

# **BLOMMELAND NURSERY SCHOOL AND CRECHE**

## **ENTRY FORM**

### **PUPIL**

**(Please submit a copy of birth certificate, immunisation chart, and current photo of child)**

Date of admission: \_\_\_\_\_

First Name: \_\_\_\_\_

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home language: \_\_\_\_\_

Religion: \_\_\_\_\_

Tell us more about your child: (e.g. shy, moody,): \_\_\_\_\_

### **PARENTS**

**(Please submit a copy of both parents ID documents, proof of residence)**

#### **FATHER**

Surname & Initials: \_\_\_\_\_

Name: \_\_\_\_\_

I.D. number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Name & address of employer: \_\_\_\_\_

Telephone Nr. (H) \_\_\_\_\_

Telephone Nr. (W) \_\_\_\_\_

eMail address: \_\_\_\_\_

#### **MOTHER**

Surname & Initials: \_\_\_\_\_

Name: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Name & address of employer: \_\_\_\_\_

Telephone Nr. (H) \_\_\_\_\_

Telephone Nr. (W) \_\_\_\_\_

eMail address: \_\_\_\_\_

1. Parent's signature \_\_\_\_\_

***Note:** Although we attempt to keep this information updated and correct at all times, we reserve the right to update / change the information on this document at any time.*

**GENERAL: (please submit proof of residence)**

Address at which child resides: \_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Who does child reside with: (Mother / Father / Guardian / etc.)

\_\_\_\_\_

Cell phone: \_\_\_\_\_

Name of person to contact in event of Emergency as well as an Emergency phone number:

(Please advise relationship of such person to child i.e. aunt)

\_\_\_\_\_

Person responsible for collecting your child:

(If someone is not allowed to collect your child a copy of the court order must be handed in.)

\_\_\_\_\_

**MEDICAL INFORMATION**

Home doctor: \_\_\_\_\_

Dr's Telephone Nr. \_\_\_\_\_

Medical aid name: \_\_\_\_\_

Membership number: \_\_\_\_\_

Which illnesses did your child have?

\_\_\_\_\_

Any medical conditions that we must know off.

\_\_\_\_\_

**2. Parent's signature** \_\_\_\_\_

**STATEMENT:**

I, \_\_\_\_\_ mother/ father/ legal guardian

of \_\_\_\_\_ apply for admission at Blommeland Nursery school and Crèche, and undertake to obey the school rules and regulations. Furthermore I will undertake to pay the school fees on or before the **1<sup>st</sup> of each month in advance, and I will give 30 days written notice to take my child out of the school, otherwise I will pay a full month's fee for the notice month although my child will not attend school for that month.** No school fees (in full or partial) will be reimbursed.

I hereby give my consent for yearly medical examinations provided by the school.

I understand that non-payment or not paying my account on time can result in being handed over to the debt collector or lawyer for collecting the outstanding balance. I also understand that I will be held accountable to pay any additional fee added by the debt collector or lawyer.

I/we will not hold the Principal, neither Blommeland Nursery School nor anyone connected with Blommeland Nursery School responsible for any accident, illness or injury involving my child or for any loss.

Signed at PRETORIA on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature: Father / Guardian: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_

3. Parent's signature \_\_\_\_\_

# INDEMNIFICATION FORM FOR TRANSPORT

We the undersigned certify as follows:

That we out of our own free will give our consent that our child:

Name and surname: \_\_\_\_\_

May be transported by bus or private vehicles used by Blommeland Nursery school and Crèche, on outings.

We declare furthermore that the school personnel, management and owners of Blommeland Nursery school and Crèche can not be held responsible for any claims due to accidents while transporting the child.

We hereby declare that no claims can be made against the school due to injury, accident, or any other happening that may occur during the transport of my child. My child will be transported by the Crèche at my own risk.

Signed at **PRETORIA** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By (name and surname):

\_\_\_\_\_

Signature:

Father / Guardian: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_

Witness: \_\_\_\_\_

4. Parent's signature \_\_\_\_\_

# CONSENT FORM TO THE USE OF PERSONAL PICTURES AND INFORMATION ON WEBSITE

Blommeland has a website (<http://www.blommeland.co.za/>) that is maintained and updated from time to time. We use pictures and / or information from the children and/or parents on the website. These picture and /or information is viewable to anyone accessing Blommeland's website.

