

CHILD'S NAME: \_\_\_\_\_



OXFORD  
pre-school  
learning through play

## Enrolment Form

15 OXFORD ROAD, MORNINGSIDE

TEL: 031-303-7829      MOBILE: 082 4438489

INFO@OXFORDPRE-SCHOOL.CO.ZA

MARGIE CHRISTIE – SOLE PROPRIETOR

## Personal Details

### LEARNER DETAILS

First Names: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Surname: \_\_\_\_\_

Nationality: \_\_\_\_\_

Known As: \_\_\_\_\_

Home Language: \_\_\_\_\_

Gender: \_\_\_\_\_

Religion: \_\_\_\_\_

Current Learning Facility: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Please state the date you would like the Learner to start attending: \_\_\_\_\_

#### [PARENTS DETAILS](#)

##### **FATHER/GUARDIAN**

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID/Passport no: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Work No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

##### **MOTHER/GUARDIAN**

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID/Passport no: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Work No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

#### [FAMILY DETAILS](#)

Siblings Names and Ages: \_\_\_\_\_

##### **MARITAL STATUS OF PARENTS**

Married: \_\_\_\_\_ Divorced: \_\_\_\_\_ Separated: \_\_\_\_\_ Single: \_\_\_\_\_ Re-Married: \_\_\_\_\_ Deceased: Mom/Dad

Child lives with: Mother: \_\_\_\_\_ Father: \_\_\_\_\_ Both: \_\_\_\_\_ Other: \_\_\_\_\_

##### **OTHER PERSONS AUTHORISED TO COLLECT CHILD FROM SCHOOL**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Person **NOT** authorized to collect child from school:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**RELIABLE PERSON NOT LIVING WITH YOU, IN CASE OF EMERGENCY**

Name & Address: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Work No.: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**NEXT OF KIN**

Name & Address: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Work No.: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

I, \_\_\_\_\_, confirm that I am duly authorised to furnish the relevant personal information from the above listed reliable person not living with me (in case of emergency) to Oxford Pre-School.

I hereby grant my consent that the personal information hereby provided by myself (the parent/guardian) may be used and processed as is necessary to carry out actions and functions for the conclusion or performance of the agreement entered between myself and Oxford Pre-School.

Although every possible precaution for the safety and welfare of the child will be taken, should any injury occur, no responsibility can be accepted.

By affixing my signature hereto, I/we declare that the information I/we have provided on this registration form is correct and current and indemnify Oxford Pre-School against any harm or damages incurred as a result of me/us providing inaccurate or incorrect information. I/we furthermore declare that I/we have read and fully understand the terms of the attached agreement and indemnity.

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**MEDICAL INFORMATION**

Medical Aid: \_\_\_\_\_

Membership No.: \_\_\_\_\_

Main Member: \_\_\_\_\_

ID No.: \_\_\_\_\_

Family Doctor Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Doctor Address: \_\_\_\_\_

Medication to be administered in an emergency for pain or fever: \_\_\_\_\_

Does your child have any medical problems including (but not limited to) allergies, asthma, epileptic fits, etc.

Are there any food or beverages your child should avoid? \_\_\_\_\_

Has your child had any operations? \_\_\_\_\_

Has your child been in any serious accident or encountered any traumatic situation? \_\_\_\_\_

Is your child on any chronic medication? \_\_\_\_\_

Is your child generally healthy? \_\_\_\_\_ Does your child have a healthy appetite? \_\_\_\_\_

Is your child potty trained? \_\_\_\_\_

Does your child have any habits that concern you? \_\_\_\_\_

## Financial Agreement

### 1. REGISTRATION FEE

This enrolment is subject to the payment of a non-refundable registration fee of R400.00 payable in cash or into the bank account of Oxford Pre-School as set out in clause 4 hereunder. Please use your child's name as a reference when paying.

### 2. ENROLMENT OPTIONS

Please indicate the enrolment option for your child below by ticking the correct box below

|          |                |       |                          |
|----------|----------------|-------|--------------------------|
| Full Day | 07h00 to 1700  | R3550 | <input type="checkbox"/> |
| Half Day | 07h00 to 12h00 | R3200 | <input type="checkbox"/> |

### 3. PERSON RESPONSIBLE FOR PAYMENT

First Name \_\_\_\_\_  
ID Number \_\_\_\_\_

Surname \_\_\_\_\_

### 4. PAYMENT METHOD

School fees can be paid in cash at the school, at a Standard bank ATM or via Electronic Funds Transfer.

### 5. BANKING DETAILS

Account name: Oxford Pre-School  
Bank: Standard Bank  
Account no.: 10146303804  
Reference: Child's Name

### 6. PAYMENT DUE DATE

Fees are payable on or before the 1st of each month in advance of the month ahead. Fees are due for 12 months of the year, from January to December (you must still pay full fees for December and January).

### 7. DECEMBER FEES

Oxford Pre-School is operational until the specified date of closure for the December holidays in the yearly planner. **This means that school fees are still due at the beginning of December.** The full fee will be **due irrespective of early closure of the facility for the December holidays.** If registration fees are not paid, we have no alternative but to consider your spot to be vacant. You will run the risk of your childcare spot being filled by another family on our waiting list.

