



Enrolment Form

SPECIFY SERVICE REQUIRED						
0-2	2-3	4-6	Full day	Half day	Aftercare	Admission date: _____
						Fee: _____

DROP OFF AND PICK UP TIMES
Arrive _____
Leave _____
CONTACT PARENT and MOBILE NUMBER
Contact parent: _____
Mobile: _____
Collecting parent, if different from above. Please provide an identity document: _____
Mobile: _____

HAYFORD DAYCARE 0-2 years 39 Louis Botha Avenue BANKING DETAILS Hayford Kids First National Bank Cheque Account no: 626 2446 1878 Code: 250 655 Reference: Child's name and surname
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HAYFORD SCHOOL 3-6 years 48 Barry Hertzog Drive. Tel: 072 560-7491 BANKING DETAILS Hayford Holdings (Pty) Ltd First National Bank Cheque Account no: 623 8354 2224 Code: 250 655 Reference: Child's name and surname
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Where did you hear about Hayford Kids?

ENROLMENT FORM

SECTION A - CHILD'S DETAILS

Name and Surname: _____ Preferred Name or Nick Name: _____

Gender: _____ Date of Birth: _____ Age: _____

Home Language: _____ Preferred Language: _____

Known Allergies: _____

Any Special dietary requirements: _____

Other instruction or requests: _____

Initial

General Practitioner: _____ Telephone No: _____

Address of Practitioner: _____

Medical Aid: _____ Membership No: _____

Contact no. for Authorization: _____

Does your child have any current illness? _____

Has your child received the required Immunizations? _____

Please provide any other medical information that you believe we should know about to enable us to better understand your child or his or her needs: _____

SECTION B – EMERGENCIES

In case of a medical emergency involving (child’s name) _____,

I, _____, hereby give permission for the SCHOOL to utilize the closest emergency facility (depending on the emergency: general practitioner: Dr. Marlon McKay and hospital: FLORA CLINIC).

Next of kin: _____ number _____

SECTION C - FINANCIAL AGREEMENT

	0-2	3-6	Aftercare
Full Day	R2100	R2280	R820
Half Day (6 hours)	R1650	R1750	
Non-Refundable Enrolment Fee	R 680	R 880	R480

Fees are payable by the end of each month. Fees are payable in full for December and January.

SECTION D - PARENT’S DETAILS

Father/Step-father/Legal Guardian (Please circle which one applies)

Name: _____ Identity Number: _____

Home Telephone no: _____ Cell no: _____

Home Address: _____

Employer: _____ Occupation: _____

Employer Address: _____

E-mail Address: _____ Employer Tel no: _____

Mother/Step-mother/Legal Guardian (Please circle which one applies)

Name: _____ Identity Number: _____

Home Telephone no: _____ Cell no: _____

Initial

Home Address: _____

Employer: _____ Occupation: _____

Employer Address: _____

E-mail Address: _____ Employer Tel no: _____

To whom must statements be sent: _____

Next of Kin

Name and surname: _____ Relationship: _____

Mobile no: _____ Alternate Telephone no: _____

SECTION E – ACCEPTANCE

You accept the provisions of this Agreement. You declare that all information is true and correct.

Signature of Father/Step-father/Legal Guardian **Date**

Signature of Mother/Step-mother/Legal Guardian **Date**

SECTION F - TERMS AND CONDITIONS

We, our, us refers to the SCHOOL, Hayford Kids, Hayford Holdings (Pty) Ltd or the Proprietor.

You, your, refers to the Parent or Guardian or person authorized by the Parent or Guardian.

Agreement refers to the Enrolment Form, Terms, Conditions and Regulations.

1. The SCHOOL reserves the right to:

- 1.1. Transport the child to a doctor or hospital, or call for medical assistance in cases of emergency without prior notice to you in cases where it is not practically possible.
- 1.2. Refuse a child admittance if at the discretion of the SCHOOL, the child is sick or presents with another condition and poses a risk either to himself / herself, or other children.
- 1.3. Refuse permission to other people to fetch the child in the absence of prior notice from you or without proof of identity.
- 1.4. Refuse a child admittance if fees are in arrears or consistently paid late.
- 1.5. Terminate this Agreement on reasonable notice, with or without cause. In exceptional cases, the School may provide a shorter period of notice in writing, terminating this Agreement.
- 1.6. Terminate this Agreement in writing should fees not be paid by the due date or fees are paid late continuously over a period of more than 3 months consecutive or otherwise.
- 1.7. Terminate this Agreement for breach.

