

Roselle Pre-Primary School

9 Roselle Road, Pinetown, 3610

Cell: 0844001980

Website: www.rosellepreprimary.co.za

Email: admin@rosellepreprimary.co.za



Teaching is Heartwork

APPLICATION FOR ENROLMENT

CHILD'S NAME : _____ SURNAME : _____

DATE OF BIRTH : _____ AGE : _____

HOME ADDRESS : _____

HOME TELEPHONE NUMBER : _____

CELLULAR NO.: DAD : _____ MOM : _____

FATHERS NAME & I.D. NO.: _____

E-MAIL ADDRESS : _____

PLACE OF WORK & TELEPHONE NO.: _____

MOTHERS NAME & I.D. NO.: _____

E-MAIL ADDRESS : _____

PLACE OF WORK & TELEPHONE NO.: _____

FULL DAY FEE : R _____ per month.

TO BE COMPLETED BY OFFICE

Date to begin attendance _____ Group _____

Registration Fee _____ Receipt No. _____ Date : _____

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PLEASE SUPPLY COPIES OF THE FOLLOWING DOCUMENTS:

Child's birth certificate

Immunization card

All reports from previous schools

Mother's I.D. document

Father's I.D. document

Proof of Residence

PLEASE STATE IF YOUR CHILD HAS BEEN IMMUNISED AGAINST ANY OTHER DISEASES AND IF YES, WHAT: (E.G. HEPATITIS B)

STATE WHICH CHILDHOOD ILLNESSES YOUR CHILD HAS CONTRACTED THUS FAR:

DOES YOUR CHILD SUFFER FROM ANY ALLERGIES? YES / NO

IF YES, PLEASE STATE PARTICULARS AND NAME OF MEDICATION WHICH HE/SHE IS RECEIVING:

ARE THERE ANY OTHER MEDICAL PARTICULARS YOU WOULD LIKE US TO KNOW ABOUT?

PLEASE FURNISH PARTICULARS OF FAMILY DOCTOR AND MEDICAL AID NO.:

NAME AND TELEPHONE NUMBER OF CLOSE FAMILY MEMBER OR PERSONAL FRIEND WHOM WE MAY CONTACT IN AN EMERGENCY IF YOU OR YOUR SPOUSE ARE NOT AVAILABLE:

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IS THERE ANY OTHER INFORMATION YOU WOULD LIKE US TO KNOW ABOUT YOUR CHILD :

PLEASE NOTE THAT THIS IS A LEGALLY BINDING CONTRACT WITH THIS INSTITUTION AND A FULL CALENDAR MONTHS NOTICE IS REQUIRED WHEN NEEDING TO TERMINATE YOUR CHILD'S ATTENDANCE.

A LIST OF THE SCHOOLS RULES AND REGULATIONS IS ATTACHED. PLEASE READ CAREFULLY, THEN DATE AND SIGN TO INDICATE THAT YOU FULLY UNDERSTAND AND AGREE TO ABIDE BY THE SCHOOL REGULATIONS STATED THEREIN. THIS DOCUMENT WILL BE KEPT ON FILE WITH THE ENROLMENT FORM.

SIGNED THIS _____ DAY OF _____ 20 _____

AT PINETOWN.

(SIGNATURE) _____

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RULES AND REGULATIONS

1. **SCHOOL HOURS:** We open at 7.00 AM and close at 5.00 PM

THESE HOURS ARE TO BE STRICTLY ADHERED TO. ANY LATE COLLECTIONS WILL BE CHARGED A FINE OF R50.00 PER TEN MINUTES. PLEASE CONTACT THE SCHOOL IF YOU ARE GOING TO BE HELD UP AND CONTACT A FRIEND OR FAMILY MEMBER TO COLLECT YOUR CHILD.

2. THE SCHOOL IS CLOSED ON WEEKENDS AND PUBLIC HOLIDAYS.

3. **THE SCHOOL CLOSURES FOR APPROXIMATELY 3 (THREE) WEEKS OVER THE DECEMBER\JANUARY PERIOD AND FEES ARE PAYABLE IN FULL DURING THIS PERIOD.**

4. **FEES ARE PAYABLE IN ADVANCE AND ONE FULL CALENDAR MONTHS NOTICE IS REQUIRED WHEN LEAVING.** ALL FEES ARE TO BE PAID BY THE 1st OF THE MONTH AND R100 WILL BE ADDED FOR LATE PAYMENT OF FEES. NON-PAYMENT OF FEES WILL RESULT IN THE SUSPENSION OF YOUR CHILD UNTIL ALL OUTSTANDING FEES ARE PAID.

- 4.1 **THERE WILL BE AN ANNUAL INCREASE IN MAY EACH YEAR.**

5. PLEASE NOTE THAT WHILST EVERY PRECAUTION WILL BE TAKEN TO ENSURE SAFE KEEPING OF YOUR CHILD, THE SCHOOL, STAFF AND\OR PRINCIPAL CANNOT BE HELD RESPONSIBLE FOR NORMAL ACCIDENTS ARISING FROM PLAY. FIRST AID WILL BE RENDERED. THE SCHOOL DOES HAVE A FULLY QUALIFIED EMERGENCY MEDICAL RESPONSE TEAM LINKED TO PRO-FORCE SECURITY, WHICH IS AVAILABLE DURING SCHOOL HOURS.

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6. IF YOUR CHILD IS TO BE COLLECTED BY ANYONE OTHER THAN THE MOTHER OR FATHER YOU ARE LIABLE TO ADVISE THE SCHOOL BY TELEPHONING OR WRITING TO ANY ONE OF THE STAFF MEMBERS ON DUTY. THIS RULE IS STRICTLY ADHERED TO AND NO CHILD WILL BE ABLE TO LEAVE THE SCHOOL PREMISES UNDER ANY OTHER CIRCUMSTANCES.

7. A **R300.00 NON-REFUNDABLE** REGISTRATION FEE MUST ACCOMPANY THIS SET OF ENROLMENT FORMS. YOU WILL THEN BE GIVEN A STATIONARY LIST OF ITEMS TO BE SUPPLIED FOR YOUR CHILD.

8. PARENTS, PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH VALUABLES, TOYS, ETC. WE WILL NOT BE HELD RESPONSIBLE FOR LOSS OF THESE. **PLEASE LABEL ALL YOUR CHILD'S BELONGINGS AS STAFF CANNOT BE HELD RESPONSIBLE FOR LOSS OF THESE IF THEY ARE NOT CLEARLY MARKED.** WE WILL DO OUR VERY BEST TO ENSURE SAFE KEEPING OF CLOTHING ITEMS.

9. PLEASE NOTE THAT NO JEWELLERY IS TO BE WORN TO SCHOOL, EXCEPT FOR STUDS IN PIERCED EARS.

I the undersigned state I am fully aware of the rules and regulations stipulated and accept these by signing below. I agree to abide by these rules and regulations laid down by Roselle Pre Primary.

DATED: _____

SIGNED: _____