### 8. OVERDUE/ARREARS/NON-PAYMENT

A late penalty fee will be added to all overdue accounts by the 5<sup>th</sup> of the month following the due date. A minimum penalty fee of R100 will be added to the invoice generated for the new month. **In the event of default payment by the second month, a childcare suspension letter will be issued, or a verbal WhatsApp will be sent by Margie and services will automatically be suspended until full payment**

**has been received.** Oxford Pre-School reserves the right to employ the services of an external agency for collection of overdue fees, the cost of which will be billed to you as the account holder.

## 9. ABSENTEE POLICY

**Monthly school fees in full are payable even if your child is absent for any reason.**

## 10. TERMINATION

1 (one) calendar months' notice in writing is required for termination of this agreement and your child's attendance at Oxford Pre-School. Alternatively, 1 (one) month's fee can be paid in lieu of the notice period; notice is still required in writing. All outstanding tuition fees must be settled prior to termination of this agreement.

## 11. FEE INCREASES

Fees may be subject to an annual increase at a reasonable rate. At least 2 (two) months' notice will be given in respect of such notice.

## 12. DECLARATION

I, \_\_\_\_\_ and \_\_\_\_\_ the parents / guardians of \_\_\_\_\_ hereby

12.1 Accept that the monthly fee of R\_\_\_\_\_, as selected in clause 2 of this Financial Agreement, is **payable no later than the 1<sup>st</sup> day of each month;** and

12.2 I acknowledge and agree that all signing parties to this agreement will be held jointly and severally liable in respect of payment of any amount due and payable to Oxford Pre-School; and

12.3 I know that overdue accounts will be handed over to an external party for collection, the cost of which will be billed to me/us as the account holder/s

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Father/Legal  
Guardian

\_\_\_\_\_  
Signature of Mother/Legal  
Guardian

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
ID Number

## Indemnity

I, the undersigned, \_\_\_\_\_

Address, \_\_\_\_\_

the father/mother/guardian of/or duly authorised custodian and representative of the guardian of the minor

Do hereby fully understand and accept that Oxford Pre-School and all its employees or assistants will care for my child to the best of their ability and take the necessary diligence and care to ensure my child's safety. Oxford Pre-School and all its employees or assistants will not accept liability for any claims arising while my child is on the property of Oxford Pre-School or as a result of taking part in extra-mural activities where such accident/injury/illness or any damages are caused due to the negligence of my child and/or as a result of my

child failing or refusing to abide by any safety regulations and instructions given by Oxford Pre-School and/or its employees or assistants or where such accident/injury/illness was not as a result of the gross negligence or recklessness of Oxford Pre-School and/or its employees or assistants or where such accident/injury/illness could not reasonably have been foreseen.

In the event of my child being injured, I hereby authorise Oxford Pre-School to procure such medical services as may in their/its absolute discretion be deemed necessary. **I undertake to indemnify Oxford Pre-School and its staff against all medical costs occasioned thereby.**

I further understand and acknowledge that in the event of Oxford Pre-School transporting my child for any outings Oxford Pre-School will exercise the necessary diligence and care and take all reasonable precautions for the safety and welfare of my child and will not be liable for any claim for damages, loss, injury, and/or illness of any nature which may be suffered by my child whilst participating in any such activity as well as my child's conveyance to and from such activities and/or the damage, loss or destruction of any property belonging to me or my child where such damage, loss, injury and/or illness is not as a result of the school's recklessness or negligence and where such injury or harm could not reasonably have been foreseen by the school or its employees or assistants.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Father/Legal  
Guardian

\_\_\_\_\_  
Signature of Mother/Legal  
Guardian

\_\_\_\_\_  
Signature of Witness

## Photo Waiver

Oxford Pre-School posts regular photos on our website and Facebook page showing the variety of activities that we do with the children. While this is a wonderful way for parents to keep updated and have a sneak peek into your child's time at the school, we do need your permission to do so.

Please indicate if you give permission for us to use photos of your child on our website and Facebook page by selecting the correct option:

I, \_\_\_\_\_, parent / guardian of \_\_\_\_\_, hereby

**give / do not** give permission for Oxford Pre-School to use photos of my child on the school's website and Facebook page.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and Conditions

### 1. TERMS AND CONDITIONS OF ENROLMENT

I (full name) \_\_\_\_\_ and  
7 Initial

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the parents(s)/legal guardian(s) of (Child's full name)

\_\_\_\_\_ hereby apply for the enrolment of my child at Oxford Pre-School. We understand that the enrolment is subject to the terms and conditions contained herein.