2. The SCHOOL does not accept liability for:

- 2.1. Any medical expenses incurred as a result of having to call an ambulance, take a child to hospital or general practitioner in the case of an emergency. You accept responsibility for any such expenses and your account will be charged accordingly;

Initial

- 2.2. The spread of childhood diseases, infections or head lice;
- 2.3. Any action causing loss or damage caused by a third party;
- 2.4. Any incident that may occur if the child is dropped off outside the SCHOOL gate;
- 2.5. Transport of the child;
- 2.6. Loss, of or damage to personal possessions or property.

3. Parents/Guardians are jointly and separately liable for:

- 3.1. Payment of the fees by the due date; A late payment fee of R70;
- 3.2. Full payment of fees when the child is absent, due to holiday, illness or other reasons;
- 3.3. Full payment of an interest levy of 2% plus prime per month on all arrears;
- 3.4. Full payment of penalties and costs incurred when children are collected after closing time.
- 3.5. Updating any contact details that have changed;
- 3.6. All legal costs, including attorney and own client costs, as incurred by the breach of this Agreement;
- 3.7. Reregistration fees determined and communicated at the end of the year.
- 3.8. Concert-related expense such as costumes for children; and
- 3.9. A special levy. From time to time, the School has to replenish outdoor toys such as scooters or indoor resources such as puzzles and books. To do this, the School may raise a special levy payable by parents. You will be notified a month in advance and the amount due will be added to your statement at the end of the month.

4. Privacy

- 4.1. The privacy of your information as well as that of your child, is extremely important to us. We recognize your right to maintain that information as private and we are committed to ensuring that all information shared with us, for the purpose of this Agreement, shall be kept secret save for access by Staff or other necessary third parties in situations warranting the disclosure of that information, for example medical emergencies.
- 4.2. We receive photographs of your child for the purpose of their files and they are posted on the bulletin board. This is for easy identification and getting to know your child. Photographs are also taken annually by external photographer. You will be notified of this.
- 4.3. Parents often take photos of their kids at School, especially on the first day of School, parties, concerts and other events. This may include your child in the photo. These photos are often posted on Facebook and other social media by those parents.

5. Early withdrawal

- 5.1. If your child cannot attend School for an extended period due to illness or other reason, fees may be suspended until your child returns to School. Any fees already paid shall not be subject to a refund.
- 5.2. If you decide for whatever reason, to terminate this contract within the first month, you shall not be entitled to a refund of the first month's fee.
- 5.3. In the event of you paying fees in advance, subject to 5.1 and 5.2, the School will refund fees not utilized further subject to proper notice having being served.

6. Breach and Termination

- 6.1. You must provide one calendar month's notice in writing to terminate this Agreement, subject to 6.2.

- 6.2. Unless your child is leaving the School to go to grade 1 or R, two calendar months' notice is required to terminate this Agreement in November and December.
- 6.3. Should you fail to comply with the provisions of this Agreement, the SCHOOL may:
- (i) refuse admittance to your child; and/or
 - (ii) terminate this Agreement without further notice.
- 6.4. You consent to the jurisdiction of the Roodepoort Magistrate's Court.

7. Variation

- 7.1. The provisions of this Agreement may change from time to time. The version posted on our website www.hayford.co.za for the current year will constitute a variation of this Agreement and will be the terms governing our relationship.
- 7.2. No failure or delay on the part of the School, in exercising any right, power or privilege hereunder will operate as a waiver thereof

8. Indemnification

- 8.1. You are required to sign and return an indemnity form when children go on an outing. Failure to do so will result in your child being refused admittance to the School that day as there may not be staff available to supervise your child.
- 8.2. You waive any action that you, in your capacity or on your child's behalf, may have against the SCHOOL, Staff and or proprietor arising from whatever cause.
- 8.3. You indemnify and hold harmless the SCHOOL, Staff and proprietor against any claims, damage, loss and costs arising out of or pursuant to this Agreement.

