



SIANN Day Care & Pre-primary

141 Margaritha Street
Meyerspark, 0184
Daycare: 072 259 0295
Sunet: 082 374 5422
Website: www.sianndaycare.co.za
E-mail: info@sianndaycare.co.za

P.O. Box 1407
Silverton, 0127
Fax: 086 513 8304
Office: 072 296 6302
CK: 2002/01668/723

NEW ENROLLMENT FORM 2019

Dear Parents,

We would like to welcome you and your child to SIANN DAY CARE & PRE-PRIMARY. In the interest of your child, we undertake to provide you with our best service. With this in mind, we kindly request that you carefully read the content of the following forms, complete and sign them, as a requirement for the acceptance of your child to SIANN DAY CARE & PRE-PRIMARY .

Please find attached the enrolment form for completion and remember to attach the following documents because it is important. **REMEMBER TO READ THE SCHOOLRULES VERY CAREFULLY !!**

The enrolment form must be filled out and handed in together with the following supporting documents.

- Copy of both parents / legal guardian's ID documents / birth certificate
- Copy of immunisation records.
- Copy of ID of person/s nominated to pick up your child. This is very important because we cannot allow any child to leave with anyone except the person on your child's pick-up authorization form.
- Proof of Residence

Thank you for the trust you have placed in us regarding the care and development of your child.

SUNET HONIBALL

PRINCIPAL

Signature Parent/Guardian

Date



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CHILD'S DETAILS

Child's full names: _____

Nickname of child: _____

Sex: _____

Date of birth: _____

Child's ID number: _____

Home language: _____

Details of Parents/Guardians

Mother

Surname: _____

Title: _____

Name : _____

ID number: _____

Marital status: _____

Home language: _____

Occupation: _____

Employer: _____

Work number: _____

Home number: _____

Cell number: _____

E-mail address: _____

Home address: _____

Father

Surname: _____

Title: _____

Name : _____

ID number: _____

Marital status: _____

Home language: _____

Occupation: _____

Employer: _____

Work number: _____

Home number: _____

Cell number: _____

E-mail address: _____

Home address: _____

Signature Parent/Guardian

Date



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Communication Details

Please enter details for communication between you and the school. This is for Newsletters etc. Accounts will be send to the person responsible for the payment.

SMS: Mother: _____ Father: _____ Both: _____

E Mail of Mother: _____

E Mail of Father : _____

Medical Details

Alternative persons to phone during an emergency, when you are not available

Name & surname: _____	Name & surname: _____
Relationship: _____	Relationship: _____
Home number: _____	Home number: _____
Work number: _____	Work number: _____
Cell number: _____	Cell number: _____

Details of your Medical Practitioner

GP: _____	Telephone number: _____
Paediatrician: _____	Telephone number: _____
Dentist: _____	Telephone number: _____

Allergies: _____

Chronic illness: _____

Child's health and emotional state: _____

Person accountable for medical bills

Full names and surname: _____

Address: _____

Medical Aid: _____ Medical Aid Number: _____

Signature Parent/Guardian

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Certificate of Exemption

Authorization to treat in an emergency

I, _____, ID number _____ hereby cede my powers as parent / legal guardian to the principal or her representatives should any medical treatment / surgery be deemed necessary for my child if neither parent / guardian can be contacted in time. I accept that this general indemnity shall remain in force for the full duration of my child's registration at SIANN Day Care & Pre-primary. This authority also includes the completion and signing of permission forms (also in case of anaesthesia).

Signature Parent/Guardian

Date

Transport

I, _____, the parent/guardian of _____ hereby give permission for my child(ren) to go on all outings that the school may arrange. I also exempt the staff of SIANN DAY CARE & PRE-PRIMARY, and the school management from any claim or loss that may arise as a result of such an outing.

