



**WISHING WELLS NURSERY SCHOOL**

271 BEYERS NAUDE DRIVE  
BLACKHEATH  
2195

TEL: (011) 476-3649 FAX (011) 476-3648  
wishingwellsinfo@gmail.com

P O BOX 48478  
ROOSEVELT PARK  
2129



**ENROLMENT FORM - 2020**

**CHILD'S PERSONAL INFORMATION**

<b>Full Name of Child:</b>	
<b>Name the Child goes by</b>	
<b>Date of Birth</b>	
<b>ID. Number</b>	
<b>Religion</b>	
<b>Gender</b>	
<b>Home Language</b>	
<b>Home Address</b>	

**PARENT'S DETAILS:**

	<b>Mother</b>	<b>Father</b>
<b>Full Name</b>		
<b>ID. Number</b>		
<b>Home Telephone Number</b>		
<b>Work Telephone Number</b>		
<b>Cell Number</b>		
<b>Occupation</b>		
<b>Business Name</b>		
<b>Email Address</b>		
<b>Marital Status</b>		
<b>Home Address</b>		
<b>Postal Address</b>		
<b>Work Address</b>		

Date of Application: \_\_\_\_\_

Date of Commencement: \_\_\_\_\_

Service Required: Half Day or Full Day: \_\_\_\_\_

Name of Person Responsible for Account: \_\_\_\_\_

Name of Person to Receive Email Correspondence: \_\_\_\_\_  
(E.g. newsletters, etc.)

Schools previously attended and reason for leaving: \_\_\_\_\_

Who lives at home with the child? \_\_\_\_\_

How did you hear about Wishing Wells? \_\_\_\_\_

**Other People who may fetch the child from school or be contacted in emergencies:**

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

Contact Numbers: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

**Prior notification if required should any other person collect your child from school.  
No child will be allowed to leave the premises with persons unknown to the teaching staff unless the parent or legal guardian has granted written permission.**

**MEDICAL DETAILS:**

DOCTOR'S NAME:	
TELEPHONE NUMBER:	
ADDRESS:	
MEDICAL AID:	
MEDICAL AID NUMBER:	

DETAILS OF ANY ALLERGIES & TREATMENT	
DESCRIPTION OF GENERAL HEALTH	
SPECIAL INSTRUCTIONS OR INFORMATION	

**FEE STRUCTURE 2020**

**Initial Registration Fee: R 500-00**

**Fees are strictly payable in advance per month and are not refundable. Late payments will be charged interest.**

**Half Day: 6.30 – 2.00 (Inc. Lunch)                    R 2,495.00 per month over 12 Months  
R 7,485.00 per term / R29, 940.00 per year**

**Full Day: 6.30 – 6.00 (Inc. Lunch)                    R 2,830.00 per month over 12 Months  
R 8,490.00 per term / R 33,960.00 per year**

**A 10% discount is allowed off a sibling’s school fees. An 8% discount is allowed if the full year’s fees are paid in full by end of January 2020.**

**School Fees may increase in January 2021.**

**A new enrolment form will need to be completed at the end of each year, together with a R500 re- registration fee which will be deducted off your fees in January.**

**A full terms written notification is required if your child leaves Wishing Wells Nursery School .Payment in lieu of notice will be accepted. Wishing Wells does not assume that a child has left if he or she is absent for a prolonged period. Any change in your child’s schedule, ie full day to half day, requires one calendar months’ notice. Any Notice after October is not accepted for that year.**

**Date of Application: \_\_\_\_\_ Date of Commencement: \_\_\_\_\_**

**DETAILS OF PERSON RESPONSIBLE FOR SCHOOL FEE PAYMENT:**

**LD. Number: \_\_\_\_\_ + Copy of LD.**

**Postal Address: \_\_\_\_\_  
\_\_\_\_\_**

**Physical Address: \_\_\_\_\_  
\_\_\_\_\_**

For the purpose of all legal process in this matter, I elect my physical address, as stated above, as my domicilium citandi et executandi.

Email: \_\_\_\_\_ Cell no: \_\_\_\_\_

Tel. (w): \_\_\_\_\_ Tel. (h) \_\_\_\_\_ Fax no: \_\_\_\_\_

Current employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

A full terms written notification is required of intention to remove a child from Wishing Wells Nursery School or Baby Care.

Signed: \_\_\_\_\_ at Black heath this \_\_\_\_\_ day of \_\_\_\_\_

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

Relationship to child: \_\_\_\_\_

**OUR BANKING DETAILS ARE AS FOLLOWS:**

First National Bank Sandton Branch: 254605  
Account Number: 62703667678  
Wishing Wells Nursery School

Ref: Child's Name in Full

I, the responsible party for the account of the abovementioned child, hereby confirm that I have read and understood the conditions of enrolment for my child at Wishing Wells Nursery School contained herein and agree to pay the amount of R \_\_\_\_\_ per month or R \_\_\_\_\_ per term. Fees are subject to an increase each year.

Signed at Black heath this \_\_\_\_\_ day of \_\_\_\_\_ year: \_\_\_\_\_

Wishing Wells Representative: \_\_\_\_\_

Payee's signature: \_\_\_\_\_

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

## TERMS, CONDITIONS AND SCHOOL REGULATIONS

Please note that no reduction in fees will be given during a child's absence due to illness or through being away on vacation.

