



429 Vale Ave, Ferndale,  
Randburg, 2194

082 752 3829 / 083 996 9654  
info@chatterboxnurseryschool.co.za

# Enrollment Form

Child's Name: .....

Child's Surname: .....

Child's Nicknames: .....

Date Of Birth: .....

Home Language: .....

Religion: .....

Home Address: .....

Email Address(Mom): .....

Email Address(Mad): .....

Mom's Name: .....

Mom's ID No.: .....

Mom's Occupation: .....

Name of Company: .....

Address of Company: .....

Contact Details (Mom) (h) (w) (c) .....



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Dad's Name: .....

Dad's ID No .....  
.....

Dad's Occupation: .....

Name of Company: .....

Address of Company: .....

Contact Details (Dad): (h) ..... (w) ..... (c) .....

Family Doctor: .....

Medical Aid No. ....  
.....

Medical Aid Name: .....

Allergies: .....

Fees payable monthly	Over 11 Months
Babies to grade R full-day fee	R2130.00 06:30 am to 17:15 pm
Half day fee	R1950.00 07:00 am to 13:00 pm
Enrollment Fee:	R400.00
Bedding to be provided	

**All school fees are compulsory regardless of whether the child is present or not, you are liable to pay full the fees of the normal rate. if your child doesn't attend school due to illness or holidays you are still required to pay school fees for that month.**



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## PERSON RESPONSIBLE FOR THE ACCOUNT

Signature ..... Print name in full(mother) .....

Signature ..... Print name in full(father) .....

Signed at ..... on ..... day 20 .....

## CONFIDENTIAL QUESTIONNAIRE

Number of children in the family .....

Previous school child attended .....

Allergies .....

## INDEMNITY FORM

Although every necessary precaution has been taken to prevent accidents, neither Chatterbox Nursery, the facilitators, all employees of the school, any agents, quests nor other persons associated with the school of said facilitators/teachers will not be held responsible for any claims to a child arising from an accident which may occur whilst the children are on the premises or an outing by or on behalf of the school or any of the said persons. This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such an injury, damage, or death.



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## VISION AND MISSION STATEMENT

Life skills/social development- The child is equipped with skills to function in his/her environment on a daily basis. Children are taught a code of conduct that incorporates values, ethics, and manners.

**Numeracy** - Mathematical skills, shapes, colors, numbers, and perception. Our Grade R's are able to do addition, subtraction, and word sums.

**Literacy** - Language development and reading is enhanced. Poetry, storytelling, and reading from the basis of the lessons. Gross motor - This is essential for the child's development in all aspects. Lessons enable children to follow instructions. It teaches them to relax and also body and spatial awareness. Fine motor development is also incorporated.

**Art** - Creativity is essential for the child's development. Essential skills such as holding brushes, glue sticks, arm movement in painting, cutting skills and many more skills are taught.

**Music** - Skills such as body movement, listening skills, and instrument playing are enjoyable to most children. Music is a creative outlet for their talents.

**Science** - Discovering the reason for unexplainable phenomena is something children will never forget. How to light a bulb with a battery or what causes bread to rise and seeing how a plant grows from a bean are some of the lessons incorporated into our science lessons.

**Emotional Development** - Important for all children is their self-esteem and their sense of achievement. Children are taught to be confident, learn to express their feeling, and also how to cope with their fears and anxieties.



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## RULES AND REGULATIONS

**SCHOOL FEES** - are payable in advance before the 1st of the month ie. On the 30th or 31st and no later than the 7th of every month. December and January included. Fees must be paid before the child commences school. No exceptions will be permitted. **The school reserves the right to refuse children access to the school if fees have not been paid or outstanding.** **The onus is on the parent/guardian to ensure that fees are paid timorously.**

**NOTICE** - one terms notice (3 months) written notice will be accepted. No notice will be accepted after the first week of October and November and December.

## TERMS AND CONDITIONS AND POLICIES

Indemnity: Although every necessary precaution will be taken to prevent accidents, neither Chatterbox, the facilitators, all employees of the school, any agents, guests, nor other persons associated with the school of said facilitators/teachers will be held responsible for any claims to a child arising from an accident which may occur whilst the children are on the premises or at any outing by or on behalf of the school or any said persons. This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury, damage, or death.

An enrollment fee of R400 is non-refundable and must be paid in advance before the child commences school.