Signed _____ on the _____ day of _____ 20 _____

Signature Parent/Guardian

Principal

Details of persons with authorization to collect the above mentioned child(ren)

I, _____ Parent / Guardian of _____ hereby give permission that he/she may be transported by the following persons:

Father's full name and surname: _____

Mother's full name and surname: _____

And the following persons:

Name and Surname: _____ Relation: _____

Telephone number: _____ ID number: _____

Address: _____

Name and Surname: _____ Relation: _____

Telephone number: _____ ID number: _____

Signature Parent/Guardian

Date



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Acceptance to pay School fees

I, _____, parent / guardian of _____

_____ ID number _____ hereby acknowledge paying school fees on or before the third day of each month. I confirm that all school fees in respect of care of my child(ren) is payable to SIANN DAY CARE & PRE-PRIMARY and if I should refuse to meet the agreement, I will be held responsible for any legal costs or collection costs arising from the failure to pay school fees. Herewith I also give permission to Siann Daycare to do a credit check should they wish to.

To accommodate parents who receive their salaries on the 15th of each month we have drawn up two schedules for payments. If payments are made according to the schedules your account will always be paid and you will not be charged interest.

Please see the payment schedules below.

<u>Schedule A</u>	
Month	School fees Due
Registration Fee	Upon Enrolment
January	Upon Enrolment
February	3 February
March	3 March
April	3 April
May	3 May
June	3 June
July	3 July
August	3 August
September	3 September
October	3 October
November	3 November

<u>Schedule B</u>	
Month	School fees Due
Registration Fee	Upon Enrolment
January	Upon Enrolment
February	15 January
March	15 February
April	15 March
May	15 April
June	15 May
July	15 June
August	15 July
September	15 August
October	15 September
November	15 October

OPTIONS:

SCHEDULE A

B

Signature Parent/Guardian

Date



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SCHOOL FEES

REGISTRATION FEE

Payable on initial registration and thereafter annually to secure your child's place for the following year. **Registration fees are non-refundable!** Registration fees must be paid when the Enrolment form is returned to secure your child's space. Registration Fee is a once off yearly payment.

SCHOOL FEES

The monthly school fees are payable strictly in advance and must be paid on or before the third day of each month. Full fees are charged for 11 months each year. Children who start attending after the first day of a month will be charged the pro rata fee for the particular month expect for January.

If you have enrolled more than one child, the payment structure is as follows:

- First child: Normal fee
- Second child: 10 % deducted from basic fee

Should you wish to pay your fees in advance for the whole year, before end of February you will receive a discount of 8 % on the 11 x monthly fee.

Fines are charged for the fees that appear late on the child's account:

- Fees not yet paid by the 17th = 10% on total amount owed

Please remember that Internet transfers between two different banks usually take two working days.

Should you be unable to pay, please make alternative arrangements with the office at info@sianndaycare.co.za. However, even if arrangements have been made, the fines still apply.

Should you fail to pay your school fees for the month and not have made any arrangements, you forfeit your registration fee at the end of the unpaid month and our services to your child are suspended. Your name and amount owed will be reported to Van Dyk Theron Inc Attorneys, who will recover any outstanding monies on our behalf. Any costs arising from the collection of the outstanding fees are payable by the person responsible for the account. Should you wish for your child to continue attending, you must re-apply for a space for your child and pay a new registration fee.

Please use your Initials and surname as a reference.

No discount will be given when a child is absent due to illness or vacation, or interruptions due to school holidays. Unfortunately there can be no exceptions to this rule. Should you require clarity on the issue, please do not hesitate to discuss this before the signing of the agreement.

Signature Parent/Guardian

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School Fees for 2019

Registration Fee: R 600.00
Stationery Cost – R 400.00
Schools T-Shirt – R 85.00
Baby under 1 year Stationery Fee – R 200.00

Grade R Registration Fee – R 600.00
Stationery Fee – 500.00
T-Shirt – 85.00

• 3 – 12 Months	R 2200.00	X	11 MONTHS
• 13 – 24 Months	R2200.00	X	11 MONTHS
• 25 – 36 Months	R2160.00	X	11 MONTHS
• 37 Months – 5 Years	R1950.00	X	11 MONTHS
• (Grade R) 5 years – 6 years	R 2050.00	X	11 MONTHS

The first payment is due on or before the day the school opens in January and the last payment on or before the 3rd of November. Please note that there is no difference between half day and full day fees

Method of payment

We accept EFT's, cash and card payments. We would prefer that you do not do cash deposits into our account. **Please do not send any money with your child or in the communication book. We do not accept any responsibility if the money get lost or stolen.**

Signature of parent/guardian

OUR BANKING DETAILS:

