



## Enrolment form: Personal information

### Child's Details

|                           |  |
|---------------------------|--|
| Name and Surname of Child |  |
| Date of Birth             |  |
| Age                       |  |
| ID Number                 |  |
| Sex                       |  |
| Race                      |  |
| Previous school attended  |  |
| Enrolment date            |  |

### Mother/Guardian's Details

|                  |  |
|------------------|--|
| Name             |  |
| Surname          |  |
| ID Number        |  |
| Physical Address |  |
| Postal Address   |  |
| Employer         |  |
| Occupation       |  |
| Work Telephone   |  |
| Cell Phone       |  |
| Email Address    |  |



### Father/Guardian's Details

|                  |  |
|------------------|--|
| Name             |  |
| Surname          |  |
| ID Number        |  |
| Physical Address |  |
| Postal Address   |  |
| Employer         |  |
| Occupation       |  |
| Work Telephone   |  |
| Cell Phone       |  |
| Email Address    |  |

### Medical Details

|                        |  |
|------------------------|--|
| Medical Aid            |  |
| Medical Aid Number     |  |
| Principal Member       |  |
| Doctor                 |  |
| Doctor Contact details |  |
| Allergies              |  |

*\*Copy of Medical Aid Card to be annexed hereto*

|   |  |
|---|--|
| <b>Name of Emergency contact 1</b><br><i>(If we can't get hold of parent)</i> |  |
| <b>Cell Phone</b>   |  |
| <b>Name of Emergency contact 2</b><br><i>(If we can't get hold of parent)</i> |  |
| <b>Cell Phone</b>   |  |

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Father/Guardian



# Kidz Inc. Financial Contract

## Information of person/s responsible for the account.

Name and Surname: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Details:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Names of children enrolled at Kidz Inc.: \_\_\_\_\_

## Please circle which payment option you are choosing for your child: (2025 Fees)

| SECTION – FEES<br>(paid in advance)    | FIRST CHILD                         |                      | SECOND CHILD<br>20% Discount |                      |
|--|-------------------------------------|----------------------|------------------------------|----------------------|
| <b>ONCE OFF ENROLMENT FEE</b>          | R850.00                             |                      | R450.00                      |                      |
| <b>BABIES, BUTTERFLIES &amp; BEARS</b> | <b>Incl. Music Box</b>              |                      | (2 MONTHS – 3 YEARS)         |                      |
| <b>Annual Reg fee: R200.00</b>         | <b>12 Months</b>                    | <b>Excl December</b> | <b>12 Months</b>             | <b>Excl December</b> |
| • Half day (06h30 – 14H00)             | R3 790.00                           | R4 135.00            | R3 035.00                    | R3 310.00            |
| • Full day (06h30 – 17h30)             | R3 990.00                           | R4 355.00            | R3 195.00                    | R3 485.00            |
| <b>DUCK CLASS</b>                      | <b>Incl. Music Box</b>              |                      | Turning 4                    |                      |
| <b>Annual Reg fee: R200.00</b>         | <b>12 Months</b>                    | <b>Excl December</b> | <b>12 Months</b>             | <b>Excl December</b> |
| • Half Day (06h30 – 14H00)             | R3 590.00                           | R3 920.00            | R2 875.00                    | R3 140.00            |
| • Full Day (06h30 – 17h30)             | R3 850.00                           | R4 200.00            | R3 080.00                    | R3 360.00            |
| <b>FISH &amp; LION CLASS</b>           | <b>Incl. computers &amp; coding</b> |                      | Turning 5 and 6              |                      |
| <b>Annual Reg fee: R400.00</b>         | <b>12 Months</b>                    | <b>Excl December</b> | <b>12 Months</b>             | <b>Excl December</b> |
| • Half Day (06h30 – 14H00)             | R3 790.00                           | R4 135.00            | R3 035.00                    | R3 310.00            |
| • Full Day (06h30 – 17h30)             | R3 990.00                           | R4 355.00            | R3 195.00                    | R3 485.00            |



I understand and agree, that whilst my child/children is/are enrolled at Kidz Inc. that:

