



# Application and Enrolment Form 2022

Date which enrolment is required		
Enrolment (Tick appropriate box)	Preschool	After school centre
<b>Forms to be submitted when registering a child at the school</b> <ul style="list-style-type: none"> <li>• This Application and Enrolment Form</li> <li>• Indemnity forms ( attached to this form)           <ul style="list-style-type: none"> <li>○ Health and safety</li> <li>○ Taking of photographs for media or Facebook</li> </ul> </li> <li>• Road to Health Card</li> <li>• Birth Certificate of child</li> <li>• Proof of residence</li> <li>• Proof of any chronic disease of child</li> <li>• Reports from previous centre or school if applicable</li> <li>• Passport size color photo</li> <li>• ID document of the child</li> <li>• ID documents of parents or guardians</li> </ul>		

## The Child

1	Surname of child		
2	Full names of child		
3	Date of Birth of child dd / mm / yyyy		
4	Age of child at time of enrolment		
5	Home language/s of child	Gender	
6	Position in family and family structure		
7	Nationality		

16 Anton Hartmann Street, Vorna Valley, Midrand  
 Lane next to Vorna Valley Spar  
 Contact: +27 613415149 / +27 645337835  
 Email: [Admin@Springboard.co.za](mailto:Admin@Springboard.co.za)  
[www.springboard.co.za](http://www.springboard.co.za)

## Medical History of the child

1	Does the child have any medical condition that we need to be aware of? Provide details			
2	Does the child have any allergies that you are aware of? (E.g. dairy products, honey, meat?) Please specify			
3	Should medication or hospitalization become necessary please indicate where applicable	<b>Medical Aid</b>		
		<b>Medical Aid number</b>		
		<b>Name of principal member</b>		
4	Address and contact details of your family physician should they need to be contacted for medical History			
5	I have read the " <b>Policy on sick child and administering of medication</b> " see page 7			

## Educational History of the child

1	Up until now where has your child been?			
2	Current/Previous School		Contact number	
3	Have you ever been refused admission at any other school? If yes, provide details			
4	Has your child ever been referred to for occupational therapy or other professional support? If yes, provide details	(Please attach reports from professionals)		

## The Parents

### Mother/Legal Guardian

*Notify school immediately of any changes in given details*

1	Name and surname of Mother  ID Number	
2	<b>Residential Address</b>	
3	Marital status of mother	
4	Contact number of mother	
5	Email address mother	
6	Home telephone	
7	Occupation of mother	
8	Company Name	
9	Work address	
10	Car registration ( Mother)	

### Father/Legal Guardian

*Notify school immediately of any changes in given details*

1	Name and surname of Father  ID Number	
2	<b>Residential Address</b>	
3	Marital status of Father	
4	Contact number of Father	

5	Email address Father				
6	Home telephone				
7	Occupation of Father				
8	Company Name				
9	Work address				
10	Car registration (father)				
<b>Who will be responsible for paying the school fees?</b>		<b>Name and surname:</b>		<b>Contact details and email address if not mother or father:</b>	
<b>Relative or family friend to contact in an emergency</b>					
1	Name and surname		Relationship		Contact number
2	Name and surname		Relationship		Contact Number

### **School Fees (*All Meals Included*)**

<b><i>NO REGISTRATION/ ADMISSION FEES</i></b>	
Grade 1 Half Day	R 3200.00 Per Month
Grade 1 Full Day	R 3500.00 Per Month
Grade RRR to Grade R - Half Day	R 3000.00 Per Month
Grade RRR to Grade R - Full Day	R 3300.00 Per Month
Toddlers(2 Years – 3 Years) - Half Day	R 3100.00 Per Month
Toddlers(2 Years – 3 Years) - Full Day	R 3400.00 Per Month
Babies(3 months – 24 months) - Half Day	R 3200.00 Per Month
Babies(3 months – 24 months) - Full Day	R 3500.00 Per Month
	Second Child less 5%
	Third Child less 10%

	Holiday program for siblings	R180.00 per day	
	Holiday program for Others	R200.00 per day	
<b>Please make note of the below bank details:</b>			
Account Name: <b>Springboard Techno School</b> Bank: <b>First National Bank</b> Account Number: <b>62879568817</b> Branch Code: <b>250655</b>			

