



The Playshop Early Learning Centre.

082 457 1276

cindy@playshop.co.za



2022 Enrolment Pack

The following information will ensure that the enrolment procedure is completed successfully:

1. Complete the forms.
2. A non-refundable **registration fee of R2000.00** (payable to cover the administrative costs involved in registering a child at the school, which may include an initial contribution to the development and capital costs of the school.
3. Return completed documents (hard copy or scanned) to the school together with the following:
 - **Proof of Payment** – Registration Fee
 - Copies of **ID documents** of **both** mother and father
 - A copy of the **birth certificate**
 - A copy of the **immunisation card**
 - **Permanent / Temporary Residence / Work Permit** (in the case of immigrants or contract workers)

LEARNER INFORMATION:

Surname: _____

Official Name(s): _____ Preferred Name: _____

Date of birth _____ Sex _____ Religion _____

Commencement date: _____

Learner lives with – Mother Father Both

Allergies _____

Dietary requirements: _____

Any special needs/learning difficulties/disabilities: _____

Apgar score at birth: _____

Medical Aid name: _____ Medical Aid number: _____

Main Member: _____ Scheme: _____

Name of Family Doctor: _____ Contact No: _____

I HAVE SELECTED THE FOLLOWING OPTION FOR 2022

TIMES: 12:00pm 12:30pm 2pm

(Under 2 only)

DAYS ATTENDING PER WEEK: 3 days (under 2 only) 5 days

Payment Plan Monthly Termly Annually

(X 12 including holiday months & December)

MOTHER'S FULL NAME: _____

I.D number: _____ E-mail: _____

Tel Home: _____ Tel Work: _____ Cell no: _____

Occupation: _____ Name of Business: _____

FATHER'S FULL NAME: _____

I.D number: _____ E-mail: _____

Tel Home: _____ Tel Work: _____ Cell no: _____

Occupation: _____ Name of Business: _____

Person responsible for payment of fees Full Name: _____

Address Residential: _____

Postal: _____

Occupation: _____ ID number: _____

Name & address of business: _____

Tel Home: _____ Tel work: _____ Fax: _____

Cell: _____ Email address: _____

In case of emergencies & parent's are unavailable, contact:

Name: _____ Relationship: _____

Tel Home: _____ Tel work: _____ Cell: _____

Acknowledgement:

I undertake to comply with all the rules & regulations of the School and acknowledge that it is my responsibility to make myself familiar with the policies by completing and returning the required documents on my child's acceptance at the school.

I undertake to advise the School in writing of any changes to the details supplied on this agreement.

I acknowledge that I will undertake to supply **one full term or four months written notice upon the withdrawal of my child from the school.** This notice is to be given the term preceding the term of withdrawal.

Failure to do so will result in me being liable for the full terms fees in question, whether my child attends school during that term.

Full name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

REGISTRATION FEE PAID: Date: _____

DATE RECEIVED: ____ / ____ / ____

COMMENCEMENT DATE : _____ **AGE GROUP:** _____



Consent and Indemnity



I, _____ (Full Names)

Address:

The Parent/Guardian of _____ "child/children", hereby consent to the participation of my child/children in the activities of The Playshop Early Learning Centre. I hereby unconditionally and irrevocably indemnify and hold harmless The Playshop Early Learning Centre - and/or its employees and other staff against all and any losses, claims, actions, damages or costs which may be made against and/or suffered by The Playshop Early Learning Centre and/or its employees and other staff, whether arising out of injury to, or death of, the child/children, who is/are enrolled at The Playshop Early Learning Centre, while the child/children attends and/or participates in the activities of The Playshop Early Learning Centre, whether such claims, actions, losses, damages (whether direct, consequential or otherwise) or costs arise from breach of any contract relating to the said child/children's admission to The Playshop Early Learning Centre and whether such contract is terminated or not, or arising from any negligence (whether total or contributory) on part of The Playshop Early Learning Centre or its employees or other staff.

I hereby agree to enroll the above child/children at The Playshop Early Learning Centre, subject to the terms and conditions as laid down. This document is valid from date of signing until the child leaves The Playshop Early Learning Centre.

In the event of an emergency we do hereby authorise the schools management and/or teacher in-charge to employ the services of any emergency service/s as may be deemed necessary, i.e. paramedic/s, nurse, medical doctor, hospital or other person/s trained in First Aid. Any resultant cost/s for such service/s will be borne by the signatory / signatories.

Signed by Mother/Guardian

Identity Number

Date

Signed by Father/Guardian

Identity Number

Date



The Playshop Early Learning Centre

3 Middle Road, Morningside, Sandton
Cell: 082 457 1276 cindy@playshop.co.za



Fees Agreement: Acknowledgement of Debt

I _____ acknowledge all conditions of payment and take absolute responsibility for the payment of any fees applicable. I acknowledge that this document applies for the duration of my child's stay at The Playshop Early Learning Centre.