1. It is the responsibility of the parent/s listed herein above, to make payment in terms of this agreement.
2. In the event that the parent accepting responsibility for payment of the account, fails to make payment/s due, both parents of the child shall be held jointly and severally liable for the payment thereof.
3. The school fees, as listed above, are payable monthly in advance, such payment being made no later than on the 7<sup>th</sup> of the month for which that payment is due.
4. A once off registration fee of R850 is payable on submission of this form and I understand that such fee is non-refundable.
5. The annual registration fees include your child's class T-shirt, water bottle and Art file. Grade RR children also get a workbook and Grade R children have 2 workbooks included.
6. Should my account not be paid, my child/children will be immediately suspended, until the account has been paid in full. No child that has been suspended may attend school and entry of the said child shall be refused.
7. Suspension of any child shall be communicated to the parents by e-mail and WhatsApp message.
8. All overdue accounts will be handed over for collection thereof to the attorneys appointed by the school (see point 12)
9. I hereby undertake to pay the school fees as agreed herein and such fees shall include fees for the holidays from January to December.
10. No notice of cancellation will be accepted in October for the month of November/December.
11. Accounts that are not settled by close of business on the 7<sup>th</sup> day of each month, will be levied an additional late payment penalty of R200.00
12. Accounts that are not settled by the 14<sup>th</sup> of each month, will without prior notice, be handed over to Vermeulen Attorneys for collection of the amounts due. Any additional cost charged by the collecting agency will be paid for by the client who has been handed over by Kidz Inc. Nursery school, as per the account so received from the said debt collector or attorney.
13. A notice period of 1 (one) month in writing or fees in lieu of the 1 (one) months' notice period is payable if my child/children leave/s Kidz Inc. No notice for December will be accepted if your child attends in October and November.
14. I hereby acknowledge that a full month's school fee is payable should my child/ren not attend school on account of illness or being on holiday.
15. No deductions will be made in respect of absenteeism.

**Penalties:**

1. A **R200** penalty will be charged on all fees not received by business closure on the 7<sup>th</sup> of each month.
2. **Full day Children:** R100 penalty will be charged for every 15 minutes a child is collected after 17h45.
3. **Half day Children :** R50 penalty will be charged for every 15 minutes a child is collected after 14h00.

I, \_\_\_\_\_, the responsible paying parent for  
\_\_\_\_\_, hereby agree to the financial contract as set  
out above.

Signed on the \_\_\_\_\_ of \_\_\_\_\_ 202\_\_\_\_.

Signature

**Banking details:**

Account Holder: **Kidz Inc**  
Bank: **First National Bank**  
Account number: **6300 228 5517**



## Kidz Inc. Consent and Indemnity Form

I/We, the undersigned:

Name/s: \_\_\_\_\_

ID number/s: \_\_\_\_\_

Cell Phone numbers: \_\_\_\_\_

Being the parent/s / Guardian/s of

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**I/We the father/mother/guardian of the child hereby:**

1. Agree to accept and abide by all the terms and conditions governing Kidz Inc with I declare myself fully acquainted.
2. Agree that while I accept that Kidz Inc will take every reasonable precaution against harm or loss occurring, I/ we indemnify Kidz Inc and/or their staff, agents or employees against all loss or damage, whether to person or property, from any cause howsoever arising, which may be sustained by the pupil stipulated above or to his/her property or possessions, whilst on the school property or under school control during any school excursion, sporting activity or outing.
3. The school shall notify the parent/s immediately should any injury be suffered by the pupil and advise of the course of action followed by the school. The parent/s undertake to meet the school representative at the emergency room/ hospital/ doctor as soon as practicable in order to facilitate emergency treatment of the pupil. Should the parent/s not be available at the emergency room/ hospital/ doctor at the time of consultation by a medical professional, the parent/s hereby authorize the school and its representatives to so authorize any treatment that may be necessary.
4. Agree that in emergency circumstances the Owner, Principal or representative of Kidz Inc has the power to authorise whatever treatment/surgery, she in her sole discretion deems necessary for the pupil, and in doing so agree that the Owner, Principal and or her representative shall act loco parentis.
5. I agree further that I shall be responsible for the payment of all medical and/or hospital accounts, where applicable, should any injury be sustained to the pupil stipulated above whilst on the school property, or under school control during any school excursion, sporting activity or outing.