**FEES:** are payable in advance before the 1st of the month i.e. 30th or 31st December and January included. **Fees must be paid before the child commences school. No exceptions will be permitted. The school reserves the right to refuse access to the school if fees, have not been paid or are outstanding. The onus is on the parent/guardian to ensure the fees are paid timeously. Should payment be made between the 1st and the 7th of the month a 10% levy will be added to your school fee. A late payment levy of 25% will be added onto your increased fee if payment is received after the 7th of the month. Services will be terminated if no payment has been received by the 10th of the month.**

**All fees are subject to a collection commission which includes attorney/client fees and tracing fees (where applicable). This fee shall be for the account of the client and non-refundable. A charge of R100-00 per incidence will be levied on all "refer to drawer" cheques, returned stop orders, or other unpaid items. Cash payments are accepted at the nursery school.**



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**NOTICE:** We the undersigned, undertake to give one terms notice (3 months) or alternatively agree to pay one terms school fees (3 months school fees) in the event of withdrawing our child/children from the school for any reason whatsoever. **No notice is accepted for the months of November and December.**

## SCHOOL HOURS:

06:30 am to 17:15 pm Monday to Friday

As stipulated in the Child protection laws- no staff member of Chatterbox Nursery School is allowed to have a child in their care after 17:45 pm Monday to Friday.

## HEALTH ISSUES AND INJURIES

A child is not allowed at school if the child has a contagious disease. Please keep your child at home until cleared by a physician. The school reserves the right to decide whether a child may or may not attend for health reasons. According to City Health regulations, a sick child cannot remain at school and has to be isolated at home. Do not send your child if there is any vomiting, diarrhea or head lice. You give us permission to take your child to the nearest emergency room for treatment if we cannot reach you or in case of an emergency. You the parents or guardians will be responsible for the full medical costs including transport and procedures.

## MEALS

The school provides breakfast, midmorning snack and lunch. The school does not provide an afternoon snack. Please provide an afternoon snack. Please wrap snacks in disposable wrappers. No lunch boxes

## PERSONAL DETAILS

It is the parent's responsibility to make sure that their telephone no and address are updated at all times in case of an emergency the school can contact parents easily.

## BELONGINGS

All belongings i.e. Clothes, bags etc. must be clearly marked with their child's name. We will not be held responsible for any lost items. Each child must purchase a school hat to wear every day and school t-shirts.



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## GENERAL

Please provide on a monthly basis a box of tissues, a soap and a roll of toilet Paper. Babies should provide nappies, wet wipes, lotion, bum cream and sun block We close annually during the December period. Please make arrangements for leave over this period. We/I hereby state and that we/hereby acknowledge that we/I have read and fully understand and agree to abide by the Chatterbox nursery school policy. We/I state that we/I /am are duly authorized to sign this document and that the best of our/my knowledge all information provided is true and correct and contains No omissions. We /I agree to inform Chatterbox Nursery School in writing of any changes from time to time as may be.

Signature of parent/Guardians or responsible parties

Signature .....Print name in full(mother) .....

Signature .....Print name in full(father) .....

I have read and understood this contract that I have signed with the Chatterbox Nursery School.

Signature .....(mother)

Signature .....(father)





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## DOCUMENTATION

NO CHILD WILL BE ADMITTED WITHOUT THE FOLLOWING DOCUMENTATION

1. FULLY COMPLETED AND SIGNED APPLICATION FORM
2. COPIES OF BOTH PARENTS' ID BOOKS
3. COPY OF BIRTH CERTIFICATE
4. PROOF OF RESIDENCE(LIGHTS/RATES ACCOUNT)
5. COPY OF CLINIC CARD
6. SALARY SLIPS OF BOTH PARENTS
7. FOUR ID COPY PHOTOS OF YOUR CHILD.

I, the undersigned, acknowledge that I agree to the terms listed above and that the particulars detailed overleaf are correct. I further agree to the jurisdiction of the local Magistrates court in all disputes. I choose the residential address overleaf as my Domicilium Citandi et Executandi for all purposes.

Thus done and signed at ..... on the ..... day

of .....20 \_\_\_\_\_

Parent/Guardian Signature .....

Witness .....

Admin Signature .....



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## BANKING DETAILS

**Account Holder:** Chatterbox Nursery School

**Bank:** Standard Bank

**Account No:** 200514733

**Branch Code:** 006305

**Reference:** Child's Name