## Dropping of and Collecting of Children

1	School times:	Preschool      06:00 – 18:00								
		What time will your child arrive?..... Be collected?.....								
		After school      14:00 – 18:00								
		What time will your child be collected?.....								
2	<ul style="list-style-type: none"> <li>Children must be dropped off and collected on time. A fee will be charged when collecting children late, after 18:00, at R50.00 per 15 minutes. This must be paid in cash and cannot be added to school fees.</li> <li>Children must arrive at the preschool not later than 8:00 as breakfast is served and must be accompanied to their classes and signed in to indicate their presence.</li> <li>If a child will be collected other than the indicated time, please arrange directly with the school. When collecting children the register must be signed and children must be collected from their classes. PLEASE inform the office if another person other than indicated will be collecting the child.</li> </ul>									
3	<b>Persons responsible for dropping off the child:</b> <table border="1"> <tr> <td>1 Name and Surname ( Relationship to child)</td> <td></td> </tr> <tr> <td>Contact number</td> <td></td> </tr> <tr> <td>2 Name and Surname ( Relationship to child)</td> <td></td> </tr> <tr> <td>Contact number</td> <td></td> </tr> </table>		1 Name and Surname ( Relationship to child)		Contact number		2 Name and Surname ( Relationship to child)		Contact number	
1 Name and Surname ( Relationship to child)										
Contact number										
2 Name and Surname ( Relationship to child)										
Contact number										
4	<b>Persons responsible for collecting the child (if different from the person dropping child off):</b> <table border="1"> <tr> <td>1 Name and surname ( Relationship to child)</td> <td></td> </tr> <tr> <td>Contact number</td> <td></td> </tr> </table>		1 Name and surname ( Relationship to child)		Contact number					
1 Name and surname ( Relationship to child)										
Contact number										

	2 Name and surname ( Relationship to child)
	Contact number
5	<p><b>Access to the school</b></p> <ul style="list-style-type: none"> <li>• <i>The main gate will be open from 6:00 to 8:00 and will then be closed. Access can then be obtained through the security at the gate.</i></li> <li>• <i>Parents will have access to the main gate of the building.</i></li> <li>• <i>Only authorized persons may collect the child at the school, permission in writing (Whatsapp, email, note) must be submitted to the office if anyone else needs to collect the child as well as collecting the child other than the indicated time.</i></li> </ul>

## **Food Menu**

Breakfast will be one of the following served alternately:

Oats/ Rice Crispies/ Choco Pops/Wheat Bix/ Maize Porridge/ Corn Flakes/ Pronutro

Mid-morning snack with one of the following served alternatively:

Sandwich/ Yoghurt/ Seasonal Fruit/ Salty Crackers along with Juice or Tea

Lunch with one of the following served alternatively:

Macaroni/ Rice/ Spaghetti with Vegetables/ Salad/ Chicken

Afternoon snack with one of the following served alternatively:

Sandwiches, Popcorn, Fruit, Custard, Yoghurt or Tea or Juice

\* No sweets, chips, cookies or gassy cool drink will be allowed

\* We use separate utensils for non-vegetarian dishes

## **SCHOOL AGREEMENT**

### **TERMS AND CONDITIONS**

#### **1. Agreement Overview**

These terms and conditions form the basis of a legally binding contract between the Parents of the Child and the SPRINGBOARD Techno School and Afterschool (“the School”) and are intended to promote the education and welfare of the child.

#### **2. Enrolment**

Upon signature of these terms and conditions, and payment of the first month's fee in advance, the child shall be enrolled at the school for an indefinite period of time until terminated as provided for herein.

### **3. School terms:**

The School year consists of 4 (four) terms which run as follows:

- **Term 1**
- **Term 2**
- **Term 3**
- **Term 4**

The dates on which the terms commence and end are at the Schools discretion but will correspond closely with Gauteng independent school terms and will be communicated to the parents from time to time. Springboard children are allowed to come to school during school holidays. No additional fees will be collected for the children coming during school holidays.

