

STEP AHEAD

No. 19, 5th Avenue, Newton Park, Port Elizabeth Tel: 041 365 6128

APPLICATION FORM

PERSONAL DETAILS

Name of child	Date of Birth	
Last school attended		
Mother/Legal Guardian's Name		
Identity Number (copy of ID)		
Home Address		
Telephone Numbers: Home	Work	Cell
Email		
Place of Employment		
Father/Legal Guardian's Name		
Identity Number (copy of ID)		
Home Address		
Telephone Numbers Home	Work	Cell
Place of Employment		
Home Language	Marital Status of Parents	

MEDICAL INFORMATION

A copy of your Child's clinic card and Medical Aid card provided with this Application Form

Has your child had all immunisations?	Does your child have any Allergies?
If Yes please specify	
Name of Family Doctor	Telephone
Name and number of contact persons other than parents in case of an emergency	
Name	Telephone

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HOURS

- Hours your child will be attending school:
- Hours – 0700 – 1730, Monday to Friday
- Parents may not collect children during naptime which is 1230-1400 daily, as this is most disruptive to our sleeping time schedule.
- We are open throughout the school year and closed on public holidays.
- The school will be closed for a period of 15 working days over Christmas and New Year.
- Our last school day is on the 15th of December should that fall on a weekend it will be the Friday preceding this date. School will close at 1200 on this day.

COLLECTION OF CHILD

Name of person collecting child daily

Please inform us if someone other than the parents are collecting your child, this can be done in the morning ONLY by the parents themselves.

FEES

1-5 years

- Full Day R1850 per month, all inclusive of meals and curriculum.
- You are liable for a 12 month calendar year.
- Fees are payable in advance, the last day of each month.
- Please note that admission will be prohibited due to unpaid fees.
- One month written notice must be given when your child leaves the school and the FULL fees for that month must be paid by you even if your child does not attend for that month. This also applies in the case of a child not attending due to illness or holiday.
- **Deposit** – A non-refundable deposit of R500 must accompany this application form to secure your place and ensure that your child is registered at the school. This will also be used for photocopying and worksheets as well as all Covid compliance. Thereafter, there is an annual enrolment fee of R500, which covers all toiletries, stationary and covid compliance required for the year.
- The first months Fees is due and payable on the child's first day at school.
- A full fee will be charged for the months of December and January.

Grade R

- Grade R fees R2000 per month, all inclusive of meals and holidays.
- There will be a R1000 Registration Fee for the Grade R class which includes your stationary requirements.
- All relevant documentation pertaining to your child's development will be made available to your child's prospective primary school.

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WHAT TO BRING TO SCHOOL

Small case / School bag	Change of clothes and art apron	Plastic document folder for art	Blanket & pillow	Sun block
*Sleeping mattress must be bought at school	Toothbrush & Toothpaste (not permitted during COVID)	A4 progress report book (not permitted during COVID19-)	A5 communication book (not permitted during COVID19-)	Hat / Cap

* Regulation Sleeping mattress and sheet sold at school for R350 per set.

Children may not bring toys, sweets or money to school. All belongings must be clearly marked.

PHOTOGRAPHS & VIDEO

Throughout the year photographs and videos are taken daily of class activities and events and are shared with parents via WhatsApp and our Website.

Your consent is required for the aforementioned purposes

I..... the undersigned, acknowledge that I have read this contract between myself and Step Ahead Kindergarten.

I confirm that the information contained herein is correct and understand that this is a legally binding document. I undertake to abide by the conditions as set out above.

Signed at..... on

Parent.....

Print Name.....



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INDEMNITY

I/We.....parent(s) of
hereby indemnify and hold harmless Step Ahead Kindergarten, the staff, employees and or owners in respect of harm or injury to the said child whilst in the care of Step Ahead Kindergarten or whilst being transported from various venues and/or to any outings.

I/we waive and abandon any claim of whatsoever nature or kind which I/We may have against any of the staff, employees and or owners arising out of the care and supervision or transportation of my said child.
I/We accept that all reasonable precautions will be taken at all times to ensure the safety and welfare of my child.

As far as I/We know my child is physically capable of participating in all physical activities and is in good health.

In the event that I/We cannot be reached I/We hereby give permission for my child to receive any necessary medical care or treatment. I/We understand that every effort will be made to contact me/us or before such action is taken.

I/We will be responsible for the payment of such care or treatment.

.....
(Signature of Mother)

.....
(Signature of Father)

Signed at Port Elizabeth on

.....
(Principal)