

## Vygotksy School of Play

12 Kokerboom Crescent

St Dumas

Kuils River

7580

Tel: 0788131792

0766665081

### APPLICATION FORM

CHILD'S PARTICULARS			
First Name:		Name of sibling at our school:	
Surname:		First Language:	
Date of birth:		Second Language:	
Age:		Religion:	
Name child is known by:		Nationality:	
Blood Group:		Who does the child live with?	
Total children in family:		Allergies:	

MOTHER/ LEGAL GUARDIAN PARTICULARS			
First Name:		Postal Address:	
Surname:		Work Tel:	
Marital status:		Cell phone:	
ID no:		Company Name:	
Nationality:		Work Address:	

Occupation:		Email:	
Home address:		Car Reg no.	

FATHER/ LEGAL GUARDIAN PARTICULARS			
First Name:		Postal Address:	
Surname:		Work Tel:	
Marital status:		Cell phone:	
ID no:		Company Name:	
Nationality:		Work Address:	
Occupation:		Email:	
Home address:		Car Reg no.	

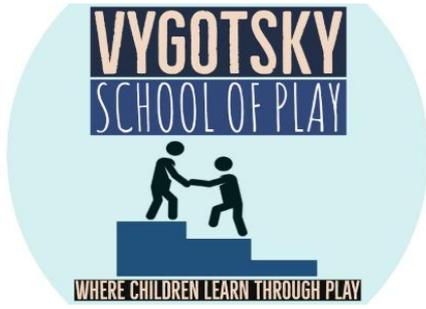
EMERGENCY CONTACTS (OTHER THAN PARENTS)		
Name:	Relationship:	Tel no:
Name:	Relationship:	Tel no:

## MEDICAL INFORMATION

Does your child have any medical condition that we need to be aware of? If YES, please provide details:		
Does your child have any allergies that you are aware of? (e.g.: peanuts, dairy, bee stings, meat?). If YES, please specify:		
Should medication / hospitalisation become necessary please indicate where applicable:	Medical Aid Name:	
	Medical Aid Number:	
	Name of Principal Member:	
	Contact details of your family doctor should they need to	
	be contacted for medical history:	
<b>Please note that medication will not be dispensed at school. Should your child be on medication that has to be dispensed during the day they should be at home as they are unwell. The school will contact the parents immediately in the event of your child becoming sick while at school.</b>		

## GENERAL INFORMATION

How did you hear about our school?
Are there any behavioural issues that the school should be aware of?
Can your child use the toilet independently? How does he/she let you know that he wants to go to the toilet?
Has your child had their ears and eyes tested?



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## **SCHOOLS COMMUNICATION METHODS**

WhatsApp messages

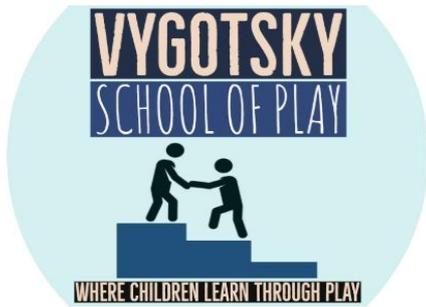
078 813 01792

E-mail

[info@vygotksyschoolofplay.co.za](mailto:info@vygotksyschoolofplay.co.za)

## **DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM**

1. Signed & completed application form
2. Copy of your child's inoculation certificate/Clinic Card
3. Copy of your child's birth certificate
4. Copy of last school report / Educational assessments
5. Professional reports where applicable (Speech / play therapy etc.)
6. Copy of ID of person responsible for paying fees & / parents / guardians
7. Proof of residence (less than 3 months old)
8. Proof of payment (Registration fee)
9. Copy of Parents ID Documents
10. Copy of Emergency Contact/Person (allowed to pick up learners) ID Document



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### **SCHOOL AGREEMENT**

#### **TERMS AND CONDITIONS**

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

These terms and conditions form the basis of a legally binding contract between the Parents of the child and Vygotksy School of Play (“the school”) and are intended to promote the education and welfare of the child at all times.

##### **2. Enrolment**

Upon signature of these terms and conditions, and payment of the registration fee, the child shall be enrolled at the school for an indefinite period of time until terminated with due notice.

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

The school year consists of 4 (four) terms:

The dates on which the terms commence, and end are at the school’s discretion but will correspond with Western Cape independent school terms and will be communicated to the parents at the start of each term.

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

School Hours: 6h00 – 18h00, Mondays - Fridays.

Class starts at 09h00 every day and children are to be dropped off at the school before 8h30.

Full day children are to be collected by no later than 18h00.