Payment of School Fees:

- School fees are compulsory and payable **in advance** before the **1st of each month**
- Late payments will attract **interest** at the end of each month for the amount outstanding for the term
- The schedule of fees is a guide only and the school may be obliged to include unforeseen costs during the year

Payment options: Please initial your chosen payment option

- OPTION 1: **ANNUAL** PAYMENT
- OPTION 2: **3 TERMLY** PAYMENTS – made by **1st January, 1st May and 1st September**
- OPTION 3: **12 MONTHLY** PAYMENTS – made from **January to December**
(monthly fees are **payable in advance before the 1st of each month**)

To secure your place a **R2000.00 REGISTRATION FEE** is required

WITHDRAWAL NOTICE: One full term or four months written notice is required if you intend to remove your child from the school. **This notice is to be given the term preceding the term of withdrawal.** Failure to do so will result in you being held liable for the full terms fees in question, whether your child attends school during that term. The responsible parent or guardian will be held liable for legal fees and or collection commissions @ 28, 5% to be added to the capital amount outstanding should the account be handed over for collection.

NAME: _____ ID: _____ DATE: _____

(Person responsible for payment of fees): SIGNATURE: _____

This document is valid for the full duration of the child's enrolment at The Playshop Early Learning Centre

BANK DETAILS:

The Playshop Early Learning Centre
Standard Bank
Sandton City Branch: 01810591
Account Number: 300120877
Reference: Child's name

Administration of Medicine

I, _____ give permission for my child, _____

to be administered medication at The Playshop ELC once I have given permission telephonically.

Signed: _____
Mother / Guardian

Date: _____

Signed: _____
Father / Guardian

Date: _____

Administration of CPR

I, _____ give permission for the staff at The Playshop ELC to administer CPR in the case of an emergency to my child, _____

Signed: _____
Mother / Guardian

Date: _____

Signed: _____
Father / Guardian

Date: _____

Acknowledgement of PoPI Act

I, _____ give permission for my personal email address / mobile number to be shared with the class group of my child, _____

(insert name of child)

This is for the purpose of **school correspondence ONLY**.

Signed: _____ E mail address of choice: _____
Mother / Guardian

Signed: _____ E mail address of choice: _____
Father / Guardian

Acknowledgement of Social Media Posts

I, _____ give permission for photos of child, _____ to be posted on the **The Playshop Early Learning**

Centre Facebook page. **(Please note this is not mandatory)**

Signed: _____

Date: _____

Made and entered into between THE PLAYSHOP EARLY LEARNING CENTRE and

MOTHER'S FULL NAME _____ ID NUMBER _____

FATHER'S FULL NAME _____ ID NUMBER _____

CHILDS FULL NAME _____ Date of Birth _____

TUITION SERVICES – Please TICK and INITIAL your required SERVICE and PAYMENT OPTION				
07h30 – 12h00	1 Annual Payment (6% if paid by 20 Nov)	3 termly Payments (3% - 3 payments) (1Jan/1May/1 Sep)	12 Monthly payments NO DISCOUNT	STATIONERY & DEVELOPMENT LEVY
AMOUNT	R66,653	R22,217	R5,554	R2,000
Discounted Fee	R62,654	R21,551	n/a	
PLEASE ✓ CHOICE				
07h30 – 12h30 Grade 000 & older	1 Annual Payment (6% if paid by 20 Nov)	3 termly Payments (3% - 3 payments) (1Jan/1May/1 Sep)	12 Monthly payments NO DISCOUNT	
AMOUNT	R71,868	R23,956	R5,989	R2,000
Discounted Fee	R67,556	R23,237	n/a	
PLEASE ✓ CHOICE				
07h30 – 14h00	1 Annual Payment (6% if paid by 20 Nov)	3 termly Payments (3% - 3 payments) (1Jan/1May/1 Sep)	12 Monthly payments NO DISCOUNT	
AMOUNT	R79,000	R26,333	R6,583	R2,000
Discounted Fee	R74,260	R25,543	n/a	
PLEASE ✓ CHOICE				

FEEs ARE CALCULATED ANNUALLY AND THEN DIVIDED INTO TERMly OR MONTHly PAYMENTs

ADDITIONAL COSTS		
Registration Fee	(New children pay this once off enrolments fee. It is non-refundable)	R2000
Stationery & Development Levy	All children to pay annually	R2000
Stationery Levy includes	Your child's stationery, craft supplies and equipment for the year. A nylon library book bag and face cloth.	
Development Levy includes	All entertainment, special events and shows. We aim for 1 per term. Spor-Tees gross motor program and Music classes.	
For security reasons cash is not accepted at the school. Please note all payments are made in advance. Proof of payment must be submitted to the school. The onus is on the parent to ensure that payment is made timeously. Casual aftercare, ad hoc activities and purchases are payable on invoice. No exception to the payment options will be permitted and the school reserves the right to refuse access to the school should any of the payment not be adhered to.		

I HAVE SELECTED THE FOLLOWING PAYMENT OPTION FOR 2022

TIMES: 12:00pm 12:30pm 2pm

Grade 000 & older

Payment Plan Monthly Termly Annually

(x12 including holiday months and December)

Banking Details:
The Playshop Early Learning Centre Pty Ltd - Business Current Account
 Standard Bank - Sandton City Branch (01810591) Account Number – 300120877
PLEASE USE YOUR CHILDS NAME AS A PAYMENT REFERENCE

Acknowledgement:

I undertake to comply with all the rules & regulations of the School.
 I undertake to advise the School in writing of any changes to the details supplied on this agreement.
 I acknowledge that I will undertake to supply **one full term or four months written notice upon the withdrawal of my child from the school.** This notice is to be given the term preceding the term of withdrawal.
 Failure to do so will result in me being liable for the full terms fees in question, whether or not my child attends school during that term.

Full name: _____ Signature: _____ Date: _____