yes	
Does the Learner use an INHALER			No		Yes	
If Yes, Name & Dose:						
Does the Learner take CRONIC MEDICATION			No		Yes	
If Yes, Name & Dose						
Has the Learner suffered a FEBRIL CONVULSION?			No		Yes	
If Yes, When, reason for convulsion & what was done:						
Does the Learner suffer from NOSE BLEEDS?			No		Yes	
If Yes, Details:						
Does the Learner suffer from HEADACHES?			No		Yes	

If Yes, Details:

PART 2: Section B: Learner's Allergy History

Does your Learner suffer from any ALLERGIES							No	Yes
If Yes, Allergic to what, explain reaction & Medication to be taken.								
Dairy	No	Yes	Nuts	No	Yes	Fish	No	Yes
Soya	No	Yes	Eggs	No	Yes	Wheat	No	Yes
Grass	No	Yes	Pollen	No	Yes	Bee's	No	Yes

PART 2: Section C: Medical Aid Details

Medical Aid Name		Medical Aid Number	
Name of Primary Member			
Doctors Name		Doctors Tel No.	

PART 2: Section C: Policy Regarding Sick Learners

THESE RULES ARE NOT NEGOTIABLE.

Parents are required to assist us in preventing cross infection of the Learner's and therefore we have implemented these rules.

- 1. Learner's with eye infections are not permitted at school and require a doctor's clearance certificate upon return to school.**
- 2. Learner's with runny tummies or vomiting are not permitted at school and require a doctor's clearance certificate upon return to school.**
- 3. Should a Learner have Lice or Ring Worm they will not be permitted back at school until they have a doctor's clearance certificate.**
- 4. Should a Learner be prescribed Anti-Biotic, your Learner will not be permitted back at the school for the first 48hrs and we will require a doctor's clearance certificate upon return to school.**
- 5. Should a Learner be sent home due to illness we will require a doctor's clearance certificate upon return to school.**
- 6. Once we have phoned the parent to collect a Learner, the Learner is to be collected within 30 minutes by either the parent or an authorized family member.**
- 7. In case of emergency and we need to administer medication, we will call for authorization and the parent will need to sign the Medicine Incident Report Book on collection.**

Any medication that has to be administered must be **removed from the Learner's bag and handed to the Principal on duty**. The parents are to **fill in the medication and dosage at the back of their Learner's Diary - If this is not done NO medication will be administered**. When collecting your Learner the medication will be in the office NOT in the bag. It is your responsibility to collect your Learner's medication from the office.

PART 2: Section D: Policy Regarding an Alternative Person collection a Learner

THESE RULES ARE NOT NEGOTIABLE.

If someone else is going to collect a Learner the following procedure has to be followed.

- 1. The parent needs to phone the school in time with the person's name and ID Number that will be collecting the Learner.**
- 2. On arrival the person needs to present their ID Document or Drivers Licence for verification. Without an ID Document or Drivers Licence the Learner will not be released.**
- 3. Please make sure that the following rules are adhered to so that we can keep our Learner's safe.**
- 4. Please also note that no Domestic Workers or Outside Transport Company will be loaded on the Access Gate System.**

5. Parents are to furnish the school with a copy of the Domestic Workers / Outside Transport Company's ID Document to go onto the Learner's file as authorised pick-up.
6. Management will open for the Domestic Worker or Outside Transport Company daily.

PART 3: Particulars of Parent(s)

	Mother		Father	
	YES	NO	YES	NO
Responsible for fees				
Surname				
First Name(s)				
Preferred Name				
Marital Status				
Identification No.				
Residential Address				
Postal Address.				
Telephone No. Home				
Cell Phone No.				
Email address				
Employer Name & Address				
Position / Occupation				
Telephone No. Work				

PART 4: Alternative Contact Particulars (Relative)

Name & Surname										
Relationship to Learner										
Cell Phone No.										
Work No.										

PART 5: Terms and Conditions of Enrolment

I/We the undersigned _____ hereby declare that the information given in the aforementioned Application Form is both true and correct.