6. I confirm that I have supplied the school with the necessary medical aid information and a copy of the said medical aid card, in order for same to be utilised in emergency circumstances.
7. Agree to ensure that the child has been properly immunised against diphtheria, tetanus, and polio, and vaccinated against tuberculosis, and will furnish the necessary proof upon enrolment.
8. Agree that the Owner, Principal, or in her absence any other responsible person, may administer an analgesic preparation of the correct dosage for the purpose of reducing an elevation in temperature or for pain if they have been unable to contact me.
9. Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the pupil's enrolment at Kidz Inc.
10. Agree to abide by all the school regulations and to settle all fees monthly in advance over 12 months and to give at least one month's written notice of my intention to terminate the agreement of enrolment.
11. Agree that no notice for December will be accepted if my child attends school in November.

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Mother/Guardian

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Father/Guardian



# MEDICAL HISTORY

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Child's Age: \_\_\_\_\_

**Has your child had:** *(Mark with an X)*

|                          |                |
|--------------------------|----------------|
| <input type="checkbox"/> | Chicken Pox    |
| <input type="checkbox"/> | Measles        |
| <input type="checkbox"/> | German Measles |
| <input type="checkbox"/> | Mumps          |
| <input type="checkbox"/> | Scarlet Fever  |
| <input type="checkbox"/> | Whooping Cough |

**Does your child suffer from:** *(Mark with an X)*

|                          |                 |
|--------------------------|-----------------|
| <input type="checkbox"/> | Heart Condition |
| <input type="checkbox"/> | Diabetes        |
| <input type="checkbox"/> | Epilepsy        |
| <input type="checkbox"/> | Asthma          |
| <input type="checkbox"/> | Anaemia         |
| <input type="checkbox"/> | Eczema          |

1. State any allergies:

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2. Is your child on any medication:

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3. Has he/she had any operations?

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4. Any speech, hearing or sight problems?

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5. Please specify any other relevant medical data:

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6. Is your child's immunisation up to date?

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\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Father/Guardian



## Kidz Inc. Health and Medicine Policy:

Full name and surname of Child: \_\_\_\_\_

### Health Policy:

According to Health Regulations, we request children with the following symptoms not to be sent to school. Children who develop the following symptoms at school will be sent home immediately to prevent the spread of illnesses. Your help in collecting the children as soon as possible will greatly be appreciated.

- A temperature over 37.4°C taken with a Forehead Infrared Thermometer.
- Signs of a newly developing cold or uncontrollable coughing.
- Diarrhoea, nausea or vomiting.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Any discharge or drainage from eyes, nose, ears or open sores
- Any other known contagious infection e.g. lice, fungal infections, etc.

I undertake to keep my child at home should my child show any symptoms of diarrhoea or vomiting. My child will stay at home for at least 24 hours after the last bout of diarrhoea or vomiting.

I furthermore undertake to keep my child at home or to collect my child immediately from school should my child's hair be infested with either lice or nits. I understand that I have to provide a clinic certificate as proof that my child's hair is free of all lice and nits.

It is highly recommended that you give your children a multivitamin to boost immune systems.

### Medication:

We are **NOT ALLOWED** to administer **ANY** medication at school. However, in the case of life-threatening situations such as allergic reactions to bee stings, Allergex can be administered, parents will be contacted immediately, and written permission is required.

If your child needs antibiotics please ensure you request from the prescribing doctor medication that can be administered before and after school as **NO** medication will be given at school, this includes any form of daily vitamins and chronic medication.

If medications in the event of life-threatening situations such as EpiPens, asthma pumps, diabetic medication is to be kept at school, it is the parent's responsibility to ensure the relevant staff are shown how to administer the medication and the medication has not exceeded its expiry date. The school will not be held responsible for the incorrect administration of medication or medication that has exceeded its expiry date.

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Father/Guardian





## Kidz Inc. Nursery School: POPI Act Agreement

### POPI Act:

### Social Media, Photographic and Video Footage Permission Form

As you are aware, due to certain individuals exploiting children and taking inappropriate photos, the **POPI Act** was drafted and approved to protect the children of South Africa.

Kidz Inc. needs your written permission to allow us to use your child's photos and videos for our Face Book page and WhatsApp groups.

#### We hereby agree to the following terms:

1. All photos taken will be done in the best interest of the child.
2. No photos will be sold or distributed without further permission from parents and/or guardians.
3. All photos will have a positive impact on the child's self-esteem and self-image and will in no case lead to this individual being portrayed in a negative light.
4. All photos and footage will be made available to the parents on request.
5. Photos used on Social Media will be in good taste and will always uplift the image of every child.

I \_\_\_\_\_ parent of \_\_\_\_\_

hereby grant the necessary permission to Kidz Inc. Nursery School to take photos to share on:

☐

the class **WhatsApp** group.