SECTION G – REGULATIONS

1. Operating Hours

- a. The SCHOOL'S hours are 06h00 to 18h00. If you are fetching your child later than closing time, it means that the SCHOOL has to pay a Staff member overtime to supervise your child. This could result in such Staff member having to take alternate forms of transport. Accordingly, a late collection fee will be charged.

2. Bringing your child and fetching your child

- a. The SCHOOL will only release your child to you or to a person authorized by you. Proper identification is required and you are required to call ahead of time to notify the SCHOOL that someone other than yourself will be collecting your child.
- b. Staff are not allowed to transport any child between home and school.

3. Health Policy

- a. In the case of a minor accident, the SCHOOL will administer first aid, complete the register and inform you by making a note in the child's communication book.
- b. In the case of serious accidents, the SCHOOL will administer first aid, if necessary, but will in any event call for an ambulance or transport the child to the nearest general practitioner or Emergency Centre, depending on the circumstances. You will be contacted immediately.
- c. For the protection of all the children at the SCHOOL, a child with a communicable disease or displaying symptoms such as vomiting, diarrhea, pink eye, measles, chicken pox or mouth-hand-foot, should not be brought to SCHOOL until the child is symptom free for at least 48 hours.
- d. The SCHOOL must be notified immediately if a child contracts or has been in contact with a communicable disease. If a communicable disease has been diagnosed at the SCHOOL, disinfection is required and the SCHOOL may have to close for a few days.
- e. You are responsible for the immunization of your child.
- f. Medication must be clearly marked and the administration form must be completed.

Initial

4. Disposables and Stationery

- a. The SCHOOL has mattresses that are washed regularly. If you prefer, you can buy your own mattress; this will be returned to you when your child leaves the SCHOOL.
- b. You are required to supply the following basic items (more details will be provided on registration):
 - i. Babies: formula, nappies, bum cream, etc.
 - ii. Potty Trainers: As above and include underwear and 3 sets of clothing.
 - iii. Ages 2-6: pritt, glue and old t-shirt for art. Please replenish used items regularly.
 - iv. All ages: sunblock, hat, extra clothing, including socks and underwear, a blanket, wet wipes and tissues.

5. Meals

- a. The SCHOOL provides breakfast, a hot lunch and an afternoon snack (from about 12 months).
- b. You are required to supply your child with a morning snack. This can consist of a yogurt, 100% fruit juice and fruit or other suitable snack if your child is lactose intolerant. Please do not include any sweets, biscuits, crisp, chocolates or cake. Suitable biscuits or flings are allowed for babies.
- c. The menu is available on request. It will vary according to the season and incorporates all food groups: protein, carbohydrates, dairy and vegetables.
- d. Please indicate whether your child has any allergies to food. You may be required to provide meals for your child to accommodate such needs or other dietary requirements.
- e. Breakfast is served between 8h00 and 08h30. If you arrive late, we will still provide your child with breakfast, if they have not yet eaten.

6. Birthdays

- a. We make a big deal of birthdays. You can send party packs for the children. Please enquire from the teacher how many children to cater for. This is not an obligation.
- b. We request that you observe the following requirements for party packs: All items must be in its original packaging. Please include brands that are familiar with parents in terms of nutritional information. Examples: jumpin jack popcorn, mini cheddars, flings, nik naks, mini oreo biscuit packs, fizzers, fizz pops, mini chocolates, smarties, etc. small 100% fruit juice. No toys please.
- c. If you are having a party for your child and wish to invite the children in his or her class we kindly request that you extend the invitation to all children in that class. Should you wish to be selective, we request that you hand out invitations outside of SCHOOL hours.

7. Extra mural activities and excursions

A minimum of 6 children are required to book any activity as these are provided by external service providers. All fees are, unless otherwise advised, payable directly to the service providers. Advance notice will be provided for excursions including, costs and any special instructions/requirements.

8. Personal Belongings

- a. Mark all personal belongings with your child's name including disposable items.
- b. Children may not bring personal items to school (cds, toys, etc.); they cause conflict amongst the other children.
- c. The School is not responsible to take care of these personal belongings and cannot be held responsible for loss or damage thereof.

9. Complaints

Please feel free to make an appointment with management should you wish to discuss any concerns. While we encourage communication by email, we prefer to discuss any serious concerns during a meeting.

END

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