



ADMISSION NO:

APPLICATION FOR ADMISSION

THIS FORM MUST BE COMPLETED IN BLOCK LETTERS

LEARNER DETAILS

Surname: _____

First Names: _____

Date of Birth: _____ Gender: ☐ Male ☐ Female

ID/Passport Number: _____

Home Language: _____

Grade applied for: ☒ 6 Months -18 Months ☐ 2-3 Years ☐ 4 Years ☐

CONTACT INFORMATION

Mother's Full Name: _____ Tel No: _____

Address: _____ Postal Code: _____ Occupation: _____

Email Address (if available): _____

Father's Full Name: _____ Tel No: _____

Address: _____ Postal Code: _____ Occupation: _____

Email Address (if available): _____

MEDICAL INFORMATION (IF APPLICABLE)

Child Immunised Against: Polio ☐ Diphtheria: ☐ Any contagious disease. ☐ (if yes, please explain)

Allergies or Medical Conditions: _____

Family Doctor: _____ Tel No: _____

Medications (if any): _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____

Relationship to child: _____ Emergency Contact Number: _____

RULES & REGULATIONS

ARRIVAL & DEPARTURE TIMES

Operating hours are **06:30am to 17:00pm** Monday to Friday. Children are received personally from **06:00am to 08:00am**. Please note that children may not be left at the gate but must be handed over to the person on duty. Departure times are from **16:00am to 17:00pm**. Children are not sent to waiting cars but must be fetched personally. Parents are requested to be on time, not be late, as it upsets a young child terribly if all the other children leave and he/she is kept waiting.

REFRESHMENTS & FOOD

Children will have breakfast and Lunch at school. **No sweets or toys** may be brought along. The school will not be answerable for any loss of toys, or any other form of jewellery that is brought by your child. Parents are kindly requested to inform us if a child will be absent.

CLOTHING

2 – 4 years Old: parents are requested to see to it that young children wear clothes in which they can play comfortable and can be dirtied. A child must bring changing clothes as the day's work may include playing with paint, sand and mud, and smart clothes may prevent a child from taking part in these important activities. Young children are encouraged to be independent, and parents must ensure that clothes can easily be put on and removed by the children themselves.

6 Months – 18 Months Old: we use pampers until your child is being potty trained.

Note: All clothing items must be clearly marked, bearing the child's name on the outside. If there are items that do not belong to your child, please bring them back the following day.

BIRTHDAYS

A birthday is a great event in a child's life and others may love to share in it. Parents/Guardian may arrange beforehand to bring refreshments on this day and they are welcome to stay and enjoy the party. The birthday is for the whole school.

MEDICATION

If a child is still under medication, please give a child the first doze at home. The second one will be given at school after lunch. Do not put the medicine in the bag, rather give it to the driver/ teacher to avoid breaking of medicine or the danger of drinking the medicine.

PARENT/GUARDIAN CONSENT

(The following section requires your signature to ethically and legally provide the most comprehensive service to your child. Please read carefully, tick the appropriate boxes and sign accordingly.)

1. Do you consent to learning and behavioural data being collected pertaining to your child's ongoing learning and development? ☐ Yes ☐ No
2. Do you give consent to the centre to take photographs of your child for newsletter distribution and marketing purposes? ☐ Yes ☐ No
3. Do you consent to your child attending supervised outings? ☐ Yes ☐ No

4. In the event of your child suffering a high temperature we will of course contact you. However, do you consent to the administration of panado to reduce temperature? ☐ Yes ☐ No
5. In the event of a medical emergency, do you consent to your child being transported to the nearest hospital/clinic? ☐ Yes ☐ No
6. Operating hours are **06:30am to 17:00pm**, Monday to Friday. Should you or your child's transport be late for picking up the child from school after **17:00pm** you will be fined **R50** for every 15 minutes you are late. Fines will be added to your monthly school fee.

ACCEPTANCE

I hereby consent to the policies and code of conduct as detailed above and commit to provide a one month's notice of withdrawal from Francolin Day Care and to enclose one month's fee in advance.

I will commit to attending parent meetings and parent teacher conferences in the interest of my child.

If school property has been damaged by my child i/we will pay for said damages.

I herewith declare as parent/guardian of this minor that the information on this form is true and correct.

Parent/Guardian Signature: _____ **Date:** _____

INDEMNITY

I/We, parents of _____ (name of a child) indemnify unconditionally and without restriction Francolin Day Care and/or the shareholders of Francolin Day Care or any person employed by Francolin Day Care or any person acting on behalf of Francolin Day Care against any losses, claims, injuries or death that may be caused to the above child by virtue of his/her use of any facilities provided by Francolin Day Care.

Signature: _____

Signed by _____ **(Name of a parent/Guardian)**

ID NO. _____

Signed at _____ **on the** _____ **of** _____ **20** _____

FINANCIAL AGREEMENT

1. All school fees are payable over 12 months which is from January to December. Fees are payable on the 2nd of each month and not later than the 5th of every month.
2. One month written notice is required for a child if he/she is to be taken away from the care centre. Notice will be given in November for December, unless if you are relocating to another Province/Town and proof is required.
3. We are open the whole year and December month until the 15th of December. If you go on holiday, you are to pay on that month as we still must pay our teachers. No refunds will be made for absence.
4. The school has the right to suspend their services if your account is in arrears.
5. All outstanding accounts will be handed over for litigation if parents do not respond to request to settle said account.
6. Please make sure you receive a receipt for any monies paid - No receipt – No payment.

FEES STRUCTURE

AGE	REGISTRATION	MONTHLY FEES
6 – 18 Months	R800	R1000
2- 3 Years	R800	R950
4 Years (Grade RR)	R800	R950

UNIFORMS

AGE	T-SHIRT & SHORT	TRACK SUITE
1 – 2 YEARS	R200	R250
3 – 4 YEARS	R250	R270

OUR BANK DETAILS

Account Name: **Francolin Primary**

Bank: **FNB**

Account Number: **63029862182**

Reference: **Child's Name and Surname**

Signature (Parent/Guardian) _____ Date _____

DOCUMENTS REQUIRED FOR ADMISSION

- ✓ Registration Form
- ✓ Child's two ID photos
- ✓ Proof of Payment for Registration
- ✓ Child's birth certificate (Certified copy)
- ✓ Child's clinic card (Immunization record) (copy)
- ✓ Parent/Guardian ID (Copy)
- ✓ A transfer card if the learner is currently enrolled at another school.
- ✓ The latest school report card of the learner if he/she is currently enrolled at another school.
- ✓ A5 Hard cover book

NOTE: Your child's place is reserved only when the R800 Registration fee is received by us or reflecting in our account.

Signature (Parent/Guardian) _____ Date _____

Signature (Principal): _____ Date: _____

APPLICATION RESULT

ADMITTED		NOT ADMITTED	
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If not admitted, state reason:

Administrator Signature: _____

Date: _____

Principal signature: _____

Date: _____