We would like to ask for your permission to use your and / or your child's picture and / or information on the Blommeland's website.

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**I have read and understood the conditions of the use my and / or my child's picture and /or information on Blommeland's website.**

*Please circle your  
answer*

I the undersigned hereby give my permission to Blommeland to use my and / or my child's picture and /or information on Blommeland's website.

**Yes / No**

Name and surname: \_\_\_\_\_

Signed at PRETORIA on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By (name and surname):  
\_\_\_\_\_

Signature:

Father / Guardian: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_

Witness: \_\_\_\_\_

5. Parent's signature \_\_\_\_\_

**Note:** Although we attempt to keep this information updated and correct at all times, we reserve the right to update / change the information on this document at any time.

## **SCHOOL FEES**

<b>Entrance fee:</b>	R600-00
<b>Stationery:</b>	List will be provided
<b>School fees:</b>	R1 300-00 (full day per child) <b>(06h30 – 17h30)</b> R1 200-00 (half day per child) <b>(06h30 – 13h00)</b>
<b>Day tariff:</b>	R150-00
<b>Holiday care:</b>	R600-00
<b>Outing:</b>	Dates will be given to parents. R60-00 per child is payable.
<b>Tuck-shop (Friday's):</b>	Any amount from R5-00 upwards - per child

### **PAYMENT OF FEES:**

**All fees must be paid on or before the 1<sup>st</sup> of each month,**

Fees can be paid as follows:

- 1: CASH (no cheques) to one of the teachers at the school;
- 2: Internet or cell phone banking direct into the BANK ACCOUNT.

**Please don't pay any CASH directly into the BANK ACCOUNT as there will be an additional admin fee charged.**

**NO CHEQUES ARE ACCEPTED**

Parents will be notified in advance when the school fees will increase.

6. Parent's signature \_\_\_\_\_

# BLOMMELAND NURSERY SCHOOL

542 BEGEMANN STREET

ELOFFSDAL X3

TEL: 012 335 0539

[www.blommeland.co.za](http://www.blommeland.co.za)

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



## PARENT HANDBOOK CONDITIONS, RULES & REGULATIONS.

***Note:** Although we attempt to keep this information updated and correct at all times, we reserve the right to update / change the information on this document at any time.*

# **CONDITIONS, RULES AND REGULATIONS:**

## **YEAR CALENDAR:**

**Blommeland Nursery School** is open from Monday till Friday. The school opens early in January and closes at 10h00 on the 15<sup>th</sup> December or the closest working day before this date, this is when all staff is on leave. **The school is closed on all official Public Holidays as well as on the Monday (if holiday is on the Tuesday) and Friday (if holiday is on the Thursday).** Since these are paid holidays, there is no reduction in school fees (this includes year-end closure). If you take your child out to go on holiday, there is no reduction of school fees.

## **SCHOOL HOURS:**

**The school will be open from 06h30 and will close exactly at 17h30. A penalty fee will be charged for being late. The school will close in December. Notice will be given in advanced of these dates. A 30-day (one calendar month) written notice must be given to the school if your child is leaving the school or going to primary school. This contract is binding for the whole time your child attend this school (from 30 days up to 6 years), it is not a year contract. No children must be left in the parking lot without any supervision; your child is your responsibility before and after school hours.**

## **AGE:**

Children are accepted from 3 months up to school going age.

## **INSTRUCTION:**

Given in English and Afrikaans.

## **DOCUMENTS:**

Enrolment form must be completed and submitted on/or before the day of admission. **Copies of the Child's Birth Certificate, Clinic Card (inoculations), copies of Father and Mother's or Legal Guardian's Identity documents, and proof of residence e.g. (Water and lights account) and a current photo of the child must be attached.**

**TAKE NOTE:** No child will be enrolled without these documents on our files.

## **DEFINITION OF A PARENT:**

A "parent" is the biological or legal guardian of a learner, or

A "parent" is a person legally entitled to the custody of a learner, or

A "parent" is a person who usually has the care and control of a learner.

The school will require a copy of the documents conferring guardianship, custody or care and control of the learner to a person other than the biological parents.

