



Kandies Kids

Full Day/ Half Day enrolment

Attach
Childs photo
here

THE CHILD:

Name: _____

Surname: _____

Gender: _____ Date of birth: _____

Home Address: _____

Date of admission: _____

Emergency contact name /other than parent: _____ Tel no: _____

Name of doctor: _____ Contact No: _____

Medical Aid Yes No Medical Aid: _____ Membership number: _____

Does your child suffer from any allergies or dietary requirements: Yes No If yes, please specify:

Any other health problems: _____

Has your child ever been for a school related assessment Yes No If yes, please supply a copy of report.

Has your child had previous siblings or family members at Kandies Kids/Cribs in the past: Yes No

If yes, please provide name and relation _____

Parent's marital status: Single Married Separated Divorced Widowed

FATHER/GUARDIAN:

Full name: _____

Occupation: _____

Business address: _____

Tel no.: _____ Cell: _____

Email address: _____

MOTHER/GUARDIAN:

Full name: _____

Occupation: _____

Business address: _____

Tel no: _____ Cell: _____

Email address: _____

Indemnities

1. I hereby give my full consent to the designated staff members of Kandies Kids Learn and Play Centre to administer to my child, (*Childs name*) medication supplied by myself or the medication that is kept at the school (Panado), that the staff may deem necessary in the event of an emergency.
2. In the case of an emergency and should the person in charge be unable to contact the doctor stated in the enrolment form, I agree to the person in charge using her discretion to contact any other doctor. I agree to hold Kandies Kids Learn and Play Centre indemnified against any claims that might arise as a result of this action on the part of the person in charge.
3. I, the undersigned, do hereby request the staff of Kandies Kids, to act in my place (in loco parentis) for the said child in respects while he/she is in their care and do hereby indemnify them against any claim or claims arising out of any harm or claim which may be caused to the person or property of the said child.
4. Please note that no child will be admitted into Kandies Kids Learn and Play Centre if the child has come into contact with any infectious diseases. The child must stay at home until the end of the incubation period and a Doctors certificate must be provided stating that the child is no longer infectious/contagious and is well enough to return to school.
5. All information regarding your child's health must be brought to the attention of the person in charge on enrolment and during your child's stay with us. It must be noted that if any information is withheld that may prove hazardous to the health of any other child enrolled at Kandies Kids Learn and Play Centre, your child will be expelled without any refund.
6. In the interest of your child, it must be noted that any change in health such as Diarrhoea, Vomiting, Lethargy, High Temperatures etc. must be brought to the attention of the person in charge, on the morning of the day the symptoms are first noted, so the child can be put under observation and can be monitored throughout the day. All medication MUST be recorded at the back of the child's notebook and signed for please.
7. All fees are payable in advance each month and your child's place is booked monthly in advance. Please note that Kandies Kids Learn and Play Centre has 2 annual increases, one in *March* and the other small increase in *September*. It is necessary for the parents to note that a full calendar month written notice must be given in writing, to the office if you wish to terminate your child's stay with us. If written notice is not given, the parents are liable for the Full month's fees in lieu of notice. Please note that under no circumstances will we accept notice in November or December as it is not possible to fill your child's placement so late in the year.
8. It is essential that your child's clothing is clearly marked to ensure that we can keep track of everything. We cannot be held responsible for clothing that is not clearly marked. There is a clothing stamp available from the school shop – Please enquire at the office.
9. Kandies Kids Learn and Play Centre is not closed during the normal/government school holidays but remains open. (Except the July Holidays - we close at 12.30pm for the first 2 weeks of the holidays). We will however close during the Christmas and New Year period for +-15 working days. The exact dates of closure will be advised each year via newsletter.

I have read and understood the following rules and regulations of the school:

.....
Date

.....
Signature of Parent/Guardian

Fee structure

Babies	From 07h00 to 17h00
Half Day	From 07h00 to 12h30 (2-3s – Gr R)
Full Day	From 07h00 to 17h00

1. School Fee Policy

- Fees are payable in advance by the 3rd of every month - A 10% late payment fee will be charged for every week that fees are paid late.
- I understand that non-payment of school fees automatically gives the school the right to terminate/ suspend the child's access to the school until such time that the arrears fees are paid in full and I acknowledge and understand that I will be liable for full payment of the school fees for the full period that the child's enrolment was terminated/ suspended.
- Please note that under no circumstances will your child be allowed to partake in any extra mural activity until school fees are settled. School fees are a first priority.

..... (Please initial)

2. I agree to pay the fees of R..... per month by the 3rd of every month. I also agree to the condition that a month's written notice must be given before my child leaves Kandies Kids Learn and Play Centre, or a full months fee will be payable by me, in lieu of notice. Please note that under no circumstances will we accept notice in November or December

..... (Please initial)

3. Fees are due as usual during a child's absence owing to illness or if away on holiday including the full months of December/January period when Kandies Kids Learn and Play Centre will close. The dates will be advised via newsletter.

..... (Please initial)

4. Please ensure a copy of the below is attached

- A passport size photo of the child is attached to the enrolment form
- A copy of the child's birth certificate
- A copy of both parents ID
- A copy of the child's immunisation card – This must be up to date
- A R750 non-refundable registration fee is payable in advance in order to secure your child's placement – this registration fee includes a Kandies Kids School Bag and a Kandies Kids T-Shirt, which will be issued in the first week of school opening.

Please don't...

1. Send chewing gum, toys, sweets or any junk food (Mondays-Thursdays as Fridays are reserved for treats and Baker Baker).
2. Put medicine in your child's school bag - It needs to be handed to a member of staff with the instructions filled on the medicine list at the back of your child's notebook and signed for.
3. Allow children who are sick or suffering from any infectious conditions come to the centre. They are to remain at home until they are no longer infectious/contagious and are well enough to return to school. In cases of absence, will parents please notify us of the reason as soon as possible so that we are aware.

I hereby apply for the admissions of the above child and agree to abide by the Guidelines and Regulations of Kandies Kids Learn and Play Centre, a copy of which I have received, read, understood and accept without reserve.

.....
Date

.....
Parent/Guardian Signature

.....
Witness signature

Parent ID number

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