##### **5. Public holidays**

The school is closed on all South African public holidays. Parent’s 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. Collection of the Child**

The Child must be fetched by no later than 18h00 every day. We will only allow the child to go home with the parents, or with an adult person who is in possession of a written authorisation, signed by both parents, which purports to be a document authorising the bearer to fetch the Child. Proper

identification must be provided by the adult. Parents are to make prior arrangements in writing via email, when anyone other than themselves collect the child.

Should the Parents collect the child(ren) after 18h00, they shall be liable for payment of a late collection fee of

R 60.00 (sixty rand) per 30 min beyond the specified collection time. Please be considerate as staff have families to attend to, as well as make use of public transport.

### **7. Parents Right to Custody**

Should the Parents right to custody of the Child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rest on the parent who retains legal custody of the Child to supply the school with a court order to such effect, The school will not be held responsible to render possession of the Child to a parent who may no longer be entitled there-to if proper notification is not provided timeously.

The school must be provided with a certified copy of custody and visitation court order in order to enforce this.

### **8. Clothing**

Children are very, active and should wear comfortable clothing and shoes which are suitable for outdoor play. Please do not dress your little one in anything you are worried about staining. Clothes could get soiled during eating, playing and art activities. The school cannot be held responsible for any damage to clothing items.

As a precaution and safety measure against injury and choking please do not let your child wear earrings, bangles, necklaces/teething beads or any items made from beads.

### **9. Birthdays**

Birthdays only happen once a year, we would love to help you make it special. Please plan with the Manager to send a small birthday cake or snacks to school. Ensure that items in the snack-pack are safe and appropriate. (Be aware of Children in the Class with Allergies)

### **10. Assessment Reports**

The Parents will be issued with an evaluation report for your child's progress in July and December. If a child experiences any behavioural or developmental challenges, parents will be consulted so that the child can be pro-actively assisted.

### **11. Serious Behavioural Issues**

The school by means of written notice reserves the right to request, parents to withdraw or remove the Child from the school with immediate effect, in the event that the School Management considers the child to be continually disruptive or displaying inappropriate behaviour. The following process will be used. School informs Parents that that they are concerned about child's behaviour. An evaluation specialist is recommended. Parents are responsible for all fees relating to the service rendered by the specialist

Suggestions are given to parents and will also be implemented by the school if relevant.

Should the child's behaviour not improve with the recommended intervention, the school will furnish the Parents with written notice of cancellation with and the School is entitled to any monies

due for any part of the remainder of the calendar months during which the notice of termination was given to the parents.

## **12. Correspondence/Communication**

- As your child is our highest priority and our staff need to focus on child related issues during the day, we request that you abide by the following communication rules:
- Minimal non-urgent telephonic contact with school during the day
- Preferably correspond via WhatsApp.
- Parents may not contact staff on their personal telephone numbers.
- Parents may not contact Management outside of normal operation hours.
- All problems or concerns should be discussed with the Manager during operating hours and by appointment.
- Appointments may not be scheduled before 09h00 am or after 18h00pm as these are the busiest times of the school.
- Parents must inform the school if there are any changes to their contact details such as telephone numbers, cell numbers, e-mail, physical address etc.
- Please do not hesitate to discuss any changes or difficulties at home with the School Manager as this helps us better understand your little one.
- Newsletters are sent on a regular basis
- Urgent Messages will be sent via a WhatsApp broadcast group.

## **13. Medical Matters**

Under the Medicine and Related Substance Amendment Act of 2015, we are not permitted to dispense any medicine. Children who are sick and need medication are required to stay home until they are well enough to return to school or at least be kept at home for the first two days of treatment.

Parents must complete a Confidential Medical Information Form concerning the child's health and must inform the school in writing if the child has been exposed to or develops any medical condition, health problem, incapacity, or allergy.

Children suffering from an infectious condition such as but not limited to chicken pox, coughs, pink eye, colds etc may only return to school with a Dr's note saying that the child is well enough to attend school.

The school reserves the right as its sole discretion, to send the child home for medical reasons. Under no circumstances should medication be placed in a child's school bag.

The Parents hereby specifically authorise the school, at its reasonable discretion, to facilitate emergency medical treatment, including blood transfusions, general anaesthetic, and operations by an appropriately qualified medical professional, as necessary for the health and welfare of the child.

#### **14. Allergies**

Parents should indicate on the registration form whether the child is allergic to any food or other substances. Please ensure that the school is informed verbally of all allergies. Parents must note that they are responsible for keeping all information regarding the allergies and related changes up to date in writing.

Emergency medication for serious known allergies should be provided by the Parents to the school with written instructions regarding administration of the same, in line with the conditions set in section 7 above.

