

CONDITIONS OF ENROLMENT



Entered into between:

The Unique Playschool

Western Cape Government Social Development Reg.No 13/12/1/1/1 C7565

21 Oryx str. /4 Dexter str. Goedemoed Durbanville

021-9763950 / 021-9758646

And

Name of mother: _____ Id Number: _____

Name of father: _____ Id Number: _____

1. DEFINITIONS:

Except where the context indicates to the contrary, the following apply:-

- "Business day" is as defined in section 2(6) of the CPA.
- "Child" means each and every child enrolled at the school as appears from the properly signed registration form by the parent of the child/children.
- "CPA" the Consumer Protection Act 68 of 2008 including regulations
- "Due date" means close of business on the third business day of each month.
- "Notice period" means 1 Calendar Month
- "Parent" means the legal guardian of the child.
- "Registration form" means the registration completed by the parent for enrolment of the child at the school.
- "School" means The Unique Playschool

2. FIXED TERM FEE STRUCTURE:

2.1 In consideration for the school's undertaking to provide the services contained here in, the parent agrees to pay the fees and related costs as agreed, to the school on or before due date.

2.2 Except where the parties, specifically and in writing, agree to a different arrangement, the fees are payable monthly on or before due date, in advance.

2.3 Fees in arrears are subject to interest at prime rate plus 3% (three percent) per annum.

2.4 The school's fee structure is as follows:

- A. Full day enrolment over a fixed term of 12 months;
- B. Half day fixed term of 12 months
- C. Three quarter day fixed term of 12 Months
- D. 3 x days a week fixed term of 12 Months
- E. 2 x days a week fixed term of 12 Months
- F. Aftercare fixed term of 12 Months
- G. Casual: full day, half day or afternoons only.

	Payment Frequency	(Year) Fee
A. Full Day Care	Annual Fee	R30 000
	Annual fee paid in advance(8% discount)	27600
	Monthly over 12 months (Jan-Des.)	R2 700
B Half day care	Monthly over 12 months	R2300
C. Three Quarter day care	Monthly over 12 months	R2485
D. 3X days a week	Monthly over 12 months	R1835
E. 2x days a weel	Monthly over 12 months	R1350
F. Aftercare	Monthly over 12 months	R1720
G. Casual Rates	Full day – per day	R150
	Half day – per morning	R100
	Half day – per afternoon	R80

3. STRUCTURES A. ENROLMENT – FULL DAY CARE:

3.1 Upon the signing of this contract an amount of R500 becomes due (per family).
Ot consists of a R500 non-refundable registration fee.

3.2 Provided that the child remains eligible for enrolment at the school, the contract automatically renews for a second fixed term unless the Parent cancels the fixed term by giving notice in terms of section 14(1)(aa) or (bb)of the CPA.

3.3 If the parent cancels the contract at any time with 20 days written notice as per section 14(1)(bb) of the CPA, the school is entitled to levy a cancellation penalty equivalent to any outstanding fees for the remainder of that term in accordance with section 14(3)(b)(i) of the CPA.

3.4 Once this contract has been signed and a place allocated to a child, if the place is not taken up within one week of acceptance, the school is entitled to give the parent 20 business days' notice of termination in terms of section 14(1)(c) of the Consumer Protection Act. If the parent fails to take up the allocation within the notice period the school is entitled to retain the registration fee and cancel the registration.

4. STRUCTURE B and C. ENROLMENT – HALF DAY CARE and Three Quarter day

4.1 Afternoon care for children enrolled for half day will be charged from 1.00 – 6.00 pm at a rate of R 10 (per hour).

5. STRUCTURE D. ENROLMENT – SIBLING CASUAL CARE:

5.1 Casual care for siblings of enrolled children will be charged as follows:

5.1.1 Half day 6.30am – 1.00pm: R 100 per day

5.1.2 Full day 6.30am – 6.00pm: R120 Per day

6. ADDITIONAL CHARGES:

6.1 Additional charges during the year

6.1.1 Educational shows at occasion amounts to be confirmed.

6.1.2 Christmas present and party @ R100 per child in November.

6.1.3 Diploma and Christmas photos @ R100 per child in November

6.1.4 Art books sold at concert @ R60 per child in November

6.1.5 Concert and fundraising events

6.2 **Additional fee for after hours care:** Taking care of children after hours is charged at a rate of R10 per every 5 minutes, per child from 18h01 onwards, until time of collection.

7. While fees are due monthly in advance by the 1st of every month, we reserve the right to refuse admission if any part of the fee remains outstanding by due date. **Invoices will only be send out from our admin online system.**

8. Absenteeism for any reason whatsoever does not entitle any parent to any refund.
9. A parent with more than one child at the school is entitled to a R300 deduction from the monthly fee of the second child.
10. Internet Banking is the preferred method of payment for fees. Banking details are as follows:
Bank: Standard Bank
Branch code: 05041
Account Number: 272481947
Account Name: The Unique Playschool

Please use your child's name and surname as the Beneficiary Reference.