☐

our **Facebook** page.

hereby **DO NOT** grant permission to Kidz Inc. Nursery School to take photos to share on:

☐

the class **WhatsApp** group.

☐

our **Facebook** page.

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Father/Guardian



## General information and rules

### Hours:

1. Hours are strictly from 06h30 to 17h30.
2. No children will be allowed to be dropped off before the opening time.
3. A fine, as per the penalty clause herein, will be charged for every 15 minutes late arrival. This is also applicable to half day children.

### Arrival & Departure procedures:

Parents are asked to sign your child/children in every morning and out every afternoon. A teacher will be there to receive your child. She will check if he/she is healthy or if there are any concerns.

On departure you child is signed out and collected either from the playground or designated waiting area.

Please trust that your child is in good hands and experience has taught us that the tears soon dry up once parents have left.

### Snacks:

A sandwich, crackers or yogurt must be sent along for the morning snack break. **Please do not send sweets and cool drink.** The school provides the cool drink.

### Toys:

Under **no** circumstances are children allowed to bring any toys, jewellery, electronics, money or make-up to school. This causes conflict between the children and the school cannot accept any responsibility for the loss or damage of toys.

If possible, please donate a storybook to the school on your child's birthday.

### Address and telephone numbers:

The school must be able to contact you in case of an emergency. Please ensure that, if your particulars change, you notify the school immediately.

### Immunisation:

Your child's immunisation must be up to date. Please provide a copy thereof to the school.

### Sick children:

Please notify us if your child is unable to attend school. Children suffering from infectious conditions must be kept at home or collected from school immediately. No medication is allowed to be administered at school except in possible life-threatening situations for example Allergex (due to allergic reaction to bee stings), asthma pumps, Calpol for very high temperature and diabetic medication.



### **Clothes:**

Your child comes to school to play and have fun. Dress your child in easy to manage everyday clothing. Toddlers must wear comfortable shoes or come to school barefoot during the summer. Girls must wear shorts. When wearing a dress or skirt, it is compulsory to wear shorts or ski pants underneath the dress or skirt. Please mark all your child's clothes clearly. **A daily extra set of clothes is essential!**

### **Injuries:**

All reasonable precautions will be taken to ensure the safety and welfare of the children. Parents will be notified if injuries occur at school and recorded in the Incident book which will be signed by both the staff member on duty and parent on collection. In the case of severe injuries or parents not available, emergency services will be notified and dealt with as per the protocols described in this agreement.

#### **Please provide us with the following:**

- 1 x Box of tissues (200) **per term.**
- 1 pack of wet wipes **per term.**
- 3 rolls of toilet paper **per term**
- 1 Ream A4 Paper **per year.**

### **Tips for a tear free goodbye:**

- **Re/ Introduce the teacher to your child.** Allow them to form an initial relationship. Make it clear that you trust the teacher and are at ease with her watching your child.
- **When it's time to go, make sure to say good-bye to your child.** Never sneak out. As tempting as it may be, leaving without saying good-bye to your child risks their trust in you.
- **Once you say good-bye, leave promptly.** A long farewell scene might only serve to reinforce a child's sense that you don't trust the situation.
- **Express your ease with leaving.** Some parents wave from outside the classroom window or make a funny good-bye face.
- **Don't linger.** The longer you stay, the harder it is. Let your child know that you'll be there to pick him/her up, and say "See you later!" once s/he's gotten involved in an activity.
- **Learn the other kids' names.** When you can call your child's classmates by name ("Look, Matthew, there is a space at the train table with Eli and Katie"), it makes school seem much more familiar and safe.