1. Applications for registration shall be in the form specified and shall be accompanied by a non-refundable registration fee in an amount of R750.00
2. The REGISTRATION fee is not refundable under ANY circumstances.
3. The parents agree to be bound by the RULES, REGULATIONS, POLICIES & PROCEDURES of the school, as determined from time to times, and enunciated by the Principal.
4. Serious breach of the rules, regulations, policies and procedures may result in a Disciplinary Hearing, Suspension or even expulsion of the Learner from Heatherlands Pre-Primary.
5. The Principal will act in “loco parentis” whilst the Learner attends Heatherlands Pre-Primary.
6. Fees are payable in advance, before or on the first day of the month. Fees are payable, either annually or monthly, in advance, free of exchange, deduction or set off. Non-payment shall entitle the Board to withdraw educational services and cancel the Enrolment of the learner forthwith.
7. To give ONE CALENDAR MONTHS WRITTEN NOTICE if the Learner is going to leave the school before or at the end of September. Notice to be handed in, in writing by the 1st of September and last day of attendance is the 30th of September. One month’s notice accepted for the following months; January, February, March, April, May, June, July, August and September. No exceptions will be allowed.
8. Thereafter a THREE MONTHS WRITTEN NOTICE period is required until the end of December if the Learner will not be returning to the school in the following Academic Year. Notice to be handed in, in writing by the 1st of October for the last 3 months of the year. No exceptions will be allowed.
9. The school contract is an OPEN ENDED CONTRACT and you need not apply at the school every year, the Learner will automatically move to the next grade if no WRITTEN NOTICE is received.
10. We the parents further agree that in the event of an emergency arising in terms of which the pupil will require urgent medication, the pupil may be taken to the nearest hospital, clinic or doctor at the discretion of the Principal or authorised senior staff member. The parents undertake to accept full responsibility for any medical costs incurred in the event of such an emergency.
11. The parents hereby indemnify and agree to hold harmless Heatherlands Pre-Primary, the Principal and Staff, or the authorised agents or representatives of the aforementioned, against any and all claims, howsoever arising, including negligence, arising out of any injury, death, loss, damage, cost or expense, including legal costs, suffered by the learner or a third party as a result of or during the enrolment of the learner at the school.
12. To take full responsibility in the case of lost clothing due to the fact that it was not marked properly.
13. Parents are expected to provide the morning snack for the Learner consisting of a sandwich, fruit, yogurt and cold drink or water. The school will provide the breakfast, lunch and afternoon snack. (NO sweets, PLEASE)
14. We understand that this is a legal and binding contract between us and Heatherlands Pre-Primary. The school shall be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred.
15. We the parents accept the terms of “Policy regarding payment of School Fees, Late Payments and Late Collection
16. Fines” and “Policy for Sick Learner’s” and “Policy for Alternative Authorised Pick Up”

As parents we hereby sign below as indication that we have read, understood and accept the content of the Conditions of Enrolment as described above. We agree that our Learner's admission is subject to the above terms and conditions.

DATED AT _____ in this _____ day of _____, 20_____.

Signature of Father

Signature of Mother

PART 6: Policy regarding payment of School Fees, Late Payment and Late Collection Fines

1. Applications for enrolment shall be accompanied by a non-refundable registration fee in an amount R750.00 reflected on the application form.
2. The purpose of this policy is to ensure that fees due to the school are paid when they are due and to create a procedure to deal with instances where fees are not paid.
3. Parents wanting to pay CASH will need to make a full payment of One Month's Fees as a Cash Deposit which will increase annually.
4. Non-South African Residents will need to make a full payment of One Month's Fees as a Foreigner Deposit which will increase annually.
5. Failure to pay fees on time places considerable and unnecessary burden on the school. We are placed under financial pressure as our ability to meet our own financial obligations is compromised.
6. Fees include Breakfast, Lunch and afternoon Snacks & Drinks.
7. There are two fee structure: Full Day and Half Day, please indicate which one you require.

School Fee Structure	FULL DAY	HALF DAY
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8. Fees are payable in advance, either annually or monthly.
9. Annual payments will receive a 10% discount on fees if received by the end of December or 7% if received by the 1st day of January in the new Academic Year.
10. Monthly payments MUST be made by the 7th of every month.
11. After the 7th of the month and fees are still outstanding an additional LATE PAYMENT FEE of R150-00 will be added to your account.
12. Failure to make full payment of the outstanding fees and penalties will result in the pupil concerned being suspended and will not be permitted to return to school until the full outstanding amount is settled.
13. Any school fees and penalties outstanding as at the 1st of December will result in the report and transfer documents being withheld until the total outstanding has been settled, the school may also terminate the learners enrolment for the following year.
14. On late collection of your Learner, a PENALTY FEE of R50.00 for every 15 minutes will be charged per Learner. This fine will need to be paid directly to the Manager on Duty when the Learner is collected. Please note that this is a Penalty fee and does not form part of the School Fees.
15. This is a legal and binding contract between us, the parents, and Heatherlands Pre-Primary. The school shall be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees. In the event of action instituted the parent's consent to the Magistrate's Court jurisdiction.

PART 7: Policy regarding Compulsory School Uniform

1. Learners of Heatherlands Pre-Primary will not wear uniform. Parents are to provide an extra set of clothing for the Learner each day.
2. Each item belonging to the Learner has to be clearly marked.
3. By enrolling our Learner at Heatherlands Pre-Primary we agree that this Policy will form part of the agreement between us, the parents & the school.

DATED AT _____ in this _____ day of _____, 20_____.

Signature of Father

Signature of Mother