## **FOR GUARDIANSHIP PURPOSES:**

The school requires an affidavit from the biological parents conferring guardianship, custody or care and control of the learner to a person other than the biological parents. The guardian must also provide an affidavit accepting total responsibility for the learner.

7. Parent's signature \_\_\_\_\_



## REGISTRATION & FEES:

These are determined by the Management Board of Blommeland Nursery School, and are revised yearly. All fees are payable in advance.

- The relevant documents have been completed and handed in.
- The relevant registration fees have been paid.
- The parent's agree to abide by the Conditions, Rules and Regulations of the School, as set out in this document.

### TAKE NOTE:

- The registration fee as well as any school fees is not refundable and a 30 day (1 calendar month) notice must be given in writing if you want to take your child out of the school.
- All fees must be paid before or on the 1<sup>st</sup> day of each month. If you are unable to pay on this day an arrangement must be made with the principal (in writing) and an additional late payment fee will be added.
- Registration will be suspended if these payments are not made on time each month.
- All fees are payable irrespective of absence for illness, leave, holidays, etc.
- **All outstanding school fees will be handed over to the debt collector or lawyer and you will be responsible to pay any additional fees added by the debt collector or lawyer.**

## PAYMENT OPTIONS: NO CHEQUES ARE ACCEPTED.

### CASH:

In a sealed envelope with your child's full name, correct amount (no change will be given) to the teacher on duty who will give you a temporary receipt. Don't pay any cash directly into the bank account because an additional admin fee will be charged.

### INTERNET / CELL PHONE BANKING:

Your child's full name or his/her account number as on our school account must be given as reference. Receipts will only be given once the payment appears on our bank statement.

**TAKE NOTE:** no cheques are accepted and please don't pay any cash directly into the bank account.

### CONFERENCE:

If at any time during the year it is felt that Parent/ Teacher/ Principal could benefit from a conference, this may be scheduled by appointment. Since the attention of the teacher is needed for the whole class while in the classroom, conferences are not advantageous or permissible during arrival or departure times. Any telephonically enquiries can be done between 8h00 and 12h00. Tel: 012 335 0539. Parent's evenings are held once a year.

### COMPLAINTS, CONCERNS AND SUGGESTIONS:

All complaints, concerns, or suggestions must be put in writing and handed to the Principle.

### DIVORCE AND SEPARATION:

**In the case of a Custody Court Order, the School must be informed in writing if a parent is not allowed to fetch a child from school, and a copy of the order must be supplied for our file. In the case of custody over a child between parents, the School will not be held liable in any way, but will at all times strive to give the child concerned a sense of security and well-being.**

8. Parent's signature \_\_\_\_\_

### ILLNESS AND MEDICATION:

**No medication will be given without parental permission.** Should your child need medication, **please complete the Medical Register.** The teacher will sign when the medicine is given. Medicine must be taken home every day. Medicine remaining longer than 3 days after last entry in medicine book will be discarded. **All medicine must be clearly labeled with child's name, times and quantity given.** No child will be allowed to collect or bring the medicine. Please do not leave any medication, antihistamines, cough lozenges, lip ice, with instruction to use if necessary. **No medication will be put on any child's PRIVATE PARTS.** Please do not ask us to keep your child indoors. Weather permitting; children go outside morning and afternoon. We cannot leave your child in the classroom unattended. A child who cannot play outside should be kept at home. If a child shows evidence of any contagious disease, fever, nausea, pink eye, lice etc. we will immediately call and inform you to pick up your child at once. **As regulated by the Department of Health no child is allowed in school with a contagious disease, this includes head lice.**

### ABSENTEEISM:

Please notify the school if your child is absent that day.

### THE MENU AND OTHER FOOD,

Breakfast is only served up to 8H00. The menu is on display outside the Principals office. Allergies can unfortunately not be catered for. Parents with allergy prone children must check the menu and substitute. Parents must put a sandwich in for the child for breaks at 10H00 and 15H00.

### SWEETS, TOYS, MAKE-UP AND JEWELLERY:

These items are not allowed at school. The Principal will confiscate these items. The tuck shop is open on Friday mornings.

### A BIRTHDAY PARTY:

Please arrange this with the school before time. No chappies, balloons please.

### PERSONAL ARTICLES:

**Each child must have an extra set of clothes. Please mark all articles.** Send child in old play clothes only. **No fashion clothes or shoes or super hero suits. These can be dangerous on the equipment.** No shoes during the warm weather. Make sure all clothing is for current weather. **All clothing and shoes must be clearly marked.**

**Summer clothing:** Boys and girls must wear shorts and T-shirts bare foot.

**Winter clothing:** Boys and girls must wear tracksuits with shoes.

### CELL PHONES:

**No phones allowed at school. We do not take any responsibility for phones getting lost or damaged.**

### SUITCASES:

A change of clothing marked with your child's name should be put in suitcase daily. Check daily for newsletters, soiled clothing. Please read the letter book when send home, sign and send back the next day. If there is unknown items in your child's bag please send it back to school the next day.

### LOST PROPERTY:

Please check the lost property box regularly for your child's stuff.

9. Parent's signature \_\_\_\_\_

### COLLECTING YOUR CHILD:

No child will be allowed to leave the school with anyone other than the parents, unless the following is adhered to: A letter of permission signed by the parents, also a copy of the Identity document of the person collecting the child. Please note the person collecting the child will be asked for positive identification. If arrangements are made for your child to visit a friend in our school this includes birthday parties after school, we must be advised in writing. No child under the age of 10 years may collect the little children, there must be an adult present. No staff may take a child home. These rules are for your child's safety.

### SMOKING

This is a smoke free school. The school uses gas for cooking and therefore NO exception will be made to this rule.

### HYGIENE

Hair must be regularly checked for lice and if necessary properly treated. If head lice are found the child must stay at home and must be treated immediately. Nails must be short and clean. No nail polishes please.

### PLEASE SUPPLY THE FOLLOWING:

Yearly supplies per child:

12 rolls of toilet paper  
10 boxes of tissues  
3 bars of soap

**The employees and management of this school will do all they can to prevent any accidents or injuries and can not be held responsible if something should happen to your child. In the case of a serious injury or accident you will be contacted immediately.**

***We do not tolerate any form of child abuse.***

I/WE THE UNDERSIGNED DECLARE THAT I/WE HAVE READ THE CONDITIONS, RULES AND REGULATIONS OF BLOMMELAND NURSERY SCHOOL AND CRECHE AND THAT I/WE UNDERSTAND AND ACCEPT IT. I/WE ALSO UNDERTAKE TO ABIDE TO IT FOR AS LONG AS MY CHILD/REN IS ENROLLED IN THE NURSERY SCHOOL.

Signed at **PRETORIA** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**SIGNATURE:** Father / Guardian: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_

10. Parent's signature \_\_\_\_\_

*Note: Although we attempt to keep this information updated and correct at all times, we reserve the right to update / change the information on this document at any time.*

## **BUSINESS HOURS, FEES AND PENALTIES:**

### **SCHOOL BUSINESS HOURS:**

The school business hours are from **06h30 till 17h30** – business days. No exceptions.

### **LATE PICKUP PENALTIES:**

**A penalty fee will be added to the account if the child is picked-up after 17h30.**

R100-00 for 0-30 minutes, R200-00 for 30 to 60 minutes and so on. This is per child.

### **PAYMENT OF FEES:**

All fees must be paid on or before the 1<sup>st</sup> of each month.

Fees can be paid as follows:

- CASH (no cheques) to one of the teachers at the school;
- Internet or cell phone banking direct into the BANK ACCOUNT.

**Please don't pay any CASH directly into the BANK ACCOUNT as there will be an additional admin fee charged.**

R100-00 for every cash payment made into bank account.

NO CHEQUES ARE ACCEPTED

### **PENALTY FEE FOR LATE PAYMENT:**

**A penalty fee will be added to the account if the school fees or any other fees (in full or in part) are not paid on the agreed date.**

R100-00 for every day the payment is late.

This includes weekends

e.g (This means 5 days late = R500-00 penalty.)

**If no adherence is given, this account will be handed over for debt collection after 60 days.**

I/WE THE UNDERSIGNED DECLARE THAT I/WE HAVE READ THE ABOVE AND THAT I/WE UNDERSTAND AND ACCEPT IT.

SIGNATURE: Father / Guardian: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_

**DRIVE SLOW WHEN ENTERING THE PREMISES THERE ARE CHILDREN AROUND....**

11. Parent's signature \_\_\_\_\_