The school will operate according to the government school terms, but a facility will be provided for the children during the school holidays, except during our December break when the school will be closed completely.

Please try to ensure that the exact amount is provided when paying cash. The payment must be placed in an envelope that is clearly marked with the child's name, a receipt must be obtained upon all payments.

Wishing Wells will not be held responsible for mislaid fees if proof of payment cannot be furnished.

Please note that non-payment of fees is viewed very seriously. Unpaid school fees may result in your account been handed over and your child will be asked to be withdrawn from Wishing Wells. Any costs arising from the collection of outstanding fees are payable by the parents or legal guardian of the child. There will be a 30% collection charge on any accounts handed over.

### Arrival and Departure Times

School opens at 6.30am and closes at 6.00pm

Children must please be dropped at school by 8.15 am and collected on time. Late collections will be charged for. Under no circumstance may children be dropped at the gate. They must be taken to the classroom and handed over to the teacher.

Children may only be fetched by their parents, legal guardian or nominee as specified on the enrolment form. No child will be allowed to leave the premises with persons unknown unless the parent or legal guardian has made prior arrangements.

### Late Collections

Wishing Wells must be notified as soon as possible if a child is to be collected late so that staff arrangements can be made. A late collection fee of R50.00 will be charged from 6.00 to 6.30 pm, thereafter an additional fee, from 6.30 pm onwards, will be charged at a rate of R100.00 per hour, or part thereof.

### Security

Wishing Wells is protected by ADT Security and a part time security guard is hired to prevent car theft and hijackings.

On entering and leaving the property it is each parent's responsibility to ensure that the gate is securely closed behind them. In addition, no child is permitted to leave the property before the parent/guardian or authorized person has signed them out on the daily register.

### Illness

Children suffering from coughs, colds or any other infectious diseases must be kept at home until they have fully recovered. Please inform the school if a child is to be absent.

### Medicine

Medicine prescribed by a doctor must be handed to the class teacher so that it can be entered into the medicine register. The school does not accept medicine or instructions from a child under any circumstances.

Please mention any special problems, if any, i.e. allergies, (e.g. penicillin, bee stings, etc.), speech defects, learning problems and the treatment required:

### Clothing

Please ensure that your child has a spare set of clothing. A jersey must also be sent every day. All clothing is to be clearly marked with your child's name.

### Toys and Sweets

Please do not allow your child to bring toys and sweets to school. No food or drink from home will be allowed to be consumed on the property, except by prior arrangement.

### Birthdays

A birthday is a great event in every child's life. Your child's teacher will arrange for a birthday ring. Many parents like to send cakes and sweets to school. Please refrain from sending suckers on sticks as they can be dangerous.

### Interviews

Parents are always welcome to discuss problems with the teacher. Please make an appointment in advance in order to allow a discussion to take place undisturbed.

### Progress Reports

Progress reports are sent to parents twice a year, in June and December.

### Items Required for First Day of School

If in a younger class – nappies, wet wipes & cream  
Extra panties if potty training

### All Classes Require: -

1. Extra clothing in case of accidents
2. Bedding for rest time – either a cot sheet, small pillow & light blanket OR a sleeping bag
3. Toiletries for the term – all accounts will be invoiced for R 30.00 per child at the beginning of each month to cover the purchase of toiletries viz:-
  - a) Facial tissues
  - b) Paper towel
  - c) Liquid soap
  - d) Toilet roll
4. Stationary Packs are also required. Your child's teacher will inform you of what items are required.

We, the parents of: \_\_\_\_\_ (block letters)

- 1) As parent/guardian of said applicant, do hereby grant permission for our child to participate in all school activities, which form part of the daily routine.
- 2) We hereby agree that on behalf of ourselves, executors and applicant to indemnify and absolve Wishing Wells Nursery School and its staff members against and from any and all claims whatsoever that may arise in connection with any loss and / or damage to the property or injury to our child, or for any other unfortunate event that may occur whilst in the care of, or on the property where Wishing Wells Baby Care & Nursery School operates.
- 3) Hereby undertake to pay the fees as stipulated in the fee structure.
- 4) Hereby consent that the school or its appointed agent may carry out a credit enquiry and may transmit details to the credit bureau of how I have performed in meeting my obligations in terms of this agreement and in the event that I fail to meet my obligations, may record my non-performance with the applicable credit bureau.
- 5) Hereby undertake and bind myself to pay interest compounded monthly, at the maximum rate permissible by law on all outstanding school fees.
- 6) I consent to the jurisdiction of the Magistrates Court in any action instituted against me in the event that I fail to pay as per this agreement and will be liable for all collection fees on an attorney/client scale and will be liable for all tracing costs.
- 7) Hereby confirm that the child's immunizations are up to date. (Please kindly supply copy of vaccination records.)
- 8) Hereby authorize Wishing Wells Nursery School to:  
Seek any medical attention which the child may require where I could not be reasonably contacted, and I accept full responsibility for all costs incurred.  
Administer pain relieving or fever reducing medications such as Calpol or Panado should the need arise.
- 9) I consent to photographs being taken of my child at school. These photos may be available to parents or appear on our website or Facebook or for advertising but will not be distributed in any other form without informing parents.
- 10) Hereby acknowledge that I have read and accepted all the school rules and conditions of enrolment.

**Father:**

**Signed:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Mother:**

**Signed:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Please attach a copy of both parents ID.**