Pool's Galore t/a Siann Day Care
Acc no: 62224238817 (Cheque Account)
Branch: Silverton Code: 250 845
First National Bank
Ref no: Your child's account number or Initials and surname

Extra Mural Activities

- **Monkey Nastixs**
- **Swimming – Aqua**
- **Dancing**
- **Soccer**

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School Rules

TIME OF CARE:

Parents may bring their child(ren) to school from 06h00 and must collect them no later than 18:00. Breakfast will be served at 08:00 am, therefore please ensure that your child is at school before 07:45 am or else please provide breakfast at home. An additional fee of R100.00, will be payable to SIANN DAY CARE & PRE-PRIMARY should they be collected later than 18:00.

DAYS OF CARE

Your child(ren) will be cared for from Monday to Friday. We will not be open on public holidays, weekends, or during single workdays between public holidays and weekends.

HOLIDAY CLOSURE

SIANN DAY CARE & PRE-PRIMARY will close annually at 12h00 for school holidays during December/January for approximately 3 weeks.

CONTAGIOUS DISEASES

We are, by law, not allowed to give a child any medication without the express written permission of a parent or guardian. The legal ramifications of giving children medication at day care without written permission is enormous and we are not willing to take that chance, so please do not expect any exceptions to this policy. Please enter the administering instructions into the medicine register. No medicine will be administered if it hasn't been entered into the medicine register. Do not leave medicine in your child's bag. Please make sure all medicine is clearly marked and handed in for safe keeping.

Children suffering from coughs, colds or any other infectious diseases must be kept at home until they have fully recovered. Please inform the school if a child is to be absent.

Parents of a child with a diagnosed contagious condition (measles, pink eye, mumps, chicken pox, etc.) are asked to notify the school as soon as possible, so that we may alert parents to watch for symptoms in their own children.

CLOTHING AND OTHER POSSESSION

Please ensure that your child has a spare set of clothing and a jersey every day. Make sure that all possessions are clearly marked. No responsibility will be accepted for any possessions.

Please do not allow your child to bring any toys to school, because most children do not like to share their toys and it usually causes fights among the children.

Should you find anything in your child's bag that does not belong to him/her please return it the next day to school.

Signature Parent/Guardian

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CONTACT DETAILS/ADMINISTRATION

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- Copy of immunisation records.
- Copy of ID of person/s nominated to pick up your child. This is very important because we cannot allow any child to leave with anyone except the person on your child's pick-up authorization form.
- Proof of Residence

Newsletters and invoices/statements will be put in your child's bag, so please check your child's bag in the evening. It is every parent's responsibility to notify the school as soon as possible of any changes to your child's address, phone numbers, illness, allergies etc. We must be able to contact you at all times.

ARRIVAL & DEPARTURE

Under no circumstances may children be dropped at the gate or in the parking. Please use the entrance at Siann Day Care when you drop off your child in the morning. Children may only be fetched by their parents, legal guardian or nominee as specified on the enrolment form. No child will be allowed to leave the premises with persons unknown. It is therefore very important to keep information with regard to your child up to date.

SIANN Day Care must be notified as soon as possible if a child is to be collected late so that staff arrangements can be made. A late collections fee will be charged for a rate of R 100.00.

NOTICE OF DISCONTINUATION OF ATTENDANCE

- Written notice of your child's intention of leaving the school, must be given at least two calendar months in advance.
- The fee for the last month is payable in full, even if the child does not return (for whatever reason).
- The parents agree to remain liable for the full fee (as if the child(ren) attended school) for the full 11 months period.
- The parents/guardians agree not to give notice during November as to whether or not the child will be returning to our school or if he/she will for any reason be leaving.
- The last date on which notice of discontinuance of attendance can be accepted, is on 1 October, for the end of October.

Signing of Agreement

I, _____ Parent / Guardian of _____ understand the contents of the agreement and agree to the full requirements of the rules of SIANN DAY CARE & PRE-PRIMARY.

I accept the full implications and responsibilities of the rules and fees payable to SIANN DAY CARE & PRE-PRIMARY, as well as the donations or contributions set out in the agreement. I acknowledge that the fees and any donations to the school, will be the school's sole property.

Signed _____ on the _____ day of _____ 20____

Signature Parent/Guardian

Date