### **4. School operating hours**

For any administrative queries the office shall be open from 08:00 to 16:30 Monday to Friday. School starts at 08:00 every weekday and children are to be dropped off at the School, at the designated drop-off between 06:00 and 08:00. Half-day pre-school children are to be collected by 13:30. All other children are to be collected not later than 18:00. Should the Parents collect the child (ren) after these times, they shall be liable for payment of a late collection fee of R 50.00 (fifty rand) per every 15 minutes in cash and this cannot be added to the monthly school fees.

### **5. Public holidays**

The School is closed on all South African public holidays. Parents may absent their children from School on religious holidays upon prior notification to the school, but shall nonetheless remain liable for payment of fees on absent days.

### **6. Sickness and administering of medication**

1. The principal must be informed before 9:00 if the child will not be attending the school that day.
2. A doctor's note must be provided on return of child after an illness.
3. In the case of contagious diseases – a child with a contagious disease will not be allowed to attend the school, in order to limit exposure of virus or bacteria of other children and adults and can only return with a note from the doctor or clinic indicating that the child is free from the contagious disease.
4. In the case of a child becoming ill at the school, the parents will be notified and expected to pick up the children within 60 minutes and/or the ill child will be isolated from the rest of the children to prevent the spread of a disease.
5. Children may not be absent without a reason or without informing the school.
6. Symptoms and signs of common children's diseases such as mumps, chicken pox must be known to all staff members in order to make a reasonable diagnosis.
7. Medication can be administered at school under condition that it is prescribed in writing by a doctor or clinic.
  - i. Medication will be kept in a locked cabinet in the principal's office.
  - ii. Parents need to collect the medication from the office when collecting the child.
  - iii. Antibiotics will not be administered.
  - iv. All medication and the dosages must daily be entered by the parent in a register/note

and be signed.

- v. The principal will sign this register when administering medication.

## **7. Absenteeism**

1. The principal must be informed before 9:00 if the child will not be attending the school that day.
2. A doctor's note must be provided on return of child after an illness.
3. In the case of contagious diseases – a child with a contagious disease will not be allowed to attend the school and can only return with a note from the doctor or clinic indicating that the child is free from the contagious disease.
4. In the case of a child becoming ill at the school, the parents will be notified and expected to pick up the children within 60 minutes and/or the ill child will be isolated from the rest of the children.
5. Children may not be absent without a reason or without informing the school. When vacation days are taken, please inform the office of the days in writing, e-mail, Whatsapp or letter.

## **8. Payment of School Fees**

1. There is no registration/ administration fee.
2. The first month's school fees should be payable in advance when submitting the registration form for the first time.
3. School fees are payable monthly for 12 (twelve) months in advance.
4. Method of payment of school fees: EFT. No cheques will be accepted.
5. School fees are payable by the 3<sup>rd</sup> of each month.
6. A 10% discount of the total amount will be offered when fees are paid in full for the year by the end of February.
7. Non- payment of school fees: The school accountant will follow this up with the parent or guardian by the 3<sup>rd</sup> of the month.
8. The School reserves the right to charge R300 (Three Hundred Rand) on all accounts that are not paid by the 5th (fifth) of each month and R30/day thereafter.
9. Payment of monthly school fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fee structure of the School.

## **9. Rights and obligations of parents**

1. In relation to attending school, the parents must ensure that children attend school regularly.
2. Parents must pay school fees – before the 3rd of the month.
3. Parents must drop off and collect children on time in the morning and afternoon.
4. They must attend and support school functions, parents meetings and fundraisers regularly.
5. When a T- shirt and windbreaker are designed for the children of the school to wear especially during outings, parents must purchase this as a safety concern and for unity during functions.
6. In relation to bringing toys and food to school parents must ensure that –
  - a. Babies` toys are labelled as well as the food and bottles.
  - b. Toddlers and young children do not bring any food or toys to school with the exception of a birthday party or celebration which must be arranged with the teacher in advance.
7. Parents must sign a file when letters are send home.
8. All clothes and shoes of all children must be marked clearly. The school will not be held responsible for any belonging that can possibly get lost.