## Daily Requirements:

|                                       | BABY ROOM<br>(2 - 18 months)   | BUTTERFLY CLASS<br>(18 months – 30 months)   | BEAR CLASS<br>(kids turning 3)  | DUCK, FISH & GR R CLASS<br>(4 – 6 year olds)  |
|---------------------------------------|--|--|---|---|
| <b>Clothes</b>                        | 2 sets, clearly marked   | 2 sets, clearly marked   | 2 sets, clearly marked  | 1 set, clearly marked   |
| <b>School bag</b>                     | Maximum size :<br>400mm by 300mm<br>NO bags with wheels  | Maximum size :<br>400mm by 300mm<br>NO bags with wheels  | Maximum size :<br>400mm by 300mm<br>NO bags with wheels   | Maximum size :<br>400mm by 300mm<br>NO bags with wheels   |
| <b>Toiletries</b>                     | <ul style="list-style-type: none"> <li>5 Nappies per day</li> <li>Baby wipes</li> </ul>  | <ul style="list-style-type: none"> <li>5 Nappies per day</li> <li>Baby wipes</li> </ul>  | <ul style="list-style-type: none"> <li>5 Nappies per day</li> <li>Baby wipes</li> </ul> (Only supply if not potty trained)  | School Provides   |
| <b>Bottles</b>                        | <ul style="list-style-type: none"> <li>Own bottles</li> <li>Boiled water measured out</li> <li>Measured formula</li> <li>Any other drinks</li> </ul>   | <ul style="list-style-type: none"> <li>Own bottles</li> <li>Boiled water measured out</li> <li>Measured formula</li> <li>Any other drinks</li> </ul>   |   | SCHOOL PROVIDES A WATER BOTTLE  |
| <b>Snack</b>                          | <b>Snack from home</b><br>Any healthy snack with no sugar e.g.: <ul style="list-style-type: none"> <li>yoghurt,</li> <li>purity,</li> <li>fruit,</li> <li>sandwich, crackers, rice cakes</li> <li>biltong</li> </ul> | <b>Snack from home</b><br>Any healthy snack with no sugar e.g.: <ul style="list-style-type: none"> <li>yoghurt, drinking yoghurt</li> <li>purity,</li> <li>fruit,</li> <li>sandwich, crackers, rice cakes</li> <li>biltong, viennas</li> </ul> | <b>Snack from home</b><br>Any healthy snack with no sugar e.g.: <ul style="list-style-type: none"> <li>yoghurt, drinking yoghurt</li> <li>fruit, dried fruit</li> <li>sandwich, rice cakes, crackers</li> <li>viennas, biltong, drywors, cheese</li> <li>Muffins (blueberry/bran/banana)</li> <li>Salted Popcorn</li> </ul> | <b>Snack from home</b><br>Any healthy snack with no sugar e.g.: <ul style="list-style-type: none"> <li>yoghurt, drinking yoghurt</li> <li>fruit, dried fruit</li> <li>sandwich, rice cakes, crackers</li> <li>viennas, biltong, drywors, cheese</li> <li>Muffins (blueberry/bran/banana)</li> <li>Salted Popcorn</li> </ul> |
|                                       | NO chips, biscuits, sweets, cupcakes, tinkies, cool drink allowed  | NO chips, biscuits, sweets, cupcakes, tinkies, cool drink allowed  | NO chips, biscuits, sweets, cupcakes, tinkies, cool drink allowed   | NO chips, biscuits, sweets, cupcakes, tinkies, cool drink allowed   |
| <b>SCHOOL PROVIDES THE FOLLOWING:</b> | <b>Breakfast</b><br>Cerealac, Nestum, Purity Porridge or cooked porridge   | <b>Breakfast</b><br>Cooked porridge with rooibos tea   | <b>Breakfast</b><br>Cooked porridge with rooibos tea  | <b>Breakfast</b><br>Cooked porridge with rooibos tea  |
|                                       | <b>Mid morning Snack</b><br>Sandwich, fruit, biscuits or popcorn – IF allowed  | <b>Mid morning Snack</b><br>Sandwich, fruit, biscuits or popcorn   | <b>Mid Morning Snack</b><br>Own from home<br>(see examples above)   | <b>Mid Morning Snack</b><br>Own from home<br>(see examples above)   |
|                                       | <b>Lunch</b><br>Cooked vegetable lunch (6-9 months)<br>Protein and starch included as per individual baby  | <b>Lunch</b><br>Cooked lunch including protein, starch, vegetables   | <b>Lunch</b><br>Cooked lunch including protein, starch, vegetables  | <b>Lunch</b><br>Cooked lunch including protein, starch, vegetables  |
|                                       | <b>Afternoon snack</b><br>Own from home<br>(see examples above)  | <b>Afternoon snack</b><br>Own from home<br>(see examples above)  | <b>Afternoon Snack</b><br>Sandwich, fruit, biscuits or popcorn with juice/tea (Seasonal)  | <b>Afternoon Snack</b><br>Sandwich, fruit, biscuits or popcorn with juice/tea (Seasonal)  |
|                                       | Menu provided  | Menu provided  | Menu provided   | Menu provided   |