#### **15. Payment of fees**

The fees are payable monthly in advance and parents undertake to pay the fees on presentation of an invoice, but no later than the first day (1<sup>st</sup>) of each month. Should the first day of the month fall on a weekend or public holiday, then payment should be made the next immediate business day. If parents do not receive an invoice every month, they must still pay the total due to avoid late payment charges. All parents are entitled to pay the Non- Refundable Registration Fee upon enrolment, The School reserves the right to allocate all payments received at its sole and absolute discretion. Fees are payable without deduction whatsoever, free of exchange and way of Electronic Funds Transfer or cash.

(NOTE: No cheques or debit card payments accepted).

#### **16. Late payment of fees**

Fees are due monthly, in advance, by the first day of every month. Parent(s) Financial Concessions are not made for public holidays or any other reasons whatsoever. If school fees are not paid by the 3rd working day of each month R 300 will be added onto the next month's account. Notice will not be accepted for the end of November. In the event of fees not being paid for any reason whatsoever and it becomes necessary for the use of a debt collecting agency or the services of an attorney you will be liable for all costs incurred as a result of the debt collection process.

#### **17. Suspension for non-payment**

Where fees are not paid, on or before the 1st of the month we urge you to contact the school office immediately to advise when payment will be made. Failure to make payment or contact the school office will result in suspension and access to the school being denied to your child from the 7th of the month until such a time that the school fees have been paid in full. In the event that fees have still not paid within 20 (twenty) business days from date of invoice from the school, this matter will unfortunately be handed over to our debt collectors and may result in legal action being taken against you. Accounts which are consistently paid after the due date may compromise your child's position at the school.

#### **18. Absenteeism**

Parents are obliged to notify the school prior to any absenteeism of their child for any reason whatsoever. Fees are payable irrespective of absenteeism for any reason whatsoever.

**19. Indemnification**

We hereby acknowledge that the school will make every effort to ensure the proper care and safety of the child and his/her possessions, whilst the child is under the school’s direct supervision. We hereby undertake not to institute action against or claim or hold liable the school, its teachers, assistants, or other employees, for any injury or damage, which might be suffered by us or our child/ren resulting from any act whatsoever.

We hereby express indemnify the school it’s teachers, assistants or any other employees against any other claims, legal action, demands, costs, damage injury and expense including claims of third parties, arising out of any act or actions done by our child, including damage to equipment, apparatus, buildings and property of the school or third parties, whilst in the care or control of the school.

**20. Toys Policy**

The school has a strict no toys from home policy. We have enough fun educational toys and games for every child to use. The school will not be held liable for the loss or damage of toys or books that children bring from home. These items will be confiscated indefinitely.

**21. Consent for Use of Photographs**

The Parents hereby consent and give permission to the school to use any photographs, including but not limited to social media, newspapers, magazines, marketing material, or slides for lectures or advertising purposes which contain one or more pictures of the child.

**22. Termination**

Either the school or the parents may terminate this agreement by 3 months (three) one (1) terms’ 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.

**23. Refund Policy**

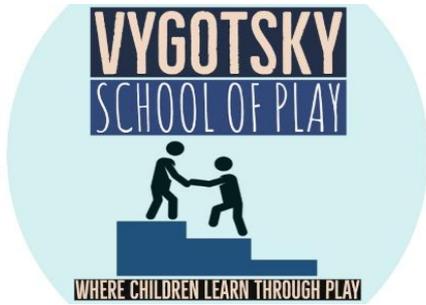
The school cannot be held liable for any refund of fees in case of forced closure as a result of but not limited to a natural disaster, riot, war, health pandemic etc.

**24. 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 agrees to abide by any such rule.

Signed at ..... on this..... Day of.....  
20.....

\_\_\_\_\_  
Father / Legal Guardian Mother / Legal Guardian



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### INDEMNITY FORM

I/We,

\_\_\_\_\_ (Full names & ID of Father /  
Legal Guardian of pupil) and

\_\_\_\_\_ (Full names & ID of Mother /  
Legal Guardian of pupil)

Hereby consent to my/our child(ren), \_\_\_\_\_ (Full names of child(ren)) participating in the various activities (including, but not limited to, sports activities, camps and educational shows) arranged, organised or offered by the School and further agree to the condition that, while every precaution will be taken for the safety and welfare of my child(ren) and for the care of his/her/their possessions, I will hold blameless and indemnify all persons, and all other organisations associated with the activity, should any prejudice, loss, damage, illness or injury occur to my child(ren). This includes an indemnity against recovery of costs resulting from damage, loss and/or medical conditions or hospitalisation, unless such loss is caused by the negligence, wilfulness, or deliberate act of the school or one or more of its employees.

I furthermore appoint the school staff supervising any activity organised by the school, to act in loco parentis in respect of my child(ren) should the need therefore arise.

Signed at ..... on this..... Day of  
..... 20.....

\_\_\_\_\_  
Father / Legal Guardian Mother / Legal Guardian