## **10. Notices and Chosen Address**

All notices between the school and the parents are to be in writing and communicated by email only, using the email addresses specified by the school and the parents respectively in this agreement.

## **11. Termination**

Either the school or the parents may terminate this agreement by 2 (two) full months written notice to the other, in which event, the parents shall remain liable for payment of all fees during such term and the school shall remain liable to provide the service. In severe cases of bullying, vandalism and ill-discipline, a child will be requested to be removed from the school immediately. Termination of the school agreement may not take place during the months of October, November or December of any year.

## **12. Non Variation**

This agreement constitutes the only and entire agreement between the parties and no variation or consensual cancellation hereof shall be of any force or effect unless reduced to writing and signed by both parties.

## **13. Relaxation and condonation**

Any condonation, relaxation, indulgence or grace on the part of the School shall not in any way be construed as a waiver or novation of its rights in terms of this agreement.

## **14. Reservation of right to make rules**

The School reserves the right to make, change, alter or amend its rules, within reason, from time to time and the Parent agreed to abide by any such rule.

## **15. Severability**

Each clause herein is severable from the other, in the event that any clause is invalid or unenforceable, same shall be capable of severability, the balance of these clauses to remain in full force and effect.

**Signed at .....** on this.....day of.....

**20.....(Please initial each page of this contract)**

**Parent1/ Guardian.....**

**Parent 2/ Guardian.....**

**For Springboard Techno School:.....**

**Stationery Fees per Year (Must be paid in first week of January 2022):**

Grade1 & Grade R	No Stationery Fees. Need to buy their own stationery. List will be provided by the school.
Grade RRR to Grade RR	R 1500.00 + 3 Reams of A4 White Paper
Toddlers (2 Years to 3 Years)	R 1000.00 + 2 Reams of A4 White Paper

**Yearly Requirements (Must be provided at the beginning of the Academic Year):**

Grade RRR to Grade 1	Water based Wet Wipes – 12 Toilet Paper Rolls – 24 Facial Tissue – 12 Vaseline Original – 1(450ML) Sun Screen Lotion – 1(500ML) Hand Sanitizers – 4 (500ML) Hand Wash Liquid – 4 (500ML)
Toddlers (2 Years to 3 Years)	Water based Wet Wipes – 12 Toilet Paper Rolls – 24 Facial Tissue – 12 Vaseline Original – 1(450ML) Sun Screen Lotion – 1(500ML) Hand Sanitizers – 4 (500ML) Hand Wash Liquid – 4 (500ML)
Babies (3 months to 24 Months)	Water based Wet Wipes – 24 Bum Cream – 4(250 Grams) Hand Gloves – 4 Boxes Facial Tissue – 12 Vaseline Original – 1(450ML) Hand Sanitizers – 4 (500ML) Hand Wash Liquid – 4 (500ML) Room Fresheners – 4

## **Indemnity and Agreement**

We, the undersigned

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In our capacity as parents/guardians of \_\_\_\_\_

(our child), hereby indemnify **SPRINGBOARD TECHNO SCHOOL**. All assistants and /or employees of the school, shall not be held liable for any injuries sustained and/or damage suffered by our child arising from any cause whatsoever, whilst our child is in the care of the school, whether or not such injury and/or damage are caused by any act or omission of the school, the assistants and/or the employees.

Hereby consent to **SPRINGBOARD TECHNO SCHOOL** giving the required permission and signing the necessary consent forms for my child to be subjected to any medical treatment in an emergency situation.

This done and signed at..... on  
this.....

day of ..... (month) ..... (year)

**Signature of parents/guardians:**

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## Indemnity

### Photographs and video`s of your child

Name of child:.....

Please tick (v) ONE of the options below:

I HEREBY allow SPRINGBOARD TECHNO SCHOOL to post pictures and or videos of **my child** on Facebook or other Social Media or in any marketing material (Fun days and functions etc.)

I DO NOT allow SPRINGBOARD TECHNO SCHOOL to post pictures and or videos of **my child** on Facebook or other Social Media or in any marketing material. (Fun days and functions etc.)

This done and signed at..... on this.....day of  
.....(month).....(year)

Signature of parents/guardians: