

EDU BUDDIES PRE PRIMARY SCHOOL AND CRECHE

Registration Details

Learner Details ***NB-Please attach a copy of the learners Birth Certificate.***

Surname: _____ Full Names: _____ Grade: _____

Nick Name: _____ Sex: _____ Date of Birth: _____ ID
No: _____

Home Language: _____ SA Citizen: Yes / No

Religious Denomination: _____ Brothers or Sisters in School:

Medical Information

Medical Scheme: _____ Medical No: _____ Family Doctor: _____ Tel
No: _____

Allergies: _____ May we call an ambulance should your child be injured? Yes /
No

Parent / Guardian 1

Parent / Guardian 2

Relationship: _____
Relationship: _____

Marital Status: _____
Status: _____

Marital

Title: Mr. / Mrs. / Miss / Doctor
Name: _____

Title: Mr. / Mrs. / Miss / Doctor
Name: _____

Surname: _____

Surname: _____

ID No: _____

ID No: _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Home Tel: _____ Work: _____

Home Tel: _____ Work: _____

Cell: _____ Other: _____

Cell: _____ Other: _____

E-Mail: _____

E-Mail: _____

Street Address: _____

Street Address: _____

Postal Address: _____

Postal Address: _____

For office use only

Admin No: _____ Date of admission: _____
Class: _____

Registration Fee: _____ Date: _____

Receipt no: _____

School Fees: _____ Date: _____

Receipt no: _____

Uniform: _____ Date: _____

Receipt no: _____

Stationery: _____ Date: _____

Receipt no: _____

Indemnity and Conditions of Acceptance

I, the undersigned..... (full names of Parent/ Guardian)

being the parent/legal guardian of the child indicated on the registration form ("the minor") hereby agree and undertake that:

1. I authorize Edu Buddies to act in *loco parentis* in respect of the minor for the duration of him/her attending the school and, in event of any unforeseen circumstances arising until such time as I may again take over responsibility for the minor.
2. I authorize Edu Buddies, at its discretion, to take any decision that, in its opinion, a reasonable parent would have taken or would have to take in relation to the safety and well being of the minor and accept personal liability for all expenses and costs arising out of such actions, including medical expenses and the cost of medicines.
3. I indemnify Edu Buddies against any and all losses, damages and injury including all consequential losses and damages, to and in respect of the minor or any other parties and to in respect of any property of the minor or any other parties or in the possession of the minor or any other parties arising out of the actions of Edu Buddies during and in any way related to the school and accept full liability in the place and stead of Edu Buddies, for any and such loss, damage and injury and consequential losses and damages.
4. I indemnify Edu Buddies against any claim whatsoever either by myself or by the minor or on behalf of the minor arising out of any injury suffered by the minor anywhere during any school activity or any activity related to or organized by the school. This indemnity extends also to any stage or activity or place when the minor is transported either by the school itself or by an independent contractor for sport, recreation, education or any other purpose.
5. This indemnity extends to all members and employees of Edu Buddies and all contractors employed by Edu Buddies in the same manner as that in which it extends to Edu Buddies.
6. I will be responsible for the safety and general well being of the minor after school hours and outside the schoolyard.
7. By agreed contract between the parent and the school, fees may be paid monthly, quarterly, half-yearly or annually in advance. School fees are subject to change should the need arise.
8. All fees are payable in advance and must be paid within seven days of the due date.
9. All dates for fees must be strictly adhered to. Any failure to observe this condition for payment will be a breach of contract. In the event of such a breach of contract, the minor's registration with the school will be immediately terminated and the minor must be withdrawn from school immediately.

10. The parent/guardian shall be required to give two calendar month's notice in writing before withdrawing the minor from the school. If the parents/guardian fails to give such notice, he/she shall nonetheless be liable for payment in full of fees for the month in question. Whether the minor attends or not.
11. The parent shall not be entitled to any rebate of fees, if the minor is absent for any portion of any term owing to any cause whatsoever.
12. The school reserves the right to charge interest on overdue accounts at a prime overdraft rate per month.
13. The school shall be entitled to instruct its attorneys to attend to the collection of any overdue accounts, and the parent shall be liable for payment of all costs so incurred on the scale as between the attorney and client.
14. The parent/guardian shall accept the decision of the school in all matters relating to school organization and discipline and such decisions will be final.

Signed at..... on this..... Day
of.....year.....

Parent/Guardian Signature.....
Witness.....

Non Payment of School Fees

Parents / Guardians are requested to sign and return this document together with the application form.

Definition

Non-Payment occurs when a parent fails to pay school fees according to the written agreement/contract between the school and the parent.

Guiding Principles

Learners may not suffer any prejudice as a consequence of his/her parents' non-payment of school fees.

A learner will not be sent home to go and fetch school fees.

Parents will be allowed enough time to find another school for their child should they not be able to pay school fees.

Procedure

Parents receive a statement of his/her school fees account on a regular/monthly basis.

Should non payment occur the following steps will be taken:

1. Parents are informed in writing (on the statement) and asked to settle immediately. (Month 1)

2. Parents are phoned/letter sent and requested to pay arrear fees or, if their financial situation does not allow them to keep their child at our school, to please find another school for the child. (This letter may even be set up by the school's attorney.) Learners are asked by the principal to motivate their parents to pay arrear fees. This is done individually and not in front of other learners and educators. (Month 2)

3. Parents are now informed in writing to find another school for the child. (Month 3). Should the learner return to school without paying arrears, parents will be contacted to come and fetch the child.

4. Parents are informed that the learner will be de-registered from the school and legal action will be taken against the parents.

5. The learner will only be allowed to return, once the account has been settled in full.

I.....ID
No.....

parent / guardian
of.....
take note of and accept the conditions set out above.

Signed at..... this day of
.....

Signature.....
Witness.....
Parent / Guardian