

**Riekies Private Pre-School
Registration and Financial Agreement
2021**

Date of Registration for Academic Year 2021: ____/____/21

At which branch would you like to register your child?

Branch #1 36 Rosmead St Del Judor		Branch #2 31 Bedford St Del Judor	
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Please ensure to use WhatsApp - Our school communicate via WhatsApp Classroom Groups

Full day Half day

Child Information:

Name and Surname: _____

Date of Birth: _____

Child ID no: _____

Religion _____

Allergies _____

IMPORTANT - Other medical conditions: _____

Medical Aid Name: _____

Medical Aid Number: _____

Name and contact number of Doctor: _____

At which pre-school or day care facility was your child? _____

Did your child receive all the immunisations Yes or No?: _____

Social media: I herewith give permission for my child's photo's to be published on social media

Please refer to the POPI Act – We only publish photos on our internal WhatsApp classroom groups – Instagram and Facebook all faces will be covered and not exposed.

Yes or No? _____

Mother's Information:

Name and Surname: _____

Celphone number: _____

Tel (home): _____

Tel (work): _____

Date of Birth: _____

Identity Number (mother): _____

Residential Address of Child: _____

_____ Postal code: _____

Employers Name (mother): _____

Occupation: _____

Emergency contact person if parents cannot be reached (name):

Emergency contact number: _____

Relationship with child: _____

Fathers Information:

Name and Surname: _____

Celphone number: _____

Tel (home): _____

Tel (work): _____

Date of Birth: _____

Identity Number: _____

Employers Name (father): _____

Occupation: _____

Parents marital status (Please tick): Married, Divorced, Separated, Single parent, Widow, Guardian

Indemnity Notice and Payment Agreement:

I the undersigned herewith indemnify Ria Taljaard, Owner of Riekies Private Pre-School and staff of any damage, losses or injuries that may occur during my child's stay at the school. Our school can assure you that all necessary precaution will be taken to ensure a safe and happy environment. I also take note that the premises c/o 36 Rosmead and Birkholtz street Del Judor Witbank or 31 Bedford St Del Judor Witbank are entered at own risk and right of admission is reserved. The school is functioning as a Private Registered School and school fees must please be paid before or on the **1st calendar day of each month over a period of 12 months (December holiday period included)**. Arrear accounts will be handed over for collection, parents will be responsible for all additional fees and interest. **One calendar months' notice is applicable in cancelling the registration agreement (only written notice will be accepted) No cancellation notice will be accepted during the month of October to December for the current academic registration year.** No registration fee will be refunded.

I also take note that the school is registered at the Department of Social Development and Department of Health, it is also registered at the Mpumalanga Early Childcare Association. Our hygiene and sanitizing policy is available on request to ensure compliance with all Health and Safety Regulations and Covid19 Guidelines and Regulations. Our school will follow the Covid19 Guidelines strictly in an attempt to keep our children and employees safe, we can however not guarantee that infection of any illness or virus will not occur. We wish you and your child a pleasant stay at our school and a warm welcome!

Full name and surname of parents:

Mother Full Name and Surname: _____

Signature Mother: _____

Father Full Name and Surname: _____

Signature Father: _____

Date: _____

Copy of the following documentation:

IMPORTANT PLEASE

- ID of Account holder
- Birth certificate
- Immunisations card
- Municipal account/ Proof of Residence
- Previous school Account Statement

Banking Details:

Standard Bank
Account Name - Riekies Private
Preschool
Account Number – **03 115 72 03**
Branch Code – 052750
Cheque Account
**IMPORTANT Reference –
Please use your child's Name
and Surname as reference**

Financial Agreement

I _____, id no: _____ the undersigned herewith confirms that:

I accept the financial agreement and registration terms and conditions between myself and Mrs M Taljaard t/a Riekies Private Pre-school, I have read and understood the terms and conditions as listed below:

Riekies Private Preschool is functioning in private capacity and does not receive any form of financial support from the government or any other institution. Parents are therefore kindly requested to please pay their school fees before or on the **1st day of each month** to ensure proper financial functioning of our school.

Payments received after the 7th day monthly will be charged with an additional late payment fee. All school expenses are being paid with the income from school fees. If the account is in arrears or not paid by the 7th of that particular month, we may consider cancelling our service without any notice and hand over the account for collection by our attorneys. The owner or management will not get involved in any divorce settlements etc., the person signing this agreement or the other legal guardian will be held responsible for all payments in spite of any personal matters that may occur during the registration period.

School fees are payable over a period of **12 Months** in advance (January to December – December fees are also payable, even if the school closes for the December school holiday period in the first week of December. December is our staffs paid leave period and payment for December is included in the Annual Registration Agreement. **One calendar months' written notice is applicable upon cancelling** the agreement and **no notice** will be accepted during the month of **October, November and December**. Notice will only be accepted in **writing via email to Riekies.kleuterskool@gmail.com attention Ria Taljaard**. The registration fee is **non-refundable** upon cancellation of the registration agreement. School fees must also be paid before or on the **1st day monthly** irrespective of any school holiday, weekend, public holiday etc. The school does not close during school holidays (only closes in December until January when departmental schools open again). Please view the Department of Basic Education's School Calendar for specific dates of closure in December and re-opening in January. Kindly also refer to the Riekies School Calendar for dates.

Payments can be made via EFT (Electronic Fund Transfers – **OR cash payments at school please always insist on a receipt – no receipt – no proof of payment**) Please ensure that you receive a monthly statement for all payments monthly. Account Statements will be forwarded via WhatsApp monthly. Payments are loaded on our system after the 7th day of each month and will only reflect the previous months payment on your next monthly statement the current payment amount will reflect.

School fees will be due for payment in full - in the case of any National Disaster announcement, pandemic or forced lockdown instruction. Riekies Private Preschool is NOT a registered credit provider, therefore all accounts must be paid monthly in advance. No credit facilities available.

School Fees Structure (NO Fee increase from 2020 fees)

Full day: R1800 per child, per month

Half day: R1600 per child, per month

Babies and Toddlers (babies until to 2 years): R2100 Full day and Half day R1900

Registration Fee: R1000 per child

Annual Registration fee (January to December), administration and books included:

R1000 per child. The registration fee is **annually due upon every registration for that specific academic year, whether you register in January or during the year until November.**

Registration fee is non-refundable upon cancellation of the registration or agreement.

Please note that all curriculum books will remain the property of the school. Registration fees for the 2021 academic year is due before or on 1 December 2020. Please ensure that all arear accounts are paid before 1 December 2020 to avoid debt collection.

I do realise that interest will be charged on any outstanding amounts and that my child's school attendance will be restricted if the account is not paid according to this agreement. I will also be held responsible for any expenses due to collection and legal fees on my account if deems necessary. Thank you for your kind support in this regard.

Welcome at Riekies Private Preschool, we wish you and your child a pleasant and loving stay.

Please attach a copy of the identification card of the person responsible for the account as well as a copy of your municipal account/proof of residence. Last statement of financial account for the previous year at the previous previous school, including Riekies Private Preschool.

Full name and surname of **parent responsible for the account:**

Id number: _____

Cel no: _____

Tel Work no: _____

Child #1 name: _____

Child #2 name: _____

Child #3 name: _____

Signature of PARENT responsible for the account Ms Maria Taljaard (PRINCIPAL)

_____ Date: ___/___/___

_____ Date: ___/___/___