11. The school undertakes to care for the child during the following hours:
 - 11.1 Half day: Monday to Friday – 06:30 am to 1:00 pm (13h00)
 - 11.2 Full day: Monday to Thursday – 06:30am to 6.00pm (18h00) **Fridays 17:30**
 - 11.3 ¾ day : Monday to Friday – 06:30am to 02:30 pm (14:30)
12. We will be open throughout the year, including official school holidays with the following exceptions when we will be closed:
 - 12.1 12 to 15 working days over the December/January period.
 - 12.2 All public holidays and long weekends.
 - 12.3 Should the public holiday fall on a Thursday or Tuesday, the school will be closed on the next day, Friday or the preceding day, Monday.
13. Contracts related to A, B, C and D enrolment shall terminate in accordance with Section 14 of the CPA.
14. The Parent shall be entitled to 40 days written notice of increases in fees in terms of section 14(3)(c)(i) and (ii) of the CPA at the end of each 11 month term.
15. If it becomes necessary for the school to institute any legal proceedings to recover any school fees owing to it by the parent, the school shall be entitled to recover from the parent all legal costs incurred by it on the attorney and client scale.
16. The Parent agrees that photographs of the parent's child may be published on the school's website/ Facebook page at the school's discretion provided that the child may not be identified by name or by link.
17. The parent agrees to his/her personal contact details such as cellular phone numbers and email addresses be entered into the school's registry for the purpose of the direct marketing of school functions, fund raising events and donations and that such details be used by the school for that purpose at a time that is convenient to the school. It is further agreed that the school shall NOT be entitled to make these details available to third parties without the parent's express permission.

18. INDEMNITY:

- 18.1 The parties recognize and acknowledge the impetuous and impulsive nature of children. In view of this, all persons in charge of the child at the school have been instructed to take every precaution to the best of his/her ability to ensure the child's safety. However, neither they nor any persons connected to **The Unique Playschool** will accept any liability for any claims arising from any accident or injury to the child due to criminal acts or acts of negligence by outsiders or incidents that fall outside the responsibilities and duties of the acting with due diligence and care and in the course and scope of their duties. Furthermore, the Parent agrees to waive and abandon any claims, which may, at any time, arise as aforesaid, both in the Parent's personal capacity, and in the Parent's capacity as a parent or as guardian of the child, and the Parent expressly indemnifies the supervisor or such authorized person against any claim which may arise or be instituted unless criminal negligence is proven against such supervisor in a court of law.

18.2 The Parent unreservedly accepts full responsibility as a parent to ensure that the child has been properly immunized against whooping cough, diphtheria, tetanus and polio and vaccinated against tuberculosis prior to enrolment proof of which must be furnished by the Parent upon request.

18.3 The Parent agrees that in an emergency requiring medical attention or hospitalization, the supervisor of the group, or, in her absence, any other responsible person connected with it, may give the required permission and sign the necessary consent for the child to be subjected to surgery or other medical treatment, provided that this will be executed on the advice, and under the supervision, of a medical doctor. Furthermore, the Parent accepts responsibility for and agrees to bear all medical costs and expenses in relation to the Parent's child under these circumstances.

18.4 **The Unique Playschool**, it's members, officers, agents, servants and employees accept no liability whatsoever, and without prejudice to the generality of the aforesaid, for any damage (whether consequential or otherwise), or injury to any person being transported from one place to another place by or at the instance of to the generality of the aforesaid, for any damage (whether consequential or otherwise), or injury to any person being transported from one place to another place by or at the instance of **The Unique Playschool** , or any of the persons aforesaid, whether within the normal hours of **The Unique Playschool** 's charge of

18.5 The signatory/ies to this agreement, by his/her signature confirms that he/she accepts that **The Unique Playschool** and the persons aforesaid accept no liability as aforesaid an indemnifies and hold **The Unique Playschool** and the persons aforesaid absolved from any such liability.

We the mother/father/guardian of the child _____ (Name of child), hereby agree to accept and abide by the terms and conditions governing _____ (Name of school), with which we declare ourselves fully acquainted.

This done and signed at _____ (Place) on the ____ Day of _____ (Month) 20____ (Year).

Mother/Guardian

Father/Guardian

School Head

Witness 1

Witness 2

NB! PLEASE INITIAL EACH PAGE OF THE INDEMNITY AND CONTRACT

Health

Send a copy of your child's clinic card to school. Make sure all immunizations are up to date.
To ensure healthy environment sick children, which are contagious must be kept home.

Medication

All medication must be written up in the medication register. Make sure it is marked clearly. For the children's safety no medication may be left in bags and must be put in the medication container.

Food

The school supplies the following: Breakfast 08:00

Morning snack 10:00

Lunch 12:00

Afternoon snack 15:30

Parents have to pack in a lunch box and cool drink for snack time on a FRIDAY (Healthy snacks are preferred)

Clothes

Please send your child to school in clothes that are comfortable and which will not matter if they get a bit wet or dirty. We give children access to paint, play dough, sand and water, all-important ingredients for learning. It may spoil their learning experiences if they are anxious about getting dirty. All personal items must be marked clearly. Please send a sun hat that we can keep at school. Water boots for wintertime. Two sets of extra clothes in bag.

Toys

It is advised that children do not bring their personal toys to school and we will take no responsibility for lost or broken toys.

Discipline

Prevention and positive reinforcement is our main goal, but inappropriate behavior is corrected by only speaking once, counting to 3, quiet time, taking away a privilege and saying sorry. This will always be age appropriate.

Extras

All children need a clearly marked small blanket for naptime. You need to provide us with a plastic bag for dirty or wet clothes. Little one's wearing nappies must have wet wipes and nappies in their bags every day. Each child needs an A4 plastic envelope for artwork and correspondence.

Safety

Please make sure you **close the entrance gate**. Make arrangements with the person on duty if someone else will be picking up your child. School's number: (021) 976-3950. Please put on sunscreen every morning, the sun is very dangerous.

Progress reports

Children are evaluated throughout the year and progress reports will be sent out in June and December. Parents will also have the choice of hearing tests and screenings by a speech therapist from time to time.

Teachers and assistants

There is 1 teacher/caregiver for every age group for the educational morning as well as 1 assistant per class.