## 2. SCHOOL HOURS AND ATTENDANCE

- 2.1. **The school is open from 07h00 to 17h00 from Monday to Friday excluding Public Holidays** and we are closed for a period of 3 weeks in December, maybe 4 weeks depending. (dates will be communicated closer to the time).
- 2.2. If a Public Holiday falls on a Tuesday, Oxford Pre-School reserves the right to close on the preceding Monday; If a Public Holiday falls on a Thursday, Oxford Pre-School reserves the right to close on the proceeding Friday.
- 2.3. Parents are to please notify the school by 8h00 if their child is unable to attend for any reason or is going to arrive after 8h00.
- 2.4. Parents must notify the school if the child is going away for more than a week at least 1 (one) week in advance.
- 2.5. Breakfast is served from 8am to 8:20am, children arriving after 8:30am will not be served breakfast. We would like to serve any children desiring breakfast; however, children who are late for breakfast will be expected to start school with all the other children instead of eating late.
- 2.6. It is important that you have your child at school at the latest by 8am to ensure they are part of the daily routine and that they do not miss out on their lessons. Children thrive on routine; it gives them comfort and makes them feel part of their class and the school as a whole.

## 3. COLLECTION

- 3.1. On enrolment, parents/guardians are to notify the school as to who will be responsible for collecting the child.
- 3.2. Parents are to notify the principal personally if another person will be collecting the child.
- 3.3. It is the responsibility of the parents to ensure that children are dropped off and collected at the facility on time.
- 3.4. **A R100 penalty fee will be charged for every 10 min that you are late collecting your child.**

## 4. HEALTH

- 4.1. Should your child or a member of your family contract a notifiable disease or infectious ailment you must inform the school at the soonest possible moment to enable Oxford Pre-School to inform the other parents/guardians accordingly and thus prevent an outbreak in the school.
- 4.2. **The school reserves the right to refuse entry to any child who the school principal considers to be unwell or suffering from any contagious or infectious illness** until such a time as you can provide the school with a medical certificate from a qualified medical practitioner confirming that the child is no longer unwell or suffering from any such contagious or infectious illness.
- 4.3. Please **DO NOT** bring your child to school when they are ill or with a temperature above 37. Degrees.
- 4.4. Should medicine be administered to your children, please complete the Medication Consent Form stipulating dosages and the time when medication is to be administered. Medication must be in the original container and must be clearly labeled indicating the content, dosage and the name of your child. **No medicine will be administered unless the medicine form is completed by the parent(s)/guardian(s).**
- 4.5. If your child becomes ill during school, we will contact you immediately, if we are unable to contact you, we will contact the alternative person on the enrolment form. The school staff may act in loco parents for the child in case of illness, accident or emergency.
- 4.6. Staff will take such actions as the principal sees fit including hospitalization, whether the parents or next of kin have been informed or not.
- 4.7. Every possible effort will be made to contact the parents or authorized people in an emergency.
- 4.8. In case of emergency, you, as the parents, will be responsible for all expenses incurred.

## 5. CODE OF CONDUCT

The parents(s)/guardian(s) agree to adhere to the school rules and disciplinary code and to ensure that their child(ren) do so as well.

## 6. NOTICES

The Parent(s)/Guardian(s) acknowledge that all notices as referred to in this Enrolment Agreement are to be submitted in writing to Oxford Pre-School including but not limited to notice of cancellation of agreement.

## 7. CANCELLATION OF AGREEMENT

- 7.1. The Parent(s)/Guardian(s) may cancel the agreement on providing Oxford Pre-School with one calendar month's written notice or payment of one month's fees in lieu of notice.
- 7.2. The school may cancel the agreement by giving the parent(s)/guardian(s) 7 days' notice at the discretion of management, should the child interfere with the wellbeing of other students, including, but not limited to consistent anti-social or aggressive behavior.

7.3. Notwithstanding clause 5.2 above at Oxford Pre School reserves the right to cancel this agreement by giving the parents(s)/guardian(s) 7 days' notice of such intention without having to supply reasons for its decision to do so.

#### 8. EXTRA MURALS

A variety of extra-murals are offered including **Ballet, Soccer and creative Cubs, swimming and mini sports.**

These extra-murals are optional and are **not** included in your monthly school fee. Please liaise with the service providers regarding any payment queries.

#### 9. PERSONAL ITEMS

Personal belongings are to be marked with your child's name. This includes but is not limited to items such as clothing, shoes, bags, snack boxes and juice bottles. **Children do not bring any toys to school that don't belong to Oxford pre-school.** Oxford pre-school is not responsible for any broken and lost toys.

**Oxford Pre-School is not responsible for loss or damage to any personal belongings.**

#### 10. DOCUMENTS

The following documents must accompany this enrolment form to deem the enrolment of your child at Oxford Pre-School effective:

**Copy of your Child's Birth Certificate**

**Copy of your Child's Clinic Card**

**Copy of Father's ID or Passport**

**Copy of Mother's ID or Passport**

#### 11. DECLARATION

I/We hereby declare that we have read the entire agreement and understood the contents thereof. I/We understand that by not completing all fields of this document and failure to supply the necessary documentation shall render the enrolment of my/our child at Oxford Pre-School null and void.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Father/Legal  
Guardian

\_\_\_\_\_  
Signature of Mother/Legal  
Guardian

\_\_\_\_